

Transportation Triage Standard Operating Procedure



**Louisiana Department of Health and Hospitals
Office of Public Health
Center for Community
Preparedness**

July 2013

Approval and Implementation

This standard operating procedure (SOP) is hereby accepted for implementation and supersedes all previous editions.

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Transportation Triage Standard Operating Procedure

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TRANSPORTATION TRIAGE STANDARD OPERATING PROCEDURE

I. Purpose

Overview

Transportation Triage is a medical operation primarily developed to serve the evacuating Department of Health and Hospitals (DHH) Office of Public Health (OPH) Regions 1 and 3. The operation, located at the Louisiana State University Agriculture (LSU Ag) Livestock Exhibit Barn on South Stadium Road at East Parker Blvd in Baton Rouge, Louisiana (Attachment 1: Transportation Triage Site), provides an en route rapid medical evaluation or triage of at-risk individuals. The individuals traveling, via State or Parish supported buses and vans, from the evacuating regions will stop at the Transportation Triage Site before reaching their final shelter destination.

Citizens from the DHH Region 3 area will arrive to the Transportation Triage site via designated Parish supported vehicles for transfer to State supported transportation allowing Parish vehicles from the evacuating parishes to return and continue carrying out response operations. DHH serves as the primary planning lead agency for the operation, and is supported by the Louisiana State University (LSU), Department of Transportation and Development (DOTD), Department of Children and Family Services (DCFS), Louisiana State Police (LSP) and Louisiana National Guard (LANG).

Purpose

The goal of the Transportation Triage is to quickly determine if it is safe for evacuated individuals to continue their journey to the designated destination. At the Transportation Triage site, a quick assessment of individuals will be conducted on each of the evacuating vehicles. If an individual is deemed unstable (see guidelines on Attachment 2: Transportation Triage Team Assessment Form), then the individual will be removed from the vehicle for further assessment as needed by the physician on site.

The individual will then be placed on a transport vehicle to either 1) Medical Special Needs Shelter (MSNS) at the LSU Pete Maravich Assembly Center 2) Federal Medical Station (FMS) at the LSU Field House or Southern University F. G. Clark Center, or via ambulance to the 3) hospital for acute care stabilization.

The priorities for the Transportation Triage process are speed and efficiency to get the transportation vehicles back on the road expeditiously.

II. Activation and Implementation

The Louisiana State Health Officer or designee will determine the need for Transportation Triage operations and notify the DHH EOC Incident Commander to implement this Transportation Triage SOP. Communication procedures and processes will follow the Office of Public Health Emergency Operations Plan.

The following timelines denotes activation and deactivation activities that are pertinent to the

LSU Transportation Triage Area for ESF 8. Timelines may vary depending on the nature of a specific incident:

<ul style="list-style-type: none"> • H-96
<ul style="list-style-type: none"> ➤ Possibly alert ambulance providers, Regional MSNS /Transportation Triage Teams for possible staging of medical operations, i.e. MSNS, Transportation Triage ➤ Bureau of EMS will be responsible for EMS contract activation per timeline deliverables ➤ Alert Transportation Triage Incident Commander to be on standby to report to the Transportation Triage site
<ul style="list-style-type: none"> • H-84
<ul style="list-style-type: none"> ➤ Alert LSU, DOTD, DCFS, DHH, and LSP of possible activation of the Transportation Triage site, Medical Special Needs Shelter (MSNS) and Federal Medical Station (FMS) ➤ Gather resources from Equipment and Supply List, Attachment 11
<ul style="list-style-type: none"> • H-72
<ul style="list-style-type: none"> ➤ Possibly activate Transportation Triage, MSNS, and FMS sites ➤ Activate Memorandum Of Agreement ➤ Activate Incident Commander’s Contract for reporting to the Transportation Triage site ➤ Alert staff for reporting to the Transportation Triage site ➤ Notify LSU for clean-up of the site
<ul style="list-style-type: none"> • H-66
<ul style="list-style-type: none"> ➤ Sites activated carrying out site set up for Transportation Triage MSNS, and FMS ➤ Region 3 buses staged at the Transportation Triage site
<ul style="list-style-type: none"> • H-60
<ul style="list-style-type: none"> ➤ Transportation Triage, MSNS, and FMS are operational and ready to receive evacuated individuals

<ul style="list-style-type: none"> ➤ DHH will coordinate with LSU, DCFS, LSP, LANG, and DOTD to begin Transportation Triage, MSNS, and FMS operations
<ul style="list-style-type: none"> • H-54
<ul style="list-style-type: none"> ➤ DOTD buses will begin to arrive
<ul style="list-style-type: none"> • H-36
<ul style="list-style-type: none"> ➤ Ongoing Operations: Re-evaluate Transportation Triage operation efforts every 12 hours
<ul style="list-style-type: none"> • H-30
<ul style="list-style-type: none"> ➤ Assess need for Transportation Triage continuation
<ul style="list-style-type: none"> • H-24
<ul style="list-style-type: none"> ➤ Demobilize site per State Health Officer command

III. Prerequisites

Staff assigned to Transportation Triage will have the information and skills required to conduct this SOP including Federal Emergency Management Agency (FEMA) classes and agency emergency preparedness trainings. Just in Time (JIT) training will be available on site. The forms used during Transportation Triage operations include instructions for use and will be a part of JIT. Job Action Sheets for JIT are included as attachments to this SOP.

IV. Assignment of Responsibilities

Louisiana’s emergency response is organized as an Incident Command System (ICS) structure, according to National Incident Management System (NIMS) guidelines. This operation is based on the Incident Command System and the Unified Command System (ICS/UCS) and is flexible and appropriate to all types of incidents. The Unified Command is composed of representatives from DHH, DOTD, LSP, and DCFS for Transportation Triage operations.

Transportation Triage is a joint operation between DOTD, DHH and DCFS that utilizes unified command to carry out shelter operations. The Department of Transportation and Development is the primary agency for ESF 1 (Transportation). The Department of Children and Family Services is the primary agency in Louisiana for ESF 6 (Mass Care and Housing). The

Department of Health and Hospitals is the primary agency in Louisiana for ESF 8 (Public Health and Medical Services). The Louisiana State Police is the primary agency for ESF 13 and utilizes the support of Louisiana National Guard (LANG) and Louisiana State University Police Department to provide security for Transportation Triage operations.

Command Positions

- Incident Commander (DHH)
- Safety Officer (LSU or DHH)
- Liaison Officer (LSU)

General Staff

- Operations Section Chief (DHH)
- Finance/Administration Section Chief (DHH)
- Logistics Section Chief (DHH)
- Planning Section Chief (DHH)

- Notifies staff when demobilization begins.

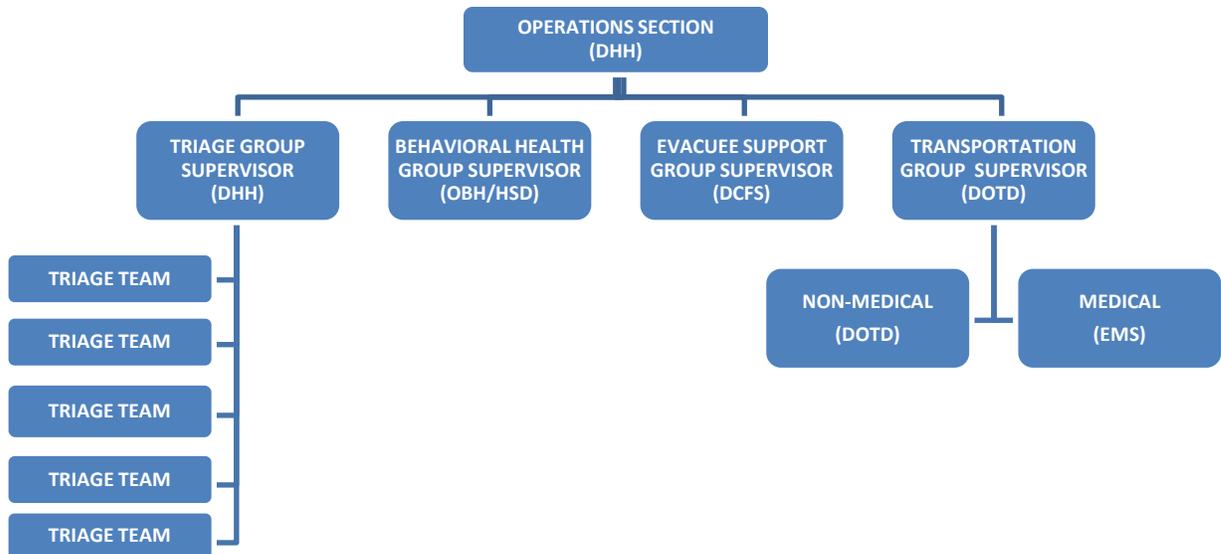
Transportation Triage Safety Officer (LSU or DHH)

- Maintains a safe environment for all staff.
- Provides security and provides traffic assistance.
- Direct communication with facility management and LSU Emergency Operations Center for security at LSU Ag Livestock Exhibit Barn.
- Assess and anticipate hazardous and unsafe conditions.
- Investigate incidents or accidents that may occur.
- Ensure only authorized personnel enter the incident areas.

Transportation Triage Liaison Officer (LSU)

- Acts a liaison for host facility with response partners.
- Provides facility coordination
 - Including internet connectivity.

Transportation Triage Operations Section



Operations Section Chief (DHH)

- Manage the tactical operations of Transportation Triage.
- Will coordinate with the Evacuee Tracking Group Supervisor (DCFS) for the completion of the Triage Evacuee Tracking Form.

Triage Group Supervisor (DHH)

- Will direct the Triage Teams (current LSU location will accommodate 5 buses at time with subsequent buses staged along roadway)
- Responsible for management of triage activities, organization of available resources, and coordinating the needs of assigned staff.
- Five (5) Triage Teams consisting of three (3) team members for a total of 15 persons may be comprised of healthcare providers of DHH nurses, contract staff, Emergency Medical Technicians (EMTs), paramedics or volunteers.
- The Triage Group Supervisor will assign a Triage Team lead for each Triage Team.
- The Triage Teams will use Attachment 2: Transportation Triage Team Assessment Form to guide operations always exercising professional judgment.
- The Triage Teams will complete Attachment 2: Transportation Triage Team Assessment Form and Attachment 3: Transportation Triage Patient Tracking Form with the instructions from Attachment 4: Transportation Triage Team Assessment Form and Patient Tracking Form Instructions.
- Responsible for management of transportation needs for individuals with special needs.
- Communicates with the Logistics Section Chief for visibility of transportation vehicles to report to the DHH EOC Transportation Cell.

Behavioral Health Group Supervisor (OBH/HSD)

- Provide guidance and training to staff on appropriate behavioral health communication and strategies for stress reduction and Psychological First Aid.

Evacuee Support Group Supervisor (DCFS)

- Will maintain the list of individuals that have been removed from an evacuating bus or van and will be responsible for making sure that the Triage Evacuee Tracking Form (see Attachment 5) is filled out for each patient and keeping them secured.

- Responsible for delivering a copy of the Triage Evacuee Tracking Form (see

Attachment 5) to DCFS personnel located at the MSNS for registration of persons removed from the bus for patient reconciliation in the Phoenix system.

Transportation Triage Finance/Administration Section

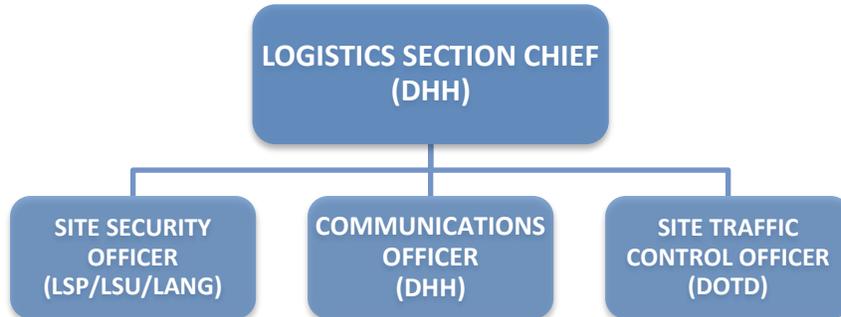


FINANCE/ADMINISTRATION

Finance/Administration Section Chief (DHH)

- Responsible for tracking expenditures and financial support related to the operation.
- Collect and record all cost data.
- Responsible for tracking time and attendance of staff at the site.
- Responsible for tracking attendance of volunteers at the site.
- Responsible for maintaining any paperwork related to employee injury at the site.

Transportation Triage Logistics Section



Logistic Section Chief (DHH)

- Provides logistical support for the Transportation Triage operation.
- Serves as the “Advanced Team” for set up using the Transportation Triage Equipment and Supply List (see Attachment 11).
- Coordinates set up, supplies, meals, water for Transportation Triage staff in collaboration with DCFS.
- Maintains and tracks equipment and supplies.
- Completes and maintains Site Tracking Log: Transportation Triage Form

(Attachment 6) following the guidelines detailed in Attachment 7: Site Tracking Log: Transportation Triage Form Instructions.

Communications Officer (DHH)

- Coordinates transportation and communication.
- Will communicate with Transport Branch in Operations for the medical and non-medical transport of persons removed from evacuating vehicles and transported to receiving MSNS or FMS.
- Will communicate with the DHH Emergency Operations Center Transportation Cell to communicate sequence of fill to receiving MSNS and FMS.
- Will secure communications go packs to include 700 mhz radios, batteries, and chargers sufficient for Transportation Triage staff.
- Radios will be issued to the Triage Group Supervisor (DOTD) and the Evacuee Tracking Group Supervisor (DCFS) and together they will track the use of the radios and are both responsible for the retrieval of the radios at the end of Transportation Triage operations.
- Conduct a shift check every 12 hours of the radios for accountability of the equipment, to document users and to confirm radio locations.

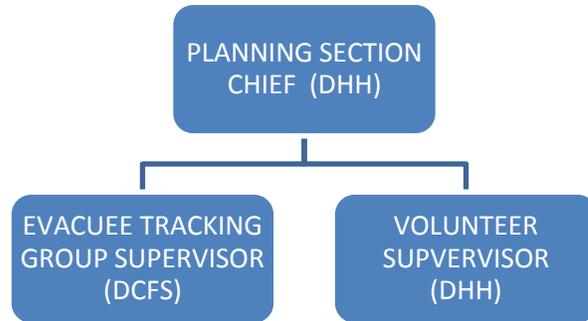
Site Traffic Control Officer (DOTD)

- Will direct the staging and movement of EMS units, buses and vehicles at the LSU Ag Center site for traffic control.
- Responsible for completing and submitting the Transportation Triage Incident Tracking Log (see Attachment 6) at the conclusion of each operational period to the Transportation Triage Incident Commander.

Site Security Officer (LSP/LSU/LANG)

- Conducts security for the Transportation Triage site.
- Coordinates with Transportation Triage Safety Officer for law enforcement activities.

Transportation Triage Planning Section



Planning Section Chief

- Responsible for projecting needs and disseminating pertinent information that impacts the Transportation Triage operation.
- Determines the status and need for additional resources, including staffing.
- Collects and develop information to prepare alternative strategies for the operation.
- Develops and processes information for the Situation Report for approval by the Transportation Triage Incident Commander.
- Submit approved Situation Reports to the DHH EOC as required for the specific incident.
- Responsible for the completion of Transportation Triage Reporting Form (see Attachment 8) following the instructions of Attachment 9: Transportation Triage Reporting Form Instructions.
- Develops and submits the Resource Request and General Message Form and Instructions (see Attachment 10) to the DHH EOC as directed by the Transportation Triage Incident Commander.

Evacuee Tracking Group Supervisor (DCFS)

- Responsible for the tracking and registration of individuals exiting evacuating vehicles.
- Documenting the transportation method for individuals to MSNS, FMS, hospitals, or other sites as deemed necessary by the Operations Section using Attachment 5: DCFS Triage Evacuee Tracking Form and electronic systems of DCFS.

Volunteer Supervisor

- Processing and managing of volunteer staff.
- Providing appropriate training and coordination of volunteer staff.

- Anticipates volunteer needs for following operational periods.
- Volunteers will be utilized as needed for assisting patients.

V. Procedure

Transportation Triage Operations

During the triage assessment, individuals that are assessed and identified as not being able to continue the journey toward the route of evacuation will be removed from the transportation vehicle, processed via DCFS tracking system, and transported by van/ambulance to the most appropriate site for continuation of monitoring/care, i.e. Pete Maravich Assembly Center (PMAC-MSNS), LSU Field House FMS or Southern University F. G. Clark Activity Center FMS, or hospital, etc.

1. Buses and mass transit vehicles will arrive on LSU campus via I-10 to South Acadian Throughway to Stanford Ave.
2. They will proceed to W. Lakeshore Drive (South Stadium Road) and will enter the parking lot adjacent to the LSU Ag Livestock Exhibit Barn as designated on Attachment 1.
3. Five buses will enter the parking lot with a Triage Team assigned to each bus. The remaining buses will remain on South Stadium Road until they are cleared for entry to the triage area.
4. Triage Group Supervisor (DOTD) will enter a bus or vehicle and conduct a head count.
5. Behavioral Health Group Supervisor will enter the bus with DOTD staff and offer instructions on the triage operations and general guidance.
6. The Evacuee Tracking Group (DCFS) will be present during the operation and will coordinate the patient tracking information to assure its completion and compliance. The Evacuee Tracking Group (DCFS) is responsible for entering the data into the Phoenix tracking system.
7. Triage Teams will conduct a rapid evaluation of individuals on each bus. General screening guidelines are included on Transportation Triage Assessment Form (See Attachment 2). Healthcare professional should always use the professional judgment.
8. All MSNS and FMS are directed by the State Health Officer to make every effort to

abide by decisions made at Transportation Triage.

9. Once the rapid evaluation is completed, the Triage Teams will direct assistance for removing individuals from the evacuating vehicle.
 - Individuals who are acutely ill will be placed on an ambulance and taken to a local area hospital.
 - Persons who are not acutely ill, but are deemed unable to travel further will be transported to a MSNS or FMS as designated by the Transportation Group Supervisor.
10. The Triage Team or designee will be responsible for completion of the Transportation Triage Team Assessment Form (Attachment 2) for each individual removed from any vehicle.
11. Once the buses are cleared by the Triage Team to continue their journey they will leave the parking lot as designated on Attachment 1: Transportation Triage Site Map.
12. Evacuees transported from Transportation Triage Area via ambulance, wheelchair accessible van or other means will exit the area as designated on Attachment 1: Transportation Triage Site Map.

Region 3 Transportation Triage Operations

A separate area has been identified for receiving Region 3's transportation vehicles. The components of this operation consist of transportation triage, screening, and unloading/reloading individuals that will continue to travel further north in order to reach their final shelter destination. This transfer area is located at the site per Attachment 1 nearest the LSU Ag Livestock Exhibit Barn, in a designated area of the parking lot, a side of the staging area designated for Region 1 buses (see Attachment 1). This area was identified in order to help differentiate transportation arriving from Region 1 and 3. Additionally, the process and overall safety involving triaging, unloading, and reloading identifies the need for an additional area. The Louisiana DOTD will have coach buses available for the up-load /transfer of individuals from Region 3 Parish vans for transport to their designated MSNS or FMS shelters.

The transfer of individuals was designed to facilitate the rapid return of Region 3 are vans and drivers to continue the evacuation of low lying areas for residents with special medical needs. The state-supported buses will continue to take the evacuated individuals to the pre-identified shelter location in northern Louisiana. Tracking of these buses will remain the responsibility of the local parish Office of Emergency Preparedness in collaboration and coordination with the DHH EOC Transportation Cell and DHH Region 3 Public Health Emergency Response Coordinator (PHERC) and/or designee.

The processes for receiving transportation vehicles, triage assessment, and transfer of evacuated individuals from Region 3 Parish vehicles to State buses for Region 3 are as follows:

- All Parish vehicles received from Region 3 will have a Placard in the driver's window denoting parish location within Region 3.
- The Region 3 Public Health Emergency Response Coordinator (PHERC) will be given the Triage Evacuee Tracking Forms (see Attachment 5) to present to the regional Local Office of Emergency Preparedness (LOEP) for distribution to the designated vehicle drivers.
- Prior to leaving Region 3, the driver will be asked to create a manifest of passengers being transported to the Transportation Triage site.
- Region 3 drivers will be given the DCFS Triage Evacuee Tracking Form to distribute to passengers/care givers, to be complete while in route.
- The driver notifies the LOEP and/or PHERC of passengers picked up for transportation to LSU Bus triage site.
- Region 3's PHERC or designee will notify the DHH Transportation Cell of vehicles in route.
- The DHH Transportation Cell will notify the Logistics Chief of the information received from the Region 3 PHERC and/or designee.
- When Region 3 vans arrive at LSU Ag Livestock Exhibit Barn, the driver will be directed to the designated transfer area of the parking lot.
- The Triage Teams will go to each van and conduct triage assessment. The individuals identified as being unable to continue the journey will be removed to continue with the routine triage process.
- Individuals that are able to continue the journey will transfer to State vehicles.
- Region 3 Parish vehicles will return to Region 3.
- DCFS will go onto the coach buses to collect the Triage Tracking forms, if completed. The Evacuee Tracking Team will generate or complete forms as needed.
- The manifest will also be collected from the driver at this time by DCFS. If the manifest is not done, DCFS will generate/complete based on information noted on the Triage Tracking forms.
- A copy of the manifest will be given to the State bus driver, the Triage Group Supervisor, and the Operations Chief.
- The Evacuee Tracking Group Supervisor and the Transportation Group Supervisor will update their perspective dashboards for continued visibility.

Agency Roles and Responsibilities

Department of Transportation and Development

- DOTD will provide transportation vehicles to Parishes that do not have the transportation resources for those persons who have no other means of evacuating.
- DOTD will coordinate destinations and drivers in an effort to avoid drivers reaching time restrictions before arriving at final destinations.
- DOTD will provide a liaison for designated parish pick-up points and sites for transportation triage.
- DOTD will provide tracking for their vehicles.
- DOTD will provide water and a small amount of snacks for medically fragile evacuees at parish pick-up points and throughout transportation.
- DOTD will provide driving directions and/or maps to all sites and destination sites.
- DOTD will provide at least two (2) para-transit vehicles to transport individuals who do not require ambulance transportation to the MSNS or FMS location.

Department of Children and Family Services

- DCFS will register individuals at the point of debarkation and develop transportation manifests.
- DCFS will make arrangements for the identification of personal items for individuals exiting the vehicle that may be stored during transport (such as the baggage area of a bus).
- DCFS will adjust manifests at Transportation Triage site for individuals removed from vehicles that have been re-routed elsewhere for medical reasons.
- DCFS will track re-routed individuals.
- DCFS will coordinate mass feeding for extended transportation rides and at transportation sites.

Department of Health and Hospitals

- DHH State Health Officer (SHO) will determine when and where triage site(s) will be activated.
- DHH will oversee medical triage operations at the site.
- DHH will provide medical supplies and equipment.
- DHH will provide behavioral health support.
- DHH will provide site supplies and equipment and coordinate facility management with the triage site for Transportation Triage operations.
- DHH will provide water and snacks for Transportation Triage staff at the Transportation Triage site.

- DHH will coordinate with the Designated Regional Coordinators (DRC) for admissions to hospitals.
- DHH will provide ambulance transport from the Transportation Triage site to hospitals, MSNS or FMS.
- DHH SHO will determine the deactivation of Transportation Triage operations.

Louisiana State University

- LSU will oversee Transportation Triage facility in coordination with DHH.
- LSU will provide campus liaison.
- LSU will provide police support and coordinate with ESF #13.
- LSU will provide traffic assistance.

Southern University

- Accept evacuees from Transportation Triage Site.

Louisiana State Police

- Provide or coordinate for security at the Transportation Triage Site.

Louisiana National Guard

- Provide armed soldiers for security at the Transportation Triage Site as directed by the Louisiana State Police as ESF #13.

Activation/Staff Arrival

Staff, including contract staff, reporting to the Transportation Triage site will receive notification to report from appropriate personnel. All staff reporting to the Transportation Triage operation should report to the appropriate staff sign in area for appropriate sign in, timesheet information, and badging. All volunteers should report to the Volunteer Supervisor.

Resource Request Process

A Resource Request form will be completed on all requested resource items, i.e. supplies, equipment, staff, food, etc. needed for the Transportation Triage site to the DHH EOC (see Attachment 10). The Transportation Triage Incident Commander (DHH) will be on-site and shall maintain a copy of all Resource Request forms submitted. All collected forms will be submitted to the DHH EOC Planning Chief or his/her designee within the DHH EOC Planning Section. The Transportation Triage Operations Chief should review for visibility.

Media Information

Staff, contract staff, and volunteers should immediately notify their Supervisor for any media related questions. Supervisors and Section Chiefs will direct all media related inquiries to the Transportation Triage Incident Commander who will address requests in coordination the DHH EOC.

Deactivation

Deactivation of the site will be directed by the State Health Officer. All equipment and supplies dispatched to the site will require removal from the site. All timesheets should be reconciled and completed. Debriefing should be conducted by the Transportation Triage Incident Commander or designee.

VI. Authorities and References

A. Authorities

Homeland Security Presidential Directive #7, “Critical Infrastructure Identification, Priority and Protection” officially designated the public health systems of the nation as critical infrastructure. As a result, Homeland Security Presidential Directive #8, “National Preparedness” assigned the public health profession the role of “first responder” in the event of a disaster or catastrophic health event resulting from either natural or man-made causes.

Under the guidelines of the GOHSEP State of Louisiana Emergency Operations Plan, public health is required to establish procedures for responses to health, environmental, and medical needs of the State of Louisiana. DHH has primary responsibility and is required to coordinate with the Federal government for assistance provided under the National Response Framework’s Emergency Support Function 8, Public Health and Medical Services and Emergency Support Function 12, Energy and Utilities. Any emergency or disaster may present health concerns requiring public health to respond. Executive Order BJ 08-32 requires each Agency to prepare and maintain plans, procedures, arrangements and agreements to ensure that the organization can carry out its mission.

The State Health Officer, the Secretary of the Louisiana Department of Health and Hospitals, the DHH Medical Director and the Assistant Secretary of the Office of Public Health are responsible for State health and medical services during an emergency. DHH collaborates with a variety of State agencies and medical care provider partners for planning, exercises and real world response.

B. References

Louisiana Office of Public Health Emergency Operations Plan, April 2013.

VII. Acronyms and Definitions

A. Acronyms

DCFS	Department of Children and Family Services
DOTD	Department of Transportation and Development
DHH	Department of Health and Hospitals
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
LANG	Louisiana National Guard
LSP	Louisiana State Police
LSU	Louisiana State University
NIMS	National Incident Management System
OPH	Office of Public Health
SOP	Standard Operating Procedure

B. Definitions

Disaster: Any occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a natural, technological, and/or national security incident, including earthquake, explosion, fire, flood, high water, hostile military actions, hurricanes, landslide, mudslide, storms, tidal wave, tornadoes, or wind-driven water.

Triage: The sorting of persons according to the urgency of their need for care on the basis of where resources can be best used, are most needed, or are most likely to achieve success.

Transportation: A means of conveyance or travel from one place to another.

VIII. Attachments

Attachment 1: Transportation Triage Site Map

LSU Ag Limestone Exhibit Barn

South Stadium Road at East Parker Blvd

Baton Rouge, Louisiana

Transportation Triage Site



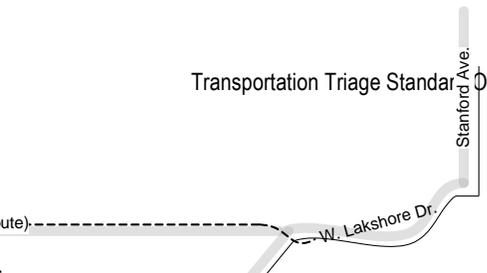
Attachment 2: Transportation Triage Team Assessment Form

Transportation Triage Team Assessment Form

Screening guidelines for Triage Teams to remove patients from the vehicle.

Document which of the following qualifies the patient for removal from the vehicle.

- Signs that suggest continuing to travel in the vehicle would result in a high likelihood of medical deterioration from their baseline conditions.
- Expressed and/or observable difficulty in breathing
- Respiratory rate greater than 30 per minute
- Heart rate sustained above 100 beats per minute
- Sustained systolic blood pressure less than 90 OR diastolic blood pressure greater than 120.
- Behavioral health concerns that would necessitate removal from travel, i.e. violence, threatening of others, alteration in behavioral status requiring immediate intervention.
- Impending labor for childbirth
- Other (list): _____



Attachment 3: Transportation Triage Patient Tracking Form

TRANSPORTATION TRIAGE PATIENT TRACKING FORM

Part A. Event Information	
Event: _____	
Date: _____	
Time: _____	
Part B. Patient Information	
Patient Name: _____ <div style="display: flex; justify-content: space-around; width: 100%; margin-top: 5px;"> (first) (middle) (last) </div>	
Caretaker: _____	
Cell / Contact #: _____	
Patient is from: _____	Placard # _____
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
D.O.B. _____	Age: _____
SS#: _____	
Wristband ID #: _____	
Part C. Location Patient was transported to: (Please identify transport site.)	
By EMS Unit #: _____	MSNS _____
By Shuttle #: _____	FMS _____
Other: _____	CTNS _____
Meds Removed _____	HOSPITAL _____
DME Removed _____	OTHER _____
COMMENTS:	
_____ _____ _____	
Triage Staff	Signature: _____

Attachment 4: Transportation Triage Team Assessment Form and Patient Tracking Form Instructions

Transportation Triage Team Assessment Form and Patient Tracking Form Instructions

General Instructions: Please legibly **print** all information on the form, using **black** ink.

INTRODUCTIONS:

Natural and man-made emergencies and disasters impact homes, businesses and public infrastructure, often quickly overwhelming the response capabilities of local agencies. A crisis may result from:

- A natural disaster (e.g. hurricane, flood, tornado)
- An accident (e.g. hazardous chemical spill, widespread fire)
- A terrorist act (e.g. bombing, hazardous chemical release)

Transportation triage is designed to sort those evacuated individuals who may have medical problems that would inhibit them from reaching their destination safely and to provide intervention for those medically at-risk individuals travelling for long periods of time.

The Transportation Triage Team Assessment Form is to be used by the Transportation Triage Strike Teams. It identifies triage guidelines for the removal of patients from the vehicle. It also provides for tracking of individuals being removed from and the location of where the individual will be transported to. This form includes two sections: Transportation Triage Strike Team Assessment Form and Transportation Triage Patient Tracking Form. This form should be completed for each person removed from the vehicle.

Transportation Triage Teams

1. Check the triage screening guidelines that recommend removal from the vehicle.

Transportation Triage Patient Tracking Form

Part A: Event Information

1. **Event:** Record the event.
2. **Date:** Record the date of the event.
3. **Time:** Record the current time of the event.

Part B: Patient Information

1. **Patient Name:** Record the patient's full name (first name, middle name, last name).
2. **Caretaker:** Record the name of the caretaker (first name, last name).
3. **Cell/Contact #:** Record the number the cell phone number and any additional contact numbers.
4. **Patient is from:** Record the parish of residence.
5. **Placard #:** Record the placard number on the vehicle the patient is assigned to.
6. **Sex:** Identify whether patient is male or female.
7. **D.O.B.:** Record the date of birth.
8. **Age:** Record the age.
9. **SS#:** Record the patient's social security number.
10. **Wristband ID#:** Record the wristband identification number.

NOTE: The Phoenix ID number is the preferred unique identifier number and will only be used by authorized personnel to obtain and/or ensure delivery of services on behalf of the patient assigned by Department of Social Services.

Part C: Location Patient was transported to:

1. Record where patient was transported to. This includes EMS Unit number, Shuttle number, or by any other mode of transportation.

2. Check if patient was transported to a MSNS, FMS, CTNS, Hospital, or any other facility. Identify location site.
3. Check if the patient's medications were removed from the vehicle.
4. Check if the patient's personal items and durable medical equipment were removed from the vehicle.

Comments: Record any additional comments.

Signature: The person completing the triage form should sign here.

DCFS Triage Tracking Form

Event: _____

Date: _____ Time: _____

Patient Name: _____

(First)

(Middle)

(Last)

Caregiver/Other: _____

Patient was transported to:

___ LSU P-MAC Medical Special Needs Shelter

By EMS Unit #: _____

___ LSU Field House Federal Medical Station

By DOTD Shuttle # _____

___ Southern University F. G. Clark Center Federal Medical Station

Other _____

___ Baton Rouge General Hospital-Mid City

___ Baton Rouge General Hospital-Bluebonnet

___ Our Lady of the Lake Hospital

___ Ochsner Hospital-O'Neal Lane

___ Alex Mega Shelter Medical Special Needs Shelter

___ Other _____

Attachment 7: Site Tracking Log: Transportation Triage Form Instructions

General Instructions: Please legibly **print** all information on the form, using **black** ink.

INTRODUCTION:

Natural and man-made emergencies and disasters impact homes, businesses and public infrastructure, often quickly overwhelming the response capabilities of local agencies. A crisis may result from:

- A natural disaster (e.g. hurricane, flood, tornado)
- An accident (e.g. hazardous chemical spill, widespread fire)
- A terrorist act (e.g. bombing, hazardous chemical release)

Transportation triage is designed to sort individuals who may have medical problems that would inhibit them from reaching their destination safely and to provide intervention for those medically at-risk traveling for long periods of time.

The Site Tracking Log Form is to be completed by the Logistics section. It captures data during the operational period. This form should be completed for every patient.

Date: Document the current date of the operation.

Vehicle Type & Placard #: Document the vehicle type and the placard number assigned to the vehicle.

Arrival Time: Document the vehicle's arrival time.

Departure Time: Document the vehicle's departure time.

Destination/ETA confirmed: Document the destination of the vehicle and the estimated time of arrival to the location.

Number Passengers: Document the number of passengers in the vehicle.

Names of patients & caregivers (C/G) & family members (F/M) removed (designate if C/G or F/M): Document the total number of each.

Transfer Locations: Document the transfer location of the patient. Legend below on form indicates M-MSNS, H-Hospital, and C=CTNS.

Mode of Transfer: Document the mode of transfer for the patient. Legend below on form indicates A=Ambulance, B=Bus, and V=Van.

Attachment 9: Transportation Triage Reporting Form Instructions

General Instructions: Please legibly **print** all information on the form, using **black** ink.

