

## CASUALTY CARE UNIT LEADER

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

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

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
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: <ul style="list-style-type: none"> <li>• Triage</li> <li>• Immediate</li> <li>• Delayed</li> <li>• Minor</li> <li>• Expectant</li> </ul>		
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		

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
(HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
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: <ul style="list-style-type: none"> <li>• Family notification (with law enforcement and medical examiner/coroner assistance)</li> <li>• Family support center</li> <li>• Safe and respectful storage</li> <li>• Security</li> <li>• Proper handling of personal effects</li> <li>• Evidence preservation/chain of custody</li> <li>• Documentation</li> <li>• Integration with medical examiner/coroner/law enforcement</li> </ul>		
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.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
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.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Report mental health needs of staff to the Employee Health & Well-Being Unit.		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
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: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Procedures for recommended changes</li> <li>• Section accomplishments and issues</li> </ul>		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• <a href="#">HICS Form 204</a> – Branch Assignment Sheet</li> <li>• <a href="#">HICS Form 207</a> – Incident Management Team Chart</li> <li>• <a href="#">HICS Form 213</a> – Incident Message Form</li> <li>• <a href="#">HICS Form 214</a> – Operational Log</li> <li>• <a href="#">HICS Form 254</a> – Disaster Victim /Patient Tracking Form</li> <li>• <a href="#">HICS Form 260</a>- Patient Evacuation Tracking Form</li> <li>• <a href="#">Hospital emergency operations plan</a></li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul>