



Incident Action Plan

Kennewick

Max Vacs POD

WA-SEOC-2021-12114772

Operation Period: 08:00 – 17:00

February 9 - 13, 2021



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INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: WEEK	
KENNEWICK MAX VACS POD	Date/Time From: 02/09/2021 0800 TUE	Date/Time To: 02/13/2021 1700 SAT

3. Objective(s):

- Ensure the focus of support is based upon the safety of the participants and our customers.
- Provide for internal and external stakeholders and partners with on-going information and intelligence sharing opportunities.
- Monitor and track the distribution of vaccines to the public. Per Department of Health and Benton Franklin Health District guidelines.
- Continually look for ways to improve the vaccine distribution process.
- Remember that this is a stressful time for our customers and regardless of how they act, treat them with respect.
- Regardless of your rank or position, focus on the mission and do whatever needs to be done to deliver vaccines.
- Provide opportunities for training and developing KSAs for participants.

4. Operational Period Command

Week two will be see hopefully less challenges as we are close to having our tempo of operations for this event. It is important to look for areas of improvement to our process while continuing to provide the great customer care.

General Situational Awareness:

This week is predicted to be much colder than last week. Make sure you are prepared for weather conditions and that we are watching our co-workers for any signs of weather fatigue and taking corrective action.

5. Site Safety Plan Required? Yes No


Approved Site Safety Plan(s) Located

6. Incident Action (the items checked below are included in this Incident Action Plan):

<input checked="" type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 207	Other Attachments: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 208	
<input checked="" type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 220	
<input type="checkbox"/> ICS 205	<input checked="" type="checkbox"/> Map/Chart	
<input checked="" type="checkbox"/> ICS 205A	<input checked="" type="checkbox"/> Weather Forecast/Tides/Currents	
<input checked="" type="checkbox"/> ICS 206		

7. Prepared by: DAVID WINTER	Position/Title: FSC3	Signature:
8. Approved by Incident Commander:	Name:	Signature:
ICS 202	IAP Page	Date/Time:

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: WEEK	
KENNEWICK MAX VACS POD		Date/Time From: 02/09/2021 0800 TUE	Date/Time To: 02/13/2021 1700 SAT
3. Incident Commander(s) and Command Staff:		COST UNIT	
IC/UC	HINES, NEIL		
DEPUTY	HARRIS, MICHAEL		
SAFETY OFFICER	RODGERS, BRENDA		
INFORMATION OFFICER	LUSIGNAN, EVELYN		
LIAISON OFFICER			
4. Agency/Organization Representative(s):			
Agency/Organization	Name		
BENTON FRANKLIN HEALTH DISTRICT	EDWARDS, RICK		
DEPARTMENT OF HEALTH	LANTZ, MELISSA		
5. Planning Section:			
CHIEF	REID, PAT (T)		
DEPUTY			
RESOURCES UNIT			
HUMAN RESOURCE SPECIALIST			
INCIDENT METEOROLOGIST			
6. Logistics Section:			
CHIEF	SELL, KEVIN		
DEPUTY			
SUPPLY UNIT			
FACILITIES UNIT			
GROUND SUPPORT UNIT			
COMMUNICATIONS UNIT			
MEDICAL UNIT			
SECURITY UNIT			
FOOD UNIT			
7. Operations Section:			
OPS SECTION CHIEF	BARNETT, MIKE		
DEPUTY OPS SECTION CHIEF			
DIVISION/GROUP	EMS / MONITORING	DEROUSIE, JOE	
DIVISION/GROUP	PARKING	CHILD, SCOTT	
DIVISION/GROUP	CLINIC	RAMIREZ, LT PAULA	
8. Finance/Administration Section:			
CHIEF	THOMPSON, BOB		
DEPUTY			
TIME UNIT			
PROCUREMENT UNIT			
COMPENSATION UNIT			
9. Prepared By:	Name: DAVID WINTER	Position/Title: PSC3	Signature:
ICS 203	IAP Page	Date/Time: 02/08/2021 1910	

Weather Forecast 2-9-21

Tuesday

Mostly cloudy, then gradually becoming sunny, with a high near 38. North wind around 8 mph.

Tuesday Night

Mostly clear, with a low around 23. Northwest wind 3 to 5 mph.

Wednesday

Mostly sunny, with a high near 38. Northwest wind 5 to 11 mph.

