

## TRANSPORTATION UNIT LEADER

**Mission:** Organize and coordinate the transportation of all ambulatory and non-ambulatory patients. Arrange for the transportation of human and material resources within or outside the facility.

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

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Support Branch Director. Obtain packet containing the Unit's Job Action Sheets.		
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.		
Appoint Transportation Unit team members and in collaboration with the Support Branch Director, complete the Branch Assignment List (HICS Form 204).		
Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
Assess transportation requirements and needs for patients, personnel and materials; request patient transporters from the Labor Pool & Credentialing Unit Leader to assist in the gathering of patient transport equipment.		
Inventory and assemble gurneys, litters, wheelchairs and stretchers in proximity to ambulance off-loading area and triage area.		
Establish ambulance loading area in cooperation with the Security Branch Director and Operations Section's Staging Manager and Vehicle Staging Team Leader. Advise EMS of location.		
Inventory available out of hospital transportation resources (buses, shuttles, ambulances)		
Receive requests for air lift medical evacuation from patient care areas and coordinate requests with Liaison Officer for use of outside air medical access resources for MEDEVAC with the local Emergency Operations Center (EOC) or directly with vendor per the plan.		
Coordinate request for public/private sector ambulance transportation with the Liaison Officer to the local EOC or directly with provider per existing response plans and agreements.		
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.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Continue coordination of transportation/shipment of resources into and out of the facility with the vendor by phone/radio, on site supervisor, or local EOC.		
Continue coordination of transportation for patient transfers with: <ul style="list-style-type: none"> <li>• Personnel and Vehicle Staging Team Leaders</li> <li>• Discharge area</li> <li>• EMS (public and private providers)</li> <li>• Other hospitals</li> <li>• Local EOC</li> <li>• Military</li> </ul>		
In the event of a hospital evacuation and/or the relocation of medical services outside of existing structure, anticipate and prepare for transportation needs.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Continue to monitor Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Maintain a transportation record in the Triage Area, Discharge Area, and Material Supply Pool.		
Continue communication on situation with appropriate external authorities, in coordination with the Liaison Officer.		
Request special transport equipment needs from the Supply Unit Leader.		
Address health and safety issues related to volume/location of transport vehicles with the Safety Officer.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Support Branch Director at assigned intervals and as needed.		
Continue to provide regular status updates to the Support Branch Director.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
As needs for the Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Coordinate cancellation of transport vehicles.		
Via the Liaison Officer, notify the local EOC that there is no further need for additional assistance.		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Support Branch Director or Logistics 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 the Support Branch Director or Logistics Section Chief, as appropriate.		
Submit comments to the Support Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure 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 List</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 257</a> – Resource Accounting Form</li> <li>• <a href="#">HICS Form 258</a> -- Hospital Resource Directory</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>