

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Communications – MCI Checklist

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Revision: 2

Pages: 1

I. Purpose:

The purpose of this policy is to outline the duties and responsibilities of LCEMS Communications personnel during an MCI (Mass Casualty Incident). Because the extent and specific circumstances of each potential MCI are unknown, this checklist should be used only as a framework to assist the dispatcher or SSC and not necessarily dictate his/her actions.

II. Guideline:

The System Status Controller (SSC) shall attempt to predetermine the need for and request the resources necessary to handle a Mass Casualty Incident. The SSC should remain in constant contact with the on-duty supervisor to ensure that all needs are met. The following is a checklist of tasks that may be performed, depending on the nature and extent of the MCI:

- Notify the County Warning Point (at LCSO) so that they may make appropriate notifications at the State level.
- Advise all units to move any “unit to unit” radio traffic to LCEMS channel 3 or designated TAC channel.
- As early as possible, advise all on-duty crews of any required PPE for the incident and who will be the LCEMS Incident Commander.
- Notify the charge RN at both Emergency Departments of the incident.
- Make contact with the TFD division chief and notify him/her of the incident and who the LCEMS Incident Commander is.
- Call in an additional System Status Controller to assist in Control.
- Notify LCEMS Administrative Staff.
- Notify surrounding counties of possible impending requests for mutual aid. (Specifically: Gadsden, Wakulla, and Jefferson.)
- Notify the area helicopter services of possible impending requests for service.
- Page/call the special operations captain and/or other applicable staff.
- If the incident involves burns, notify the Burn Center at Shands of the incident.
- Consider moving to OPCON 2 and notification and recall of all personnel..
- Cancel all routine/non-emergency requests for ambulance service during the duration of the MCI event.

All tasks should be logged in the CAD as they are completed, to include the time, contact person, and person completing notification.