CASUALTY CARE UNIT LEADER

**Mission:** Assure delivery of emergency care to arriving patients.

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| Date: Start: End: Position Assigned to: Initial: Position Reports to: **Medical Care Branch Director** Signature: Hospital Command Center (HCC) Location: Telephone: Fax: Other Contact Info: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive appointment, briefing, and appropriate materials from the Medical Care Branch Director. |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification. |  |  |
| Notify your usual supervisor of your HICS assignment. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Identify patient receiving area and implement patient triage procedures with designated locations for patients with Immediate, Delayed, Minor and Expectant needs. |  |  |
| Appoint Casualty Care Unit team members and complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief team members on current situation, incident objectives and strategy; outline team action plan and designate time for next briefing. |  |  |
| Brief Casualty Care Unit team members on current status:* Triage
* Immediate
* Delayed
* Minor
* Expectant
 |  |  |
| Assist with establishment of treatment areas in additional/new locations if necessary. |  |  |
| Instruct all Casualty Care Unit team members to begin patient priority assessment and to designate those eligible for early discharge. |  |  |
| Assess problems and treatment needs in each area; coordinate the staffing and supplies between each area to meet needs. |  |  |
| Meet with Medical Care Branch Director to discuss medical care plan of action and staffing in all treatment areas. |  |  |
| Receive, coordinate, and forward requests for personnel to the Labor Pool & Credentialing Unit and supplies to the Supply Unit. Report requests to the Medical Care Branch Director. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Meet regularly with Operations Section Chief for status reports, and relay important information to team.  |  |  |
| Continue coordinating needed facility support services. |  |  |
| Continue coordination of rapid care and disposition of patients. |  |  |
| Ensure patient records and documentation are being prepared correctly and collected. |  |  |
| Ensure patient care is being prioritized effectively when altered care (austere) standards of practice are implemented.  |  |  |
| Ensure that the mass fatality plan is being effectively implemented and the following is addressed:* Family notification (with law enforcement and medical examiner/coroner assistance)
* Family support center
* Safe and respectful storage
* Security
* Proper handling of personal effects
* Evidence preservation/chain of custody
* Documentation
* Integration with medical examiner/coroner/law enforcement
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| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques. |  |  |
| Advise Medical Care Branch Director immediately of any operational issue you are not able to correct or resolve. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue emergency care supervision, including monitoring quality of care, document completion, and safety practices. |  |  |
| Observe all staff, volunteers, and patients for signs of stress and inappropriate behavior. Report concerns to Medical Care Branch Director and Employee Health & Well-Being Unit. Provide for staff rest periods and relief.  |  |  |
| Rotate staff on a regular basis. |  |  |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Medical Care Director at assigned intervals and as needed.  |  |  |
| Continue to provide Medical Care Branch Director with regular situation updates. |  |  |
| Continue to provide Unit staff with situation update information.  |  |  |
| Report mental health needs of patient and family to the Mental Health Unit Leader.  |  |  |
| Report mental health needs of staff to the Employee Health & Well-Being Unit. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| As needs for Casualty Care Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner. |  |  |
| Assist Medical Care Branch Director and Unit Leaders with restoring emergency treatment areas and the morgue to normal operations. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |  |  |
| Upon deactivation of your position, brief the Medical Care Branch Director and Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to Medical Care Branch Director or Operations Section Chief, as appropriate. |  |  |
| Submit comments to Medical Care Branch Director for discussion and possible inclusion in after action report. Comments should include:* Review of pertinent position descriptions and operational checklists
* Procedures for recommended changes
* Section accomplishments and issues
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| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| * Incident Action Plan
* HICS Form 204 – Branch Assignment Sheet
* HICS Form 207 – Incident Management Team Chart
* HICS Form 213 – Incident Message Form
* HICS Form 214 – Operational Log
* HICS Form 254 – Disaster Victim /Patient Tracking Form
* HICS Form 260- Patient Evacuation Tracking Form
* Hospital emergency operations plan
* Hospital organization chart
* Hospital telephone directory
* Radio/satellite phone
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