



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

## PURPOSE

The purpose of this policy is to establish a standardized approach to dealing with Mass-Casualty Incidents (MCI) so that fire department personnel will conduct triage and treatment appropriately and operate in a safe and controlled manner. This document was developed with the intent of meeting the standards of the National Incident Management System and it allows Russellville Fire Department personnel to work effectively with other agencies.

## POLICY

This policy shall provide a framework for critical decision-making at incidents that involve multiple patients. It gives information pertaining to the recognition and declaration of a MCI, along with describing how scene control will be maintained through the establishment of the appropriate ICS positions.

*Note: For the purpose of this policy the Russellville Fire Department will define a mass-casualty incident as any incident that the Incident Commander determines will require the establishment of formal Triage, Treatment, and Transportation Units in order to provide rapid and appropriate patient care.*

## Definitions

1. Mass-Casualty Incident - A mass casualty incident can be described as any incident that, due to the number and severity of patients, strains the department's ability to provide appropriate and timely patient treatment.
  - a. MCI Goals
    - i. Do the greatest good for the greatest number.
    - ii. Make the best use of personnel, equipment, and resources.
    - iii. Do NOT relocate the disaster.
2. Triage Kit - The triage kit is a designated bag that is carried on each Engine Company that contains the necessary supplies to perform triage at a MCI.

Triage Kit contents:

1. 20 START triage tags
2. Sharpie marker and grease pen
3. Regular ink pen
4. OPA 70mm (1), 80mm (2), 90mm (2), 100mm (1)
5. Trauma shears
6. 4x4 bandages (10)
7. Trauma bandages
8. Kerlix (2)
9. MAT Tourniquet
10. Roll of perforated tape

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## **Declaring a Mass-Casualty Incident and Requesting Resources**

It is anticipated that the majority of mass-casualty incidents that occur in the city of Russellville will initially be dispatched as a particular call-type, such as an MVA with injury. The presence of multiple patients will likely not be recognized or confirmed until the initial units arrive and assess the scene. Regardless of the initial call-type, the initial Incident Commander should declare a Mass-Casualty Incident once they recognize the presence of multiple patients and determine that there is a need for dedicated Triage, Treatment, and Transportation Units. It may be necessary for the Incident Commander to request a reinforced response for more resources.

## **Actions and Responsibilities at a MCI**

The operational areas at a MCI will typically be organized as Groups/Units. Each Group/Unit is responsible for completing their assigned tasks and it is the Group Supervisor's/Unit Leader's responsibility to ensure that all tasks are addressed. It is preferable that the Group Supervisor/Unit Leader positions be staffed by Company Officers. The Battalion Chief will assume the role of Incident Commander upon his/her arrival and may designate a company officer as the Medical Group Supervisor. Triage, treatment, and transportation areas should be identified over the radio, with the treatment and transportation areas located in close proximity to one another in order to facilitate the movement of patients. Patients will be classified (triaged) according to the START protocol for adults and JumpSTART protocols for pediatrics. Minor (Green) patients should be directed to the triage area to undergo secondary triage. Delayed (Yellow) patients and Immediate (Red) patients should be taken directly to the treatment area.

## **Incident Command Concepts**

### **1. Incident Commander**

The Incident Command System dictates that the first or second arriving company officer should establish Command. It is imperative that this company understand their command role is minimal and merely a formality early on in the incident. Incident Command at an MCI when established by a fire company, should still conduct their primary standing orders. Formal, organized, and effective incident command will occur in the form of the City Wide Tour Commander. Once the Battalion Chief arrives on scene and assumes command he must determine the best location to establish the Command Post. The location of the Command Post is left at the discretion of the Incident Commander based on the circumstances present. Regardless of which location is chosen, the emphasis must be on establishing a strong comprehensive command presence.

Radio designation: "Command"

Duties of the Incident Commander:

- Operate and manage ICS and Safety functions.

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## 2. Safety Officer

The Safety Officer (SO) will be assigned by the Incident Commander and is responsible for assessing and correcting unsafe conditions and ensuring overall scene safety. The SO reports directly to the Incident Commander and should be a Chief Officer if possible. The SO will be located at the Command Post and will maintain personnel accountability by collecting the accountability tags from all arriving units.

Radio designation: "Safety"

Duties of the Safety Officer:

- Monitor safe operations throughout the incident.
- Stop unsafe actions immediately.
- Notify the Incident Commander of any unsafe actions.

## 3. Medical Group Supervisor

The Medical Group Supervisor is designated by the Incident Commander at larger MCI events and oversees the triage, treatment, and transportation of patients. The Medical Group Supervisor should be of paramedic level when available.

Radio designation: "Medical Group"

Duties of the Medical Group Supervisor:

- Communicate with the Incident Commander and request needed resources.
- Maintain an accounting of the resources assigned to the Medical Group. •
- Direct the Triage, Treatment, and Transportation Unit Leaders.

## 4. Triage Unit Leader

The Triage Unit Leader oversees the separation and categorization of casualties and arranges for their transfer to the treatment area. He coordinates all triage activities, collects patient information, coordinates patient movement to the treatment area, and conducts a final sweep of the scene.

Radio designation: "Triage"

Duties of the Triage Unit Leader:

- Locate and triage patients.
- Direct personnel in the triage area.
- Communicate resource needs to the Medical Group Supervisor or Incident Commander.

