

Northern Kentucky MCI Plan
TRANSPORTATION OFFICER / SCENE TO HOSPITAL COORDINATOR () CHECKLIST**
() – Tasks to be performed by the Scene to Hospital Coordinator (if designated)**

- _____ Obtain briefing from the EMS Branch Supervisor
- _____ Obtain Transportation Officer portfolio
- _____ Determine equipment and personnel needs of the Transportation Sector;
Request same from the EMS Branch Supervisor
- _____ Coordinate personnel assigned to the Transportation Area
- _____ (**) Communicate with the Hamilton County Disaster Council Hospital
Radio Network (**):
 - _____ Relay Information concerning the incident as needed
 - _____ Ascertain each hospital's capabilities and number of
specialty beds available
 - _____ Inform hospitals of number of patients to expect and their
classification if known (Red, Yellow, Green)
- _____ (**) Begin filling out Hospital Capability and Patient Tally Sheet (**)
- _____ Consult with Treatment Officer and establish ambulance loading zone:
The zone should have separate entrance and exit points
- _____ Advise Staging Officer of the location of the Loading Zone and the best
routes for access
- _____ Consult with Operations to establish Landing Zone for aeromedical units
- _____ Request ambulances from the Staging Officer as needed: Notify the
Staging Officer of Level of Care required (BLS, ALS)
- _____ Coordinate routing of patients to proper ambulances
- _____ (**) Advise ambulances of destination hospital and provide a map if
needed (**)
- _____ (**) Maintain Hospital Routing Log; verify triage tag properly filled out (**)
- _____ (**) Advise Net Control of: Name of Unit transporting; number of patients
in unit; brief description of patients by triage category and/or injuries,
ETA of unit and destination hospital (**)
- _____ (**) Update Hospital Capability and Patient Tally Sheet as patients are
transported; complete totals at the conclusion of the incident (**)
- _____ Advise EMS Branch Supervisor when the last patient is transported