Wednesday Night

Mostly cloudy, with a low around 23. North wind around 9 mph.

Thursday

A 40 percent chance of snow. Mostly cloudy, with a high near 29.

Thursday Night

A 40 percent chance of snow. Mostly cloudy, with a low around 16.

Friday

Partly sunny, with a high near 24.

Friday Night

A 20 percent chance of snow after 10pm. Partly cloudy, with a low around 13.

Saturday

A chance of snow, mainly before 4pm. Partly sunny, with a high near 25.

Saturday Night

A slight chance of snow. Mostly cloudy, with a low around 16.

Division/Group Assignment List (ICS 204 WF)
Controlled Unclassified Information//Basic

1. Incident Name:		3.	
KENNEWICK MAX VACS POD		Branch:	Division/Group
2. Operational Period: WEEK		CLINIC	
Date/Time From: 02/09/2021 0800 TUE	Date/Time To: 02/13/2021 1700 SAT		

4. Operations Personnel			
OPERATIONS CHIEF	BARNETT, MIKAL 509-430-0137	BRANCH DIRECTOR	
DIVISION/GROUP SUPERVISOR	LT RAMIREZ, WAANG 509-203-5521		

5. Resources Assigned this Period					
Strike Team / Task Force / Resource Designator	LWD	Leader	Number Persons	Drop Off PT./Time	Pick Up PT./Time
TASK-FORCE LEADER		1SGT LEPE	2		
SGT STEELE			1		
SGT PETERSON			1		
SPC HENSARLING			1		
DOH SCREENERS			4		
REGISTRATION		SGT SLATTER	12		
VACCINATORS		MAJOR ARONSOHN	11		
ALS VACCINATORS - WFS			6		
BFHD		HEATHER HILL	1		

6. Control Operations/Work Assignments:

Screen incoming customers using WA DOH personnel to ensure they meet the appropriate phase req's with registration. Hold those without registration bur meeting the phase req's in the holding lot and cycle into the clinic based on balance of appt's and available vaccines.

Provide registration in PREP MOD of incoming customers with paper backup.

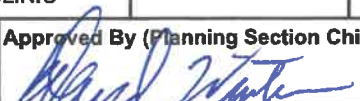
Coordinate closely w/DOH & BFHD to determine daily dosage needs at the site and maintain close count of vacc's given and additional available over the number of registered customers. Contact WADOH screeners to integrate holding lot customers into the clinic to keep the flow intact.

Administer vaccines to public efficiently and train incoming personnel.

8. Division/Group Communication Summary						
Function	Channel	RX Frequency N/W	RX Tone/NAC	TX Frequency N/W	TX Tone/NAC	Mode
COMMAND	1	COMMAND				
TACTICAL	10	PARKING		PARKING		
TACTICAL	10	EMS / MONITORING		D-TAC		
TACTICAL	11	CLINIC		WAANG		

9. Prepared By (Resource Unit Leader)	Approved By (Planning Section Chief) 	Date	Time
		02/08/2021	1910

Division/Group Assignment List (ICS 204 WF)
Controlled Unclassified Information//Basic

1. Incident Name:			3.			
KENNEWICK MAX VACS POD			Branch:	Division/Group CLINIC		
2. Operational Period: WEEK						
Date/Time From:	TUE	Date/Time To:	SAT			
02/09/2021 0800		02/13/2021 1700				
4. Operations Personnel						
OPERATIONS CHIEF	BARNETT, MIKAL 509-430-0137		BRANCH DIRECTOR			
DIVISION/GROUP SUPERVISOR	LT RAMIREZ, WAANG 509-203-5521					
6. Control Operations/Work Assignments:						
Identify and order needed delivery supplies such as syringes, ensure vaccine orders are made in a timely manner to maintain the supply and delivery.						
7. Special Instructions:						
Ensure customers in the holding lot meet the appropriate phase requirements and understand they might receive a vaccine based on amounts available. No guarantees.						
Announce hourly counts of vaccines given.						
Maintain approximate number of PT's in the hold and release as directed.						
8. Division/Group Communication Summary						
Function	Channel	RX Frequency N/W	RX Tone/NAC	TX Frequency N/W	TX Tone/NAC	Mode
COMMAND	1	COMMAND				
TACTICAL	10	PARKING		PARKING		
TACTICAL	10	EMS / MONITORING		D-TAC		
TACTICAL	11	CLINIC		WAANG		
9. Prepared By (Resource Unit Leader)			Approved By (Planning Section Chief)		Date	Time
					02/08/2021	1910

Division/Group Assignment List (ICS 204 WF)
Controlled Unclassified Information//Basic

1. Incident Name:		3.	
KENNEWICK MAX VACS POD		Branch:	Division/Group
2. Operational Period: WEEK		EMS MONITORING	
Date/Time From: 02/09/2021 0800 TUE	Date/Time To: 02/13/2021 1700 SAT		

4. Operations Personnel			
OPERATIONS CHIEF	BARNETT, MIKAL 509-430-0137	BRANCH DIRECTOR	
DIVISION/GROUP SUPERVISOR	DEROUSIE, JOE		

5. Resources Assigned this Period					
Strike Team / Task Force / Resource Designator	LWD	Leader	Number Persons	Drop Off PT./Time	Pick Up PT./Time
A/T 231 - BLS	12/31	COLUMBIA SAFETY	2	/0800	
ALS UNIT	12/31		2	/0800	
	12/31				
15/30 MIN PARKING TRAFFIC/MONITORING	12/31		8		

6. Control Operations/Work Assignments:

Provide traffic control and direction into the 15/30 minute hold areas after leaving the clinic tent.

Provide BLS and ALS EMS personnel to monitor and patrol the 15/30 minute post-vaccine holding area for allergic reactions. Provide immediate intervention and call for additional help as needed.

Provide ALS transport capability on-site for significant allergic reactions of medical problems.


7. Special Instructions:

Ensure personnel rotate into warm areas often.

8. Division/Group Communication Summary						
Function	Channel	RX Frequency N/W	RX Tone/NAC	TX Frequency N/W	TX Tone/NAC	Mode
COMMAND	1					
TACTICAL	10	PARKING		PARKING		
TACTICAL	10	EMS / MONITORING		D-TAC		
TACTICAL	11	CLINIC		WAANG		

9. Prepared By (Resource Unit Leader)	Approved By (Planning Section Chief)	Date	Time
	DAVID WINTER	02/08/2021	1910

Division/Group Assignment List (ICS 204 WF)
Controlled Unclassified Information//Basic

1. Incident Name:		3.				
KENNEWICK MAX VACS POD		Branch:		Division/Group		
2. Operational Period: WEEK						
Date/Time From:	TUE	Date/Time To:	SAT	PARKING		
02/09/2021 0800		02/13/2021 1700				
4. Operations Personnel						
OPERATIONS CHIEF	BARNETT, MIKAL 509-430-0137		BRANCH DIRECTOR			
DIVISION/GROUP SUPERVISOR	CHILD, SCOTT 509-430-0234					
5. Resources Assigned this Period						
Strike Team / Task Force / Resource Designator	LWD	Leader	Number Persons	Drop Off PT./Time	Pick Up PT./Time	
PAVEMENT SURFACE C		AMBER	3	/0600		
KPD PATROL OFFICERS		KENNEWICK PD SGT	3	/0600		
6. Control Operations/Work Assignments:						
Provide direction and support to Pavement Surface Control as needed to ensure the parking lot and the holding lot are configured for projected vehicle counts.						
Provide KPD officers to assist as needed to ensure traffic flow is maintained on city streets and customers are routed into the parking area.						
Ensure site security for workers and those receiving vaccinations through proactive patrols and positive engagement with the public.						
Assist as need to monitor WA DOH screeners and screening process.						
7. Special Instructions:						
Manage storage of vaccines at KPD and provide delivery each day and return unused vaccines each evening.						
8. Division/Group Communication Summary						
Function	Channel	RX Frequency N/W	RX Tone/NAC	TX Frequency N/W	TX Tone/NAC	Mode
COMMAND	1	COMMAND				
TACTICAL	10	PARKING		PARKING		
TACTICAL	10	EMS / MONITORING		D-TAC		
TACTICAL	11	CLINIC		WAANG		
9. Prepared By (Resource Unit Leader)		Approved By (Planning Section Chief)		Date	Time	
DAVID WINTER				02/08/2021	1910	

