Medical Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Service Branch Director or Logistics Section Chief:
   - Obtain information on any injuries that occurred during initial response operations.
   - Name and location of Safety Officer.

2. Determine level of emergency medical activities performed prior to activation of Medical Unit:
   - Number and location of aid stations.
   - Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident.
   - Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.
   - Medical supplies needed.

3. Respond to requests for medical treatment and transportation.

4. Request/supervise ambulance support. Order through established Incident chain of command.

5. Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency. This plan should be coordinated with the medical organization within the Operations Section. Plan should include:
   - Medical Assembly Area.
   - Triage Area.
   - Ambulance Traffic Route.
   - Landing Zone for Life flight (incident and hospital).
   - Aid Station Location(s).
   - Hazard specific information (HAZMAT treatment, etc.).
   - Closest hospitals.
   - Consideration should be given to separate treatment areas for responders and victims, as well as sending all responders to a single hospital.
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6. Obtain Safety Officer approval for Medical Plan.

7. Coordinate Medical Plan with local hospitals.

8. Respond to requests for medical aid.

9. Notify Safety Officer and Logistics Section Chief of all accidents and injuries.

10. Respond to requests for medical supplies.

11. Prepare medical reports; provide copies to Documentation Unit.

12. Submit reports as directed; provide copies to Documentation Unit Leader.

13. Provide briefing to relief on current activities and unusual circumstances.

14. Document all activity on Unit Log (ICS Form 214).