INTRODUCTION:

Natural and man-made emergencies and disasters impact homes, businesses and public infrastructure, often quickly overwhelming the response capabilities of local agencies. A crisis may result from:

- A natural disaster (e.g. hurricane, flood, tornado)
- An accident (e.g. hazardous chemical spill, widespread fire)
- A terrorist act (e.g. bombing, hazardous chemical release)

Transportation triage is designed to sort individuals who may have medical problems that would inhibit them from reaching their destination safely and to provide intervention for those medically at-risk traveling for long periods of time.

The Transportation Triage Reporting Form is to be completed by the Planning Section. It summarizes the end of the operational period. The information collected is derived from the Site Tracking Log: Transportation Form. This report should be completed at the end of every operating period.

Date: Document the current date of the operation.

Operational Period: Document the current operational period i.e., 7a-7p.

Number of Buses: Document the total number of buses.

Number of Vans/Ambulances: Document the total number of vans and ambulances.

Number of POVs: Document the total number of privately owned vehicles.

Number of Passengers: Document the total number of passengers.

Number referred to MSNS: Document the total number of patients referred to the MSNS.

Patients referred: Document the total number of patients referred to hospitals or other health care facilities.

Number of staff: Document the total number of staff.

Number of volunteers: Document the total number of volunteers.

Total number of staff/volunteers: Document the total number of staff and volunteers.

Section Chief's Signature (all resource requests)		Date and Time	Incident Commander's Signature (when required)		Date and Time
Submitted to SEOC? YES <input type="checkbox"/> NO <input type="checkbox"/>		EMMA Request Number (submission only)	Contract Activated? YES <input type="checkbox"/> NO <input type="checkbox"/>		Contract Number

Rev. 06-06-2013

Louisiana Department of Health and Hospitals

Resource Request and General Message Form | Instructions for Use

This form is for documenting and tracking support requests submitted to the DHH EOC. It also serves to document any communication from outside the DHH EOC that is not necessarily a request for resources, but may later become one. *Resource requests involving multiple EOC sections should be documented on a separate form for each section.*

For Resource Requests and Messages (completed by person creating the request or message)

- **Incident Name:** enter the official name of the event to which the DHH EOC is responding.
- **Received:** enter the date (mm-dd-yyyy) and time (24-hour format) that the request/message was received.
- **Document Control Number (DCN):** is a unique four-digit number that is pre-printed on the form and used for documentation tracking. Format it as follows: Assigned Section – 2-digit year –DCN [Ex. OPS-12-0034]
- **RESOURCE REQUEST (Yes/No):** circle the appropriate choice.
- **Originator:** enter the noted information for the person making the request or leaving the message.
- **Assigned To:** enter the name of the section to which the request/message was assigned.
- **Request/Message:** write a concise summary of the message or a detailed description for a requested resource. For resources, include quantity (specify unit of measure) and type (model/certifications), as well as when the resource is needed, and if additional support (operator, fuel, etc.) is required. Print the name and position of the person completing the form at the bottom of this section.

Submit the third (Pink) copy of the form to the Planning section. For resource requests, deliver the first (White) and second (Yellow) copy to the section chief of the assigned section. For messages, deliver these copies to the message recipient.

For Resource Requests Only (completed by person creating the request unless otherwise noted)

- **On-Site Information:** enter the noted information of the person who is responsible for receiving the requested resources. Also enter the name and full address of the location where the resources are to be delivered.
- **Severity:** enter the relative priority of a resource request. The severities are low, medium, high, life-sustaining, and life-saving. Severity is determined by the section chief of the assigned section.
- **Actions Taken:** the section chief should assign each individual *task element* within a resource request to a position within that section and records when the task must be completed.

The first (White) copy is given to the assigned position. The section chief retains the second (Yellow) copy.

- Actions Taken: the assignee should briefly describe how the request was addressed and note any delays in the completion of a resource request. Record the date and time that the resource was received by the requesting site in the *time and date completed* blank and sign on the signature line. All actions taken on all task elements must appear on the **original** first (White) copy of the resource request form. *The section chief must sign off on all task elements.*
- **Submitted to SEOC:** the section chief indicates whether or not the task element was forwarded to the State Emergency Operations Center (SEOC) at GOHSEP. If yes, note the WebEOC/EMMA mission number in the blank below. *The Incident Commander must sign off on this section.*

Submit the first (White) copy to the Planning Section. The section chief retains the second (Yellow) copy.

For Messages Only (completed by message recipient)

- **Actions Taken:** The message recipient should write their name in the *Assigned To* blank. In the leftmost column, describe what was done to address the message, using the right-hand column for additional space as needed. Sign and enter the date and time beneath this.

Submit the first (White) copy to the Planning Section. The message recipient retains the second (Yellow) copy.

Attachment 11: Transportation Triage Equipment and Supply List

Transportation Triage Equipment and Supply List

Recommended Equipment and Supplies for Support of (5) Triage Strike Teams and Staff

Resources Summary				
Resources Ordered	Resource Identification	ETA	On Scene	Location/Assignment
Fold Out table (6)				
Fold Out Chairs (30)				
Clip Boards (12)				
Ink Pens (box) (14dz)				
Radio 700 MHz (4)				
Walk About Radio (10)				
Flash Light (15)				
Flood Lights (3)				
Generator (2)				
ID Wrist Bands/Badges (200)				
Tape Dispenser (1)				
Scissors (2)				
Power Strips (2)				
Hole Punchers (1)				
Paper 8 1/2 x 11 (1 case)				
Paper 11x14 (1case)				
Printer ink - extra (2)				
Printer/Copier/Fax				
Laptop with internet access (2)				
Fans (2)				
Batteries for Bull Horn				
Bull Horn (1)				
Bug Spray (1 box)				
Sticky Pads (12)				
Staplers (2)				
Staples (2 boxes)				
Standard Note Pads (12)				
File Folders (1 box)				
Gloves (36 boxes)				
Hand Sanitizer (36 bottles)				
Binders 2" (6)				
Water				
Trash bags				

Resources Summary

Resources Ordered	Resource Identification	ETA	On Scene	Location/Assignment
MRE's; snacks				
Disinfectant Spray				
First Aid Kit				
Blood Pressure cuffs/stethoscopes X-Large/adult/child				
AED				
ICS Vests				

Attachment 12: Transportation Triage Job Action Sheets

Position Title	
Transportation Triage Incident Commander	
Location of Work	
Louisiana State University – Transportation Triage Site	
Supervisor	
DHH EOC Incident Commander	
Supervises the following positions	
Safety Officer, Liaison Officer, Operations Chief, Finance/Admin Chief, Logistics Chief, and Planning Chief	
Recommended Qualifications	
<ul style="list-style-type: none"> • ICS Training: IS 100, 200, 300, 400, 700, 800 • EOC Training: Con Ops, Operations Section • Functional knowledge of Red Cross Disaster Health Services Guidance • Louisiana Medical Needs Shelter Framework 	<ul style="list-style-type: none"> • Operational proficiency in ICS/NIMS • Public Health/Medical Background • Transportation Triage operations requires at least one licensed physician
Job Description	
<ul style="list-style-type: none"> • Coordinates all activities for the Transportation Triage operation. • Directs/oversees the successful completion of the purpose and mission. • Submits Transportation Triage Situation Report to the DHH EOC. 	
Briefings and Meetings Attended	
Conducts Incident and shift briefings.	
Initial Actions (each shift)	Other Responsibilities
<ul style="list-style-type: none"> • Sign in on the roster. • Receive shift briefing from outgoing staff. • Verify functionality of workstation <ul style="list-style-type: none"> ○ Email ○ Phone ○ Supplies • Read entire Job Action Sheet. • Receive briefing from DHH - EOC Incident Commander • Process outstanding and new resource request. • Submit Situation Report to DHH – EOC Watch Desk, as directed. 	<ul style="list-style-type: none"> • Serves as the liaison/contact person for agency representation. • Shares responsibility and decision making for the incident. • Establishes immediate priorities. • Conducts incident and shift briefings. • Conducts or directs Command Staff to conduct Just in Time Training with Job Action Sheets. • Responsible for release of information to media. • Notifies staff when demobilization begins.
Demobilization Activities (each shift)	
<ul style="list-style-type: none"> • Complete documentation process and final reporting for completed tasks. • Give shift briefing to relief staff. • Notify supervisor of departure. • Verify next assigned shift. • Complete HR-48 timesheet. 	<ul style="list-style-type: none"> • List all supplies and resources that need replenishment. • Participate in stress management and after-action debriefings. • Sign out on the roster.