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

Controlled Unclassified Information//Basic

1. Incident Name:		2. Date/Time Prepared:		3. Operational Period: WEEK						
KENNEWICK MAX VACS POD		Date: 02/08/2021 Time: 1910		Date/Time From: 02/09/2021 0800 Date/Time To: 02/13/2021 1700 TUE SAT						
4. Basic Radio Channel Use:										
Zone Group	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	RX Tone/NAC	TX Freq	TX Tone/NAC	Mode (A,D, or M)	Remarks
	1	COMMAND		COMMAND	COMMAND					
	10	TACTICAL		PARKING	PARKING		PARKING			
	10	TACTICAL		EMS / MONITORING	D-TAC					
	11	TACTICAL		CLINIC	WAANG					
5. Special Instructions:										
6. Prepared By						Name: DAVID WINTER		Signature:		
(Communications Unit Leader)						IAP Page		Date/Time: 02/08/2021 1910		
ICS 205						Controlled Unclassified Information//Basic FINAL				

SAFETY MESSAGE/PLAN (ICS 208)

Kennewick Max Vac Pod	Date : 2/9 thru 2/13/21
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Stay vigilant as the incident continues to expand, assuring the safety and wellbeing of all IMT members, community partners and public.

All personnel attached to the incident need to be taking extra precautions every operational period. These measures need to include, but not limited to the following:

- Complete your daily COVID Screening.
- Be alert signs of stress in both coworkers and self.
- Take frequent breaks.
- Wash hand frequently, use hand sanitizer between washing and wipe down work areas throughout day.
- Keep items neatly stowed out of walkways to prevent tripping hazards.
- Report all safety concerns to the Safety Officer.

Burnout and Secondary Traumatic Stress

Limit your time working alone by trying to work in teams. Responders experience stress during a crisis. When stress builds up it can cause:

- Burnout – feelings of extreme exhaustion and being overwhelmed.
- Secondary traumatic stress – stress reactions and symptoms resulting from exposure to another individual's traumatic experiences, rather than from exposure directly to a traumatic event.



Coping techniques like taking breaks, eating healthy foods, exercising, and using the buddy system can help prevent and reduce burnout and secondary traumatic stress. Recognize the signs of both of these conditions in yourself and other responders to be sure those who need a break or need help can address these needs.

Signs Of Burnout:	Signs of Secondary Traumatic Stress
<ul style="list-style-type: none"> • Sadness, depression, or apathy • Easily frustrated • Blaming of others, irritability • Lacking feelings, indifferent • Isolation or disconnection from others • Poor self-care (hygiene) • Tired, exhausted or overwhelmed • Feeling like: <ul style="list-style-type: none"> – A failure – Nothing you can do will help – You are not doing your job well – You need alcohol/other drugs to cope 	<ul style="list-style-type: none"> • Excessively worry or fear about something bad happening • Easily startled, or "on guard" all of the time • Physical signs of stress (e.g. racing heart) • Nightmares or recurrent thoughts about the traumatic situation • The feeling that others' trauma is yours

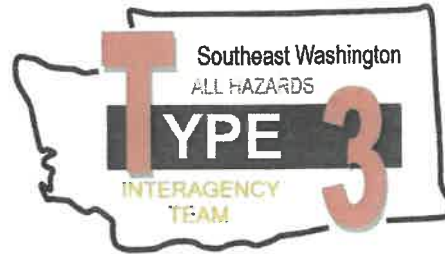
<https://emergency.cdc.gov/coping/responders.asp>

Prepared by: Brenda Rodgers

Incident Risk Assessment Worksheet				1. Incident Name/Number		2. Location		
Identification of Hazards and Risk Assessment				KENNEWICK MAX VAC POD		Benton County Fair Grounds - Kennewick, WA		
5. Pre-Control				3. Name and Title of Analyst		4. Date		
6. Control or Abatement Action (Engineering, Administrative, PPE, Avoidance, Education, etc)				Brenda Rodgers - Safety Officer		February 9-13, 2021		
8. Location	9. Hazard	10. Hazard Probability	11. Severity Code	12. RAC	13. Hazard Probability	14. Severity Code	15. RAC	16. Export Acceptable (Yes/No)
On Incident	Traffic and Parking Lots	Frequently A	Critical II	Critical	Likely B	Significant III	Moderate	Yes
					<p>Actions</p> <p>(double-click in cell then click alt + enter to add a line)</p> <ul style="list-style-type: none"> ~ Ensure adequate staffing ~ Controlled access to be maintained during hours of operation. ~ Highly visible safety vests or clothing are to be utilized when working in parking lots or roadways. ~ Avoid distractions when walking or driving (eating, cell phones, radio, etc.). ~ Be watchful for confused or distracted drivers ~ Don't share personal items such as water bottles, communication devices, or pens. ~ Wash hands frequently and use hand sanitizer between washing. ~ Utilize social distances of >6' ~ Routinely sanitize work area and high touch areas. ~ Take temperature before and after reporting to work. ~ Assess injured employee to the level you are trained. ~ Utilize medically trained resources available - assess need for activation of the 911 system. ~ Follow your work protocols for documentation. ~ Report all incidents to the Safety Officer. ~ Document on Unit Log (CS214) ~ Maintain communication with resources. ~ Utilize the chain of command. ~ Confirm all contact information is kept up to date. ~ Ensure all mission critical information gets relayed. ~ Check "In" and "Out" with supervisor. ~ Keep up to date on daily forecast and wear appropriate garments for assigned role. ~ Layer clothing and rotate crews frequently to prevent hypothermia. ~ Watch footing on wet, snowy, icy or uneven ground. ~ Drink plenty of water throughout the day. ~ Rotate crews, set a reasonable work pace and allow adequate rest breaks. ~ Monitor each other for fatigue or environmental stress. ~ Follow work/rest guidelines. ~ Utilize appropriate PPE as situation dictates. ~ Avoid contact with known or highly suspected COVID19 person(s) ~ Wear a mask and maintain social distancing of >6' ~ Sanitize work areas frequently. ~ Be alert to unauthorized people making access into the facilities. ~ Be watchful to abnormal actions/vehicles on fairground property. ~ Ensure sufficient security to restrict access to exclusion areas and to maintain order. 			
On Incident	Personal Hygiene	Likely B	Critical II	Serious	Occasional C	Critical II	Moderate	Yes
On Incident	Injury & Medical Emergency	Likely B	Critical II	Serious	Occasional C	Critical II	Moderate	Yes
On Incident	Communications	Frequently A	Significant III	Serious	Likely B	Minor IV	Minor	Yes
On Incident	Cold & Inclement Weather	Likely B	Critical II	Serious	Occasional C	Significant III	Minor	
On Incident	Fatigue & Environmental Stress	Likely B	Critical II	Serious	Occasional C	Minor IV	Highly Probable	Yes
On Incident	Secondary Exposure to COVID19	Occasional C	Critical II	Moderate	Occasional C	Minor IV	Highly Probable	Yes
On Incident	Public Interaction	Likely B	Significant III	Moderate	Rarely D	Minor IV	Highly Probable	Yes

Preparer's Signature

Code of Conduct Incident Personnel



Each individual on this incident is responsible for:

- 🚒 Being *ready and able* to perform their assigned duties effectively.
- 🚒 Conducting themselves in a manner that treats people with dignity, equality, courtesy, and respect.
- 🚒 Abiding by agency ethics and conduct regulations.
- 🚒 Reporting any harassment or other inappropriate behavior.

Each individual of this incident has the right to:

- 🚒 Work in an environment characterized by safe work practices.
- 🚒 Work in a fair and harassment free environment.
- 🚒 Say "No" to unwelcome advances or requests for favors.
- 🚒 File complaints or grievances through appropriate avenues.

There is zero tolerance for inappropriate behavior while assigned to the incident, including:

- 🚒 Illegal drug use
- 🚒 Alcohol use
- 🚒 Unsafe work practices and activities
- 🚒 Discrimination
- 🚒 Sexual harassment
- 🚒 Fighting, threatening, and abusive behaviors
- 🚒 Using social media and electronic communication devices for personal business while engaged in fire assignment duties.
- 🚒 Other violations of Fire Service, Washington DNR, and Federal agency standards of conduct.

Failure to adhere to the Code of Conduct could result in dismissal from the incident, with notification to your home unit.

The public expects our best efforts; they see us as professionals in what we say and do. Let's continue to show them we are!

