

## TRANSPORTATION UNIT LEADER

**Mission:** Organize and coordinate the transportation of all ambulatory and non-ambulatory patients. Arrange for the transportation of human and material resources within or outside the facility.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initials: _____	
<b>Position Reports to: Logistics Chief</b>	Signature: _____
TMTS Location: _____	Telephone: _____
Fax: _____	Other Contact Info: _____ Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive assignment and briefing form Logistics Section Chief. Obtain packet containing the Transportation Unit Leader's Job Action Sheet.		
Read this entire Job Acton Sheet and review the organizational chart. Put on position identification (if provided).		
Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
Assess transportation requirements and needs for patients, personnel and materials; request patient transporters from the Staffing/Accountability Section to assist in the gathering of patient transport equipment.		
Inventory and assemble Stryker carts, wheelchairs, mega-movers, stair chairs and stretchers in proximity to discharge and triage areas.		
Establish ambulance loading area in cooperation with the Security Unit Leader and Operations Section Chief. Advise EMS of location.		
Assess availability of other resources for transportation (buses, shuttles, ambulances).		
Receive requests for air lift medical evacuation from patient care areas and coordinate requests with Logistics Chief for use of outside air medical access resources for MEDEVAC with the local Emergency Operations Center (EOC) or directly with the transport provider. An appropriate landing area will need to be identified and cordoned off.		
Coordinate request for public/private sector ambulance transportation with the Logistics Chief and the Planning Chief to the local EOC or directly with provider per existing response plans and agreements.		
Receive the radio assignments and establish communications with the Communications Unit Leader. Receive just-in-time radio training if needed.		
Document all communications (internal and external on an Incident Message Form (HICS Form 213) and provide a copy for the Planning Chief.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Continue coordination of transportation/ shipment of resources into and out of the facility by phone/radio, on site unit leader, or local EOC.		
Continue coordination of transportation for patient transfers with: <ul style="list-style-type: none"> <li>• Staffing/Accountability Unit Leader</li> <li>• Discharge Unit Leader</li> <li>• EMS (public and private)</li> <li>• Other hospitals</li> <li>• Local EOC</li> <li>• Military</li> </ul>		
In the event of a TMTS evacuation and /or the relocation of medical services outside of existing structure, anticipated and prepare transportation needs.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Continue to monitors Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation.		
Ensure your physical readiness through proper nutrition, water intake, and rest.		
Assign a scribe to the triage area, discharge area, and supply area to maintain a transportation record.		
Continue communication on situation with appropriate external authorities, in coordination with the Logistics chief.		
Request special transport needs from the Supply Unit Leader.		
Address health and safety issues related to volume/location of transportation vehicles with the Safety Officer.		
Continue to document actions and decisions on HICS Form 214 at assigned intervals and as needed.		
Continue to provide regular status updates to the Logistics Chief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
Coordinate cancellations of transport vehicles.		
Via the Logistics Chief or the Planning Chief notify the EOC that there is no longer a need for additional transportation assistance.		
Ensure return/retrieval of equipment and supplies.		
Debrief staff lessons learned and procedural/equipment changes needed.		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
Upon deactivation of your position, brief the Logistics Chief on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Chief, as appropriate.		
Submit comments to the after action report.		
Participate in stress management and after- action debriefings. Participate in other briefings and meetings as required.		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> HICS Form 207 Incident Management Team Chart</li> <li><input type="checkbox"/> HICS Form 213 Incident Message Form</li> <li><input type="checkbox"/> HICS Form 214– Operational Log</li> <li><input type="checkbox"/> TMTS organization chart</li> <li><input type="checkbox"/> TMTS telephone directory</li> <li><input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments</li> <li><input type="checkbox"/> Local resources</li> </ul>