Reference Documents	
<ul style="list-style-type: none"> • DHH EOC Incident Commander Play Book • EOC procedures • Louisiana Emergency Operations Plan • DHH Emergency Operations Plan • DHH Crisis and Emergency Risk Communications OPH Medical Special Needs Shelter Annex • OPH Medical Special Needs Shelter Protocols • Strategic National Stockpile Plan • Transportation Triage SOP 	
Equipment	
<ul style="list-style-type: none"> • ICS Vest / ID Badge / Radio 	

Position Title

**Transportation Triage
Safety Officer**

Location of Work		Supervisor	
Louisiana State University – Transportation Triage Site		Incident Commander	
Supervises the following positions			
None			
Recommended Qualifications			
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops 		<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS 	
Job Description			
<ul style="list-style-type: none"> Maintains a safe environment for all staff. 			
Briefings and Meetings Attended			
Shift briefing, incident briefing.			
Initial Actions (each shift)		Other Responsibilities	
<ul style="list-style-type: none"> Sign in at the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Incident Commander Process outstanding and new resource request. 		<ul style="list-style-type: none"> Assess and anticipate hazardous and unsafe conditions. Coordinates with security and traffic control. Direct communication with facility management for security, LSU Agriculture Center, LSU Emergency Operations Center, F. G. Clark Center and Southern University Emergency Operations Center. Investigate incident accidents that may occur. Ensure only authorized personnel enter the incident areas. 	
Demobilization Activities (each shift)			
<ul style="list-style-type: none"> Complete documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheet. 		<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster. 	
Reference Documents			
<ul style="list-style-type: none"> DHH EOC Safety Officer Playbook Louisiana Emergency Operations Plan DHH Emergency Operations Plan OPH Medical Special Needs Shelter Plan Annex Transportation Triage SOP 			
Equipment			
<ul style="list-style-type: none"> ICS Vest/ ID Badge / Radio 			

Position Title	Transportation Triage Liaison Officer	
Location of Work	Supervisor	
Louisiana State University – Transportation Triage Site	Incident Commander	
Supervises the following positions		
None		
Recommended Qualifications		
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops, Incident Commander Section 	<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS 	
Job Description		
<ul style="list-style-type: none"> Liaison for host facility. 		
Briefings and Meetings Attended		
Shift briefing, incident briefing.		
Initial Actions (each shift)		Other Responsibilities
<ul style="list-style-type: none"> Sign in on the roster. Receive shift briefing from outgoing staff Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Incident Commander Process outstanding and new resource request. 		<ul style="list-style-type: none"> Provides facility coordination
Demobilization Activities (each shift)		
<ul style="list-style-type: none"> Completes documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheet. 	<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster. 	
Reference Documents		
<ul style="list-style-type: none"> Louisiana Emergency Operations Plan DHH Emergency Operations Plan OPH Medical Special Needs Shelter Annex Transportation Triage SOP 		
Equipment		
<ul style="list-style-type: none"> ICS Vest / ID Badge / Radio 		

Position Title

**Transportation Triage
Operations Section Chief**

Location of Work		Supervisor	
Louisiana State University – Transportation Triage Site		Incident Commander	
Supervises the following positions			
Behavioral Health Group Supervisor, Evacuee Support Group Supervisor, Triage Group Supervisor and the Transportation Group Supervisor			
Recommended Qualifications			
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops, Operations Section 		<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS Public Health/Medical Background 	
Job Description			
<ul style="list-style-type: none"> Manage the tactical operations of Transportation Triage. 			
Briefings and Meetings Attended			
Shift briefing, Incident briefing			
Initial Actions (each shift)		Other Responsibilities	
<ul style="list-style-type: none"> Sign in at the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Incident Commander Process outstanding and new resource request. 		<ul style="list-style-type: none"> Will conduct Transportation Triage operations for Behavioral Health, Evacuee Support, Triage and Transportation Will coordinate with the Evacuee Tracking Group Supervisor (DCFS) for the completion of the Triage Evacuee Tracking Form. 	
Demobilization Activities (each shift)			
<ul style="list-style-type: none"> Complete documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheet. 		<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster. 	
Reference Documents			
<ul style="list-style-type: none"> DHH EOC Concept of Operations Section Play Book EOC procedures Louisiana Emergency Operations Plan OPH Emergency Operations Plan OPH Medical Special Needs Shelter Annex Transportation Triage SOP 			
Equipment			
<ul style="list-style-type: none"> ICS Vest/ ID Badge / Radio 			

Position Title	Transportation Triage Behavioral Health Group Supervisor	
Location of Work	Supervisor	
Louisiana State University – Transportation Triage Site	Operations Chief	
Supervises the following positions		
None		
Recommended Qualifications		
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops, Operations Section 	<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS Behavioral Health background 	
Job Description		
<ul style="list-style-type: none"> Provide guidance and training to staff on appropriate behavioral health communication and strategies for stress reduction and Psychological First Aid. 		
Briefings and Meetings Attended		
Shift briefing, Incident briefing		
Initial Actions (each shift)	Other Responsibilities	
<ul style="list-style-type: none"> Sign in on the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Operations Chief Process outstanding and new resource request. 	<ul style="list-style-type: none"> Provide behavioral health support to all persons associated with Transportation Triage 	
Demobilization Activities (each shift)		
<ul style="list-style-type: none"> Complete documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheet. 	<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster. 	
Reference Documents		
<ul style="list-style-type: none"> DHH EOC Concept of Operations Section Play Book Louisiana Emergency Operations Plan OPH Emergency Operations Plan OPH Medical Special Needs Shelter Annex 		
Equipment		
<ul style="list-style-type: none"> ICS Vest / ID Badge 		

Position Title**Transportation Triage
Evacuee Support Group Supervisor**

Location of Work		Supervisor
Louisiana State University – Transportation Triage Site		Operations Chief
Supervises the following positions		
None		
Recommended Qualifications		
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops, Operations Section 	<ul style="list-style-type: none"> Operational proficiency in ICS/NIM 	
Job Description		
<ul style="list-style-type: none"> Will maintain the list of individuals that have been removed from an evacuating bus or van and will be responsible for making sure that the Triage Evacuee Tracking Form is filled out for each patient and keeping them secured. 		
Briefings and Meetings Attended		
Shift briefing, Incident briefing		
Initial Actions (each shift)		Other Responsibilities
<ul style="list-style-type: none"> Sign in at the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Operations Chief Process outstanding and new resource request. 		<ul style="list-style-type: none"> Responsible for completing and delivering a copy of the DCFS Triage Tracking Form to DCFS personnel as the Evacuee Tracking Group for registration of persons removed from the bus for patient reconciliation in the Phoenix system.
Demobilization Activities (each shift)		
<ul style="list-style-type: none"> Complete documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheets. 		<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster.
Reference Documents		
<ul style="list-style-type: none"> DHH EOC Concept of Operations Section Play Book Louisiana Emergency Operations Plan OPH Emergency Operations Plan OPH Medical Special Needs Shelter Annex 		
Equipment		
<ul style="list-style-type: none"> ICS Vest/ ID Badge 		

Position Title

Transportation Triage Triage Group Supervisor

Location of Work		Supervisor	
Louisiana State University – Transportation Triage Site		Operations Chief	
Supervises the following positions			
Triage Teams			
Recommended Qualifications			
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops 		<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS 	
Job Description			
<ul style="list-style-type: none"> Responsible for management of triage activities, organization of available resources, and coordinating the needs of assigned staff. 			
Briefings and Meetings Attended			
Shift briefing, Incident briefing			
Initial Actions (each shift)		Other Responsibilities	
<ul style="list-style-type: none"> Sign in on the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from the Operations Chief Process outstanding and new resource request. 		<ul style="list-style-type: none"> Will direct the Triage Teams (current LSU location will accommodate 5 buses at time with subsequent buses staged along roadway) Will assign a Triage Team lead for each Triage Team <ul style="list-style-type: none"> 5 Triage Teams consisting of 3 team members (total of 15 persons) may be comprised of staff including DHH nurses, contract staff, EMT, paramedics or volunteers. 	
Demobilization Activities (each shift)			
<ul style="list-style-type: none"> Complete documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheet. 		<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster. 	
Reference Documents			
<ul style="list-style-type: none"> DHH EOC Concept of Operations Section Play Book Louisiana Emergency Operations Plan OPH Emergency Operations Plan OPH Medical Special Needs Shelter Annex 			
Equipment			
<ul style="list-style-type: none"> ICS Vest/ ID Badge 			

Position Title	Transportation Triage Triage Team	
Location of Work	Supervisor	
Louisiana State University – Transportation Triage Site	Operations Chief	
Supervises the following positions		
None		
Recommended Qualifications		
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops, Operations Section Emergency Medical Technician (EMT), Paramedic, Registered Nurse 	<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS Public Health/Medical Background 	
Job Description		
<ul style="list-style-type: none"> To conduct rapid medical assessment of evacuees on transit vehicles to determine if need to be removed for further care; to assess if medical status warrants continuing on to pre-determine destination. 		
Briefings and Meetings Attended		
Shift briefing, Incident briefing		
Initial Actions (each shift)		Other Responsibilities
<ul style="list-style-type: none"> Sign in at the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Operations Chief Process outstanding and new resource request. 		<ul style="list-style-type: none"> Assess evacuees on evacuating vehicles following the guidance of the Transportation Triage Team Assessment Form. Report findings to Triage Group Supervisor. Request lifting and transportation help as needed from the volunteers. Assist with transporting evacuee to appropriate area in preparation for transferring to a facility once removed from bus. Complete a Transportation Triage Team Assessment Form and Patient Track Form for persons removed from evacuating vehicles. Notify Triage Group Supervisor immediately if evacuee is acutely ill and requires hospitalization Inform Triage Team Leader when medical assessment is complete and bus is cleared to travel from a medical standpoint Ensure personal safety.

