

EMS BRANCH DIRECTOR CHECKLIST

- _____ **Activate NKY MCI Management Plan**
- _____ **Activate MCI Advisory or MCI Alert**
- _____ **Work with Incident Command to Establish and ID Command Post**
- _____ **Request through Incident Command - Additional Units and
Equipment per MCI CAD deployment**
 - _____ **First Alarm**
 - _____ **Second Alarm**
 - _____ **Third Alarm**
 - _____ **Fourth Alarm**
 - _____ **Fifth Alarm**
- _____ **Don Command Vest and review the EMS Branch Director Portfolio**
- _____ **Make sure St. Elizabeth Hospitals and University Hospital are notified**
- _____ **Activate Hamilton Co. Disaster Council Radio Network (Hospital Net)
through Hamilton County Communications Center at (513) 825-2260**
- _____ **Assign Group Supervisors and distribute Corresponding portfolios**
 - _____ **Triage Group Supervisor**
 - _____ **Treatment Group Supervisor**
 - _____ **Transportation Group Supervisor and Medical
Communications Coordinator**
 - _____ **Staging Officer**
- _____ **Consult with the IC to determine if it is safe to begin EMS Operations**
- _____ **Coordinate all EMS operations during the incident; consult with
others in the ICS as needed**
- _____ **If there are fatalities contact the IC to have the Coroner notified**
- _____ **Advise Incident Commander when operations in the triage, treatment
and transportation/routing are completed.**