## 5. Treatment Unit Leader

The Treatment Unit Leader establishes and manages the patient treatment area. This individual determines transportation priorities, establishes an adequate treatment area, ensures adequate supplies, and updates the Transportation Unit Leader of changing RED-YELLOW-GREEN numbers.

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Radio designation: "Treatment"

Duties of the Treatment Unit Leader:

- Select a suitable location for treating patients.
- Ensure that all arriving patients have been triaged.
- Ensure that all patients in the Treatment Area are treated and reassessed.
- Assign Immediate, Delayed, and Minor Treatment Area Managers as needed.
- Direct personnel in the treatment area.
- Communicate resource needs to the Medical Group Supervisor or Incident Commander.

#### **6. Immediate Treatment Area Manager**

The Immediate Treatment Area Manager is assigned by the Treatment Unit Leader and oversees the treatment of all patients who are triaged as Immediate (Red).

Duties of the Immediate Treatment Area Manager:

- Ensure all Immediate (Red) patients are treated and re-assessed.
- Communicate resource needs to the Treatment Unit Leader.

#### **7. Delayed Treatment Area Manager**

The Delayed Treatment Area Manager is assigned by the Treatment Unit Leader and oversees the treatment of all patients who are triaged as Delayed (Yellow).

Duties of the Delayed Treatment Area Manager:

- Ensure all Delayed (Yellow) patients are treated and re-assessed.
- Communicate resource needs to the Treatment Unit Leader.

#### **8. Minor Treatment Area Manager**

The Minor Treatment Area Manager is assigned by the Treatment Unit Leader and oversees the treatment of all patients who are triaged as Minor (Green).

Duties of the Minor Treatment Area Manager:

- Ensure all Minor (Green) patients are treated and re-assessed.
- Communicate resource needs to the Treatment Unit Leader.

#### **9. Transportation Unit Leader**

The Transportation Unit Leader oversees the loading of ambulances and recording of patient destinations. He must ensure that contact with appropriate medical facilities by telephone or medical facility radio is accomplished to notify them of the MCI and to determine the number of patients they are capable of receiving. The Transportation Unit Leader should assign one crew member of the 3rd - in Engine to function as the Medical Communications Coordinator throughout the incident. The Transportation Unit Leader is responsible for directing ambulances to the appropriate medical facilities, tracking patient destinations, and assisting out of area units with directions.

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Radio designation: "Transportation"

- Duties of the Transportation Unit Leader:
- Select a suitable location for loading patients.
- Select an ambulance staging area.
- Direct personnel in the Transportation Area.
- Communicate resource needs to the Medical Group Supervisor or Incident Commander.

#### **10. Air Ambulance Coordinator**

The Air Ambulance Coordinator is assigned by the Transportation Unit Leader and oversees all aspects of air ambulance operations. This position will typically be filled by a crew member of the 3rd - in Engine. The Air Ambulance Coordinator will establish the landing zone (LZ), communicate with responding air ambulances, and oversee the movement of patients from the treatment area to the landing zone.

Radio designation: "Air Coordinator"

- Duties of the Air Ambulance Coordinator:
- Select a suitable and safe location for a landing zone.
- Ensure that personnel operate safely in the area of the landing zone.
- Communicate needs and status to the Transportation Unit Leader.

#### **11. Medical Communications Coordinator**

Radio designation: "MedComm"

The Medical Communications Coordinator is assigned by the Transportation Unit Leader and maintains communications directly with area medical facilities throughout the duration of the incident; he/she should be located in close proximity to the Transportation Unit Leader.

Duties of the Medical Communications Coordinator:

- Notify area medical facilities of the MCI and ascertain the number of patients they can receive.
- Maintain on-going communications with receiving hospitals as needed.
- Assist the Transportation Unit Leader as needed.

#### **12. Staging**

Staging is the area in which available personnel, equipment, and apparatus are held awaiting deployment to an operational area. Staging is overseen by the Staging Area Manager (SAM).

Radio designation: "Staging"

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Duties of the Staging Area Manager:

- Establish a check-in procedure for arriving and departing companies assigned to Staging.
- Direct companies and equipment to designated operational areas as requested by the IC.
- Maintain an accounting of the equipment available in Staging and request more from the IC as needed (examples: Medic Units, medical supplies, tools, drinking water).

**Communications**

Due to the possible size and configuration of an MCI, fire department personnel will be operating over a widespread area. In order to ensure incident control and accountability, it is essential that all fire companies maintain crew integrity and maintain communications with their immediate supervisor. Each company officer is responsible for keeping the Incident Commander informed of their company's location and reporting their arrival at their assigned operational areas.

Example:

*"Command from Triage Unit, we have all patients triaged and placed in the treatment area, we will be conducting a final sweep of the area."*

As soon as practical after establishing a Group/Unit, the Group Supervisor/Unit Leader should give an initial report to the Incident Commander and should then give periodic situation reports throughout the duration of the incident. These reports should follow the CAN Method: Conditions, Actions, and Needs.

Each company arriving at a Group/Unit should notify the Group Supervisor/Unit Leader of their arrival. This notification SHOULD take place face-to-face; however, the radio may be used alternatively.

When communicating within a Group or Unit, the Group Supervisor/Unit Leader will have the radio designation of that Group/Unit while other companies operating within that Group/Unit will use their company designation.

Example:

*"Treatment Group from Engine 2, we have arrived at the treatment area and are standing by for an assignment."*

Portable handheld radios are the primary means by which companies operating on the MCI will communicate.

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