Demobilization Activities (each shift)	
<ul style="list-style-type: none"> • Complete documentation process and final reporting for completed tasks. • Give shift briefing to relief staff. • Notify supervisor of departure. • Verify next assigned shift. • Complete HR-48 timesheet. 	<ul style="list-style-type: none"> • List all supplies and resources that need replenishment. • Participate in stress management and after-action debriefings. • Sign out on the roster.
Reference Documents	
<ul style="list-style-type: none"> • DHH EOC Concept of Operations Section Play Book • Louisiana Emergency Operations Plan • OPH Medical Special Needs Shelter Annex • Transportation Triage Team Assessment Form • Transportation Triage Patient Tracking Form and Form Instructions 	
Equipment	
<ul style="list-style-type: none"> • ICS Vest/ ID Badge 	

Position Title	Transportation Triage Transportation Group Supervisor
Location of Work	Supervisor
Louisiana State University – Transportation Triage Site	Operations Chief
Supervises the following positions	None
Recommended Qualifications	<ul style="list-style-type: none"> • ICS Training: IS 100, 200, 300, 400, 700, 800 • EOC Training: Con Ops, Operations Section • Operational proficiency in ICS/NIMS • Public Health/Medical Background
Job Description	<ul style="list-style-type: none"> • Responsible for management of transportation needs for individuals with special needs.
Briefings and Meetings Attended	Shift briefing, Incident briefing
Initial Actions (each shift)	Other Responsibilities
<ul style="list-style-type: none"> • Sign in on the roster. • Receive shift briefing from outgoing staff. • Verify functionality of workstation <ul style="list-style-type: none"> ○ Email ○ Phone ○ Supplies • Read entire Job Action Sheet. • Receive briefing from Operations Chief • Process outstanding and new resource request. 	<ul style="list-style-type: none"> • Coordinates transport of evacuees removed from evacuating vehicles to an appropriate facility such as a hospital, MSNS or FMS. • Communicates with the Logistics Chief for visibility of transportation vehicles to report to the DHH EOC Transportation Cell.

Demobilization Activities (each shift)	
<ul style="list-style-type: none"> • Complete documentation process and final reporting for completed tasks. • Give shift briefing to relief staff. • Notify supervisor of departure. • Verify next assigned shift. • Complete HR-48 timesheet. 	<ul style="list-style-type: none"> • List all supplies and resources that need replenishment. • Participate in stress management and after-action debriefings. • Sign out on the roster.
Reference Documents	
<ul style="list-style-type: none"> • DHH EOC Concept of Operations Section Play Book • Louisiana Emergency Operations Plan • OPH Emergency Operations Plan • OPH Medical Special Needs Shelter Annex 	
Equipment	
<ul style="list-style-type: none"> • ICS Vest / ID Badge 	

Position Title

**Transportation Triage
Finance/ Admin Section Chief**

Location of Work		Supervisor	
Louisiana State University – Transportation Triage Site		Incident Commander	
Supervises the following positions			
None			
Recommended Qualifications			
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops, Finance/Administration Section 		<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS Public Health/Medical Background 	
Job Description			
<ul style="list-style-type: none"> Responsible for tracking expenditures and financial support related to the operation. 			
Briefings and Meetings Attended			
Shift briefing, Incident briefing			
Initial Actions (each shift)		Other Responsibilities	
<ul style="list-style-type: none"> Sign in on the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Incident Commander Process outstanding and new resource request. 		<ul style="list-style-type: none"> Collect and record all cost data. Responsible for tracking time and attendance of staff at the site. Responsible for tracking attendance of volunteers at the site. Responsible for maintaining any paperwork related to employee injury at the site. 	
Demobilization Activities (each shift)			
<ul style="list-style-type: none"> Complete documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheet. 		<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster. 	
Reference Documents			
<ul style="list-style-type: none"> DHH EOC Concept of Finance/Administration Section Play Book Louisiana Emergency Operations Plan OPH Emergency Operations Plan OPH Medical Special Needs Shelter Annex Transportation Triage SOP 			
Equipment			
<ul style="list-style-type: none"> ICS Vest/ ID Badge / Radio 			

Position Title

**Transportation Triage
Logistics Section Chief**

Location of Work		Supervisor	
Louisiana State University – Transportation Triage Site		Incident Commander	
Supervises the following positions			
Site Traffic Control Officer, Site Security Officer and Communications Officer			
Recommended Qualifications			
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops, Logistics Section 		<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS 	
Job Description			
<ul style="list-style-type: none"> Organize and request essential supplies and resources to support the overall operations of Transportation Triage 			
Briefings and Meetings Attended			
Shift briefing, incident briefing. Conduct JIT for radio operation.			
Initial Actions (each shift)		Other Responsibilities	
<ul style="list-style-type: none"> Sign in on the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Incident Commander Process outstanding and new resource request. Assures delivery of Transportation Triage Equipment and Supplies. Maintains and monitors the use of equipment and supplies. Coordinates with Transportation Triage Liaison Officer. 		<ul style="list-style-type: none"> Obtain and maintain 700 MHz radios, batteries and chargers sufficient for Transportation Triage Staff Coordinate with the Operations Section Chief for effective use of available radio/equipment resources Track the use of the radios Conduct inventory of supplies, resources and request as needed Complete and maintain the Site Tracking Log following Log Instruction Form Ensure personal safety 	
Demobilization Activities (each shift)			
<ul style="list-style-type: none"> Complete documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheet. 		<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster. 	
Reference Documents			
<ul style="list-style-type: none"> DHH EOC Concept of Logistics Section Play Book Louisiana Emergency Operations Plan OPH Emergency Operations Plan OPH Medical Special Needs Shelter Annex 			

<ul style="list-style-type: none">• Transportation Triage SOP	
Equipment	
<ul style="list-style-type: none">• ICS Vest/ ID Badge / Radio	

Position Title	
Transportation Triage Site Traffic Control Officer	
Location of Work	
Louisiana State University – Transportation Triage Site	Supervisor Logistics Section Chief
Supervises the following positions	
None	
Recommended Qualifications	
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops, Logistics Section 	<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS
Job Description	
<ul style="list-style-type: none"> Will direct the staging and movement of EMS units, buses and vehicles at the LSU Ag Livestock Exhibit Barn site for traffic control. Responsible for completing and submitting the Transportation Triage Incident Tracking Log at the conclusion of each operational period to the Transportation Triage Incident Commander 	
Briefings and Meetings Attended	
Shift briefing, Logistics Section briefing	
Initial Actions (each shift)	Other Responsibilities
<ul style="list-style-type: none"> Sign in at the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Logistics Section Chief Process outstanding and new resource request. 	<ul style="list-style-type: none"> Conduct Transportation Triage traffic control ensuring the safety of all Transportation Triage operations
Demobilization Activities (each shift)	
<ul style="list-style-type: none"> Complete documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheet. 	<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster.
Reference Documents	
<ul style="list-style-type: none"> DHH EOC Concept of Logistics Section Play Book Louisiana Emergency Operations Plan Transportation Triage SOP 	
Equipment	
<ul style="list-style-type: none"> ICS Vest / ID Badge 	

Position Title

**Transportation Triage
Site Security Officer**

Location of Work		Supervisor	
Louisiana State University – Transportation Triage Site		Logistics Section Chief	
Supervises the following positions			
None			
Recommended Qualifications			
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops, Logistics Section 		<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS 	
Job Description			
<ul style="list-style-type: none"> Conducts security for the Transportation Triage site. 			
Briefings and Meetings Attended			
Shift briefing, Logistics Section briefing			
Initial Actions (each shift)		Other Responsibilities	
<ul style="list-style-type: none"> Sign in on the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Logistics Section Chief Process outstanding and new resource request. 		<ul style="list-style-type: none"> Coordinates with Transportation Triage Safety Officer for law enforcement activities. Conduct a security sweep at the start of each shift. Ensure that all personnel at the site have the proper identification badges. Maintain a unit log of significant events. Monitor colleagues and clients for signs of fatigue and distress. Think safety and ensure a safe working environment for you & your co-workers. Exercise authority to stop and prevent any unsafe acts. 	
Demobilization Activities (each shift)			
<ul style="list-style-type: none"> Complete documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheet. 		<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster. 	
Reference Documents			
<ul style="list-style-type: none"> DHH EOC Concept of Logistics Section Play Book Louisiana Emergency Operations Plan OPH Emergency Operations Plan Transportation Triage SOP 			
Equipment			
<ul style="list-style-type: none"> ICS Vest/ ID Badge 			

Position Title

Transportation Triage Communications Officer

Location of Work		Supervisor	
Louisiana State University – Transportation Triage Site		Logistics Section Chief	
Supervises the following positions			
None			
Recommended Qualifications			
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops, Logistics Section 		<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS 	
Job Description			
<ul style="list-style-type: none"> Will coordinate transportation and communication Will communicate with Transport Branch in Operations for the medical and non-medical transport of persons removed from evacuating vehicles and transported to receiving MSNS or FMS. 			
Briefings and Meetings Attended			
Shift briefing, Logistics Section briefing Conduct JIT training for radios as needed			
Initial Actions (each shift)		Other Responsibilities	
<ul style="list-style-type: none"> Sign in on the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Logistics Chief Process outstanding and new resource request. 		<ul style="list-style-type: none"> Will communicate with the DHH Emergency Operations Center Transportation Cell to communicate sequence of fill to receiving MSNS and FMS. Will secure communications equipment including 700 mhz radios, batteries, and chargers sufficient for Transportation Triage staff. Radios will be issued to the Triage Group Supervisor (DOTD) and the Evacuee Tracking Group Supervisor (DCFS) and together they will track the use of the radios and are both responsible for the retrieval of the radios at the end of Transportation Triage operations. Conduct a shift check every 12 hours of the radios for accountability of the equipment, to document users and to confirm radio locations. 	
Demobilization Activities (each shift)			
<ul style="list-style-type: none"> Complete documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheet. 		<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster. 	

Reference Documents	
<ul style="list-style-type: none"> • DHH EOC Concept of Logistics Section Play Book • Louisiana Emergency Operations Plan • OPH Emergency Operations Plan • OPH Medical Special Needs Shelter Annex • Transportation Triage SOP 	
Equipment	
<ul style="list-style-type: none"> • ICS Vest/ ID Badge / Radio 	

Position Title	Transportation Triage Planning Section Chief	
Location of Work	Supervisor	
Louisiana State University – Transportation Triage Site	Incident Commander	
Supervises the following positions		
Evacuee Tracking Group Supervisor and Volunteer Supervisor		
Recommended Qualifications		
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops, Planning Section 	<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS Public Health/Medical Background 	
Job Description		
<ul style="list-style-type: none"> Responsible for projecting needs and disseminating pertinent information that impacts the Transportation Triage operation. 		
Briefings and Meetings Attended		
Shift briefing, Incident briefing		
Initial Actions (each shift)		Other Responsibilities
<ul style="list-style-type: none"> Sign in at the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Incident Commander Process outstanding and new resource request. Develop the Situation Report Have Sit Rep approved by the Transportation Triage Incident Commander Submit approved Situation Report to DHH – EOC Watch Desk 		<ul style="list-style-type: none"> Determine the status and need for additional resources, including staffing. Collect and develop information to prepare alternative strategies for the operation. Develop and process information for the Situation Report Submit approved Situation Report to the DHH EOC. Responsible for the completion of Transportation Triage Reporting Form Drafts and following approval of the Transportation Triage Incident Commander submits Resource Request and General Message forms to the DHH EOC.
Demobilization Activities (each shift)		
<ul style="list-style-type: none"> Complete documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheet. 		<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster.
Reference Documents		
<ul style="list-style-type: none"> DHH EOC Concept of Planning Section Play Book EOC documentation procedures Louisiana Emergency Operations Plan 		

<ul style="list-style-type: none"> • OPH Emergency Operations Plan • OPH Medical Special Needs Shelter Annex • Transportation Triage SOP 	
Equipment	
<ul style="list-style-type: none"> • ICS Vest / ID Badge/ Radio 	

Position Title	
Transportation Triage Evacuee Tracking Group Supervisor	
Location of Work	
Louisiana State University – Transportation Triage Site	Supervisor Planning Chief
Supervises the following positions	
None	
Recommended Qualifications	
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops, Planning Section 	<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS
Job Description	
<ul style="list-style-type: none"> Responsible for the tracking and registration of individuals exiting evacuating vehicles. 	
Briefings and Meetings Attended	
Shift briefing, Incident briefing	
Initial Actions (each shift)	Other Responsibilities
<ul style="list-style-type: none"> Sign in on the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Planning Chief Process outstanding and new resource request. 	<ul style="list-style-type: none"> Documenting the transportation method for individuals to MSNS, FMS, hospitals, or other sites as deemed necessary by the Operations Section using the DCFS Triage Tracking Form or electronic systems as available.
Demobilization Activities (each shift)	
<ul style="list-style-type: none"> Complete documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheet. 	<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster.
Reference Documents	
<ul style="list-style-type: none"> DHH EOC Concept of Planning Section Play Book Louisiana Emergency Operations Plan OPH Medical Special Needs Shelter Annex 	
Equipment	
<ul style="list-style-type: none"> ICS Vest / ID Badge 	

Position Title		Transportation Triage Volunteer Supervisor	
Location of Work		Supervisor	
Louisiana State University – Transportation Triage Site		Planning Chief	
Supervises the following positions			
None			
Recommended Qualifications			
<ul style="list-style-type: none"> ICS Training: IS 100, 200, 300, 400, 700, 800 EOC Training: Con Ops, Planning Section 		<ul style="list-style-type: none"> Operational proficiency in ICS/NIMS 	
Job Description			
<ul style="list-style-type: none"> Processing and managing of volunteer staff. 			
Briefings and Meetings Attended			
Shift briefing, Incident briefing			
Initial Actions (each shift)		Other Responsibilities	
<ul style="list-style-type: none"> Sign in at the roster. Receive shift briefing from outgoing staff. Verify functionality of workstation <ul style="list-style-type: none"> Email Phone Supplies Read entire Job Action Sheet. Receive briefing from Planning Chief Process outstanding and new resource request. 		<ul style="list-style-type: none"> Provide appropriate training and coordination of volunteer staff. Anticipate volunteer needs for following operational periods. Volunteers will be utilized as needed for assisting patients. 	
Demobilization Activities (each shift)			
<ul style="list-style-type: none"> Complete documentation process and final reporting for completed tasks. Give shift briefing to relief staff. Notify supervisor of departure. Verify next assigned shift. Complete HR-48 timesheet. 		<ul style="list-style-type: none"> List all supplies and resources that need replenishment. Participate in stress management and after-action debriefings. Sign out on the roster. 	
Reference Documents			
<ul style="list-style-type: none"> DHH EOC Concept of Planning Section Play Book Louisiana Emergency Operations Plan Medical Special Needs Shelter Annex Louisiana Volunteers in Action Plan and SOPs 			
Equipment			
<ul style="list-style-type: none"> ICS Vest / ID Badge 			

Attachment 13: Transportation Triage Just in Time (JIT) Training

Course Number: DHH-JIT-06

Training Name: Just In Time Training: Transportation Triage

Date: Open

Target Audience: Individuals involved in Transportation Triage Operations

Presenters: OPH staff as Transportation Triage Command Staff

Format: Interactive instruction at area of response operations with equipment available for use during a response

Overview: To provide staff the information that they will need to carry out the job assigned to them, as well as to provide the Section Chiefs of the information they will need to train the staff that have been assigned under their supervision.

Detailed training exists for:

- Landline telecommunications (fax, DSL internet and email, telephone)
- Cellular communications (phone, text)
- Government Emergency Telecommunications Service
- Satellite Communications (email, phone)
- Two-Way MHz Communications (700 MHz radios)
- Amateur Satellite Radio

Objectives:

- To provide the knowledge necessary to understand the Incident Command System (ICS).
- To provide the knowledge necessary to understand and teach job responsibilities of staff as related to Transportation Triage Operations
- To provide the knowledge necessary to understand and teach the information flow
- To provide instruction on the specific equipment which may be required for response operations
- To provide basics of radio protocol and etiquette

Target Capabilities: Planning, Communications, Intelligence and Information Sharing and Dissemination, Information Gathering and Recognition of Indicators and Warnings; Critical Resource Logistics and Distribution; Emergency Public Safety and Security; Emergency Operations Center Management, Onsite Incident Management, and Responder Safety and Health.

Materials Needed:

- Incident Command System organizