

**Northern Kentucky MCI Plan  
TREATMENT OFFICER CHECKLIST**

- \_\_\_\_\_ Obtain briefing from the EMS Branch Supervisor
- \_\_\_\_\_ Obtain Treatment Officer portfolio
- \_\_\_\_\_ Determine equipment and personnel needs of the Treatment Sector;  
Request same from the EMS Branch Supervisor
- \_\_\_\_\_ Coordinate personnel assigned to the treatment area
- \_\_\_\_\_ Establish Primary Treatment Area
  - \_\_\_\_\_ Think Big – Treatment Area must be capable of  
accommodating large numbers of patients and equipment
  - \_\_\_\_\_ Consider: Weather, Safety, Hazardous Materials
  - \_\_\_\_\_ Area must be readily accessible
  - \_\_\_\_\_ Designate entrance and exit to area
  - \_\_\_\_\_ Divide treatment area into four (4) distinct and well marked  
areas (RED, YELLOW, GREEN, BLACK) Black Area should  
be located out of view of other patients, public and media.
- \_\_\_\_\_ Designate secondary treatment area as alternative should the primary  
area become unusable
- \_\_\_\_\_ Treatment Officer should not become involved in physical tasks
- \_\_\_\_\_ Assign personnel to treatment areas based on their medical capabilities
- \_\_\_\_\_ Secondary Triage- Re-triage patients upon arrival at the Treatment Area;  
place patients in appropriate sections
- \_\_\_\_\_ COMPLETE Treatment Area Log as patients go through Treatment Area
- \_\_\_\_\_ Advise Transportation Officer when patients have been prepared for  
Transport; Provide recommendation to Transportation Officer as to  
transport priority and the hospital patients should be transported to  
based on injuries; Evacuate patients by priority
- \_\_\_\_\_ Regularly inventory supplies using the Medical Equipment Checklist and  
obtain or order supplies when low
- \_\_\_\_\_ Begin relieving or reducing staff as necessary
- \_\_\_\_\_ Report to EMS Branch Supervisor for reassignment upon completion of  
tasks