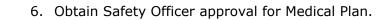
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1	
\checkmark	

<u>Task</u>

- 1. Obtain briefing from Service Branch Director or Logistics Section Chief:
 - Obtain information on any injuries that occurred during initial response operations.
 - Name and location of Safety Officer.
- 2. Determine level of emergency medical activities performed prior to activation of Medical Unit:
 - Number and location of aid stations.
 - Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident.
 - Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.
 - Medical supplies needed.
- 3. Respond to requests for medical treatment and transportation.
- 4. Request/supervise ambulance support. Order through established Incident chain of command.
- 5. Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency. **This plan should be coordinated with the medical organization within the Operations Section**. Plan should include:
 - Medical Assembly Area.
 - Triage Area.
 - Ambulance Traffic Route.
 - Landing Zone for Life flight (incident and hospital).
 - Aid Station Location(s).
 - Hazard specific information (HAZMAT treatment, etc.).
 - Closest hospitals.
 - Consideration should be given to separate treatment areas for responders and victims, as well as sending all responders to a single hospital.

Medical Unit Leader Position Checklist



- 7. Coordinate Medical Plan with local hospitals.
- 8. Respond to requests for medical aid.
- 9. Notify Safety Officer and Logistics Section Chief of all accidents and injuries.
- 10. Respond to requests for medical supplies.
- 11. Prepare medical reports; provide copies to Documentation Unit.
- 12. Submit reports as directed; provide copies to Documentation Unit Leader.
- 13. Provide briefing to relief on current activities and unusual circumstances.
- 14. Document all activity on Unit Log (ICS Form 214).