COVID-19 Briefing Checklist

Self-Awareness / Screening

- Immediately separate yourself from others
- Notify supervisor if you or others experience:
 - Cough, more than expected.
 - Shortness of breath or difficulty breathing.
 - New loss of taste or smell
 - Fever
 - Chills
 - Sore Throat
 - Muscle Pain

Hygiene

- Properly wash or sanitize your hands often, especially before and after eating or entering a public place, and after coughing or sneezing.
- Avoid handshakes and communal use items.
- Disinfect high touch surfaces often.

Social Distancing and Protective Equipment

- Initiate, practice, and remind others of social distancing.
- Conduct briefings and conversations outdoors an at least 6 feet apart when practical.
- Utilize face masks.

Communications

Face masks and social distancing complicate communications. Ensure effective sender/receiver messaging.



Kennewick Max VACS POD

PIO EVELYN LUSIGNAN

PIO Ben Shearer

PLEASE NOTE THE NEW CONTACT INFORMATION

Phone: 509 761-4858

Email: sewaimtpio@gmail.com

INFORMATION LINE

800 525 0127

FACEBOOK
BFHD

**We are requesting pictures of injection line activity.
Please identify people and agencies so they can get credit.**

Before posting pictures to your own accounts:

When your taking pictures please make sure that the following things are in place:

Any photos of injections must have proper PPE in Place.

Make sure the activity you are capturing is what you want the public to see! You might want the picture of your crew eating lunch. Think twice before you post it on your account.

PLEASE DO NOT TAKE PICTURES THAT INCLUDES PUBLIC

Be aware of any media in your work area. The camera and mic is ALWAYS on.

Remember your COVID Face cover if you are not social distanced.

Please email pictures or you can text to my number 509. 761.4858

Refer the public to the DOH Website, BFHD social media, or 800 525 0127.

Medical Plan (ICS 206 WF)
Controlled Unclassified Information//Basic

1. Incident/Project Name:		2. Operational Period: WEEK	
KENNEWICK MAX VACS POD		Date/Time From: 02/09/2021 0800 TUE	Date/Time To: 02/13/2021 1700 SAT

3. Ambulance Services				
Name	Complete Address	Phone & EMS Frequency	Advanced Life Support (ALS)	
			Yes	No
KENNEWICK FIRE DEPARTMENT		911	X	
RICHLAND FIRE DEPARTMENT		911	X	
PASCO FIRE DEPARTMENT		911	X	
AMR		911	X	

4. Air Ambulance Services			
Name	Phone	Type of Aircraft	Capability

5. Hospitals							
Name Complete Address	GPS Datum - WGS 84 Coordinate Standard Degrees Decimal DD° MM.MMM' N - Lat DD° MM.MMM' W - Long	Travel Time		Phone	Helipad		Level of Care Facility
		Air	Ground		Yes	No	
		HARBORVIEW MEDICAL 325 9TH AVE. SEATTLE, WA	Lat: N47 36.1 Long: W121 19.3 VHF:		45	5 HOURS	
KADLEC MEDICAL CENTER 888 SWIFT BLVD RICHLAND, WA	Lat: Long: VHF:			(509) 946-4611	X		3
TRIOS 3810 PLAZA WAY KENNEWICK, WA	Lat: Long: VHF:			(509) 221-7000	X		3
LOURDES 520 N 4TH PASCO, WA	Lat: Long: VHF:			(509) 547-7704	X		3

8. Prepared By (Medical Unit Leader)	9. Date/Time	10. Reviewed By (Safety Officer)	11. Date/Time
BRENDA RODGERS	02/08/2021 1910		



Kennewick Max Vax Pod

Incident Within An Incident Guide

FIRST ON SCENE PROTOCOLS

In the event of a medical emergency provide the following information:

- Declare the nature of the emergency (medical/injury/accident).
- If *life threatening*, then request that the designated frequency be cleared for emergency traffic.
- Identify the on-scene Point of Contact (POC) by Resource and Last Name (i.e. POC is Group Supervisor Smith)
- Identify nature of the incident, number of patients, brief assessment of patient(s) and location.
- Identify on-scene medical personnel by position and name (i.e. EMT Jones).
- Identify if there will be a need for ambulance transport or activation of 911.
- Request any additional resources and/or equipment needed.
- Document all information received and transmitted on the radio and phone.
- Identify any changes in the on-scene Point of Contact or medical personnel as they occur.

***Notify Operations Section Chief and Safety Officer on all accidents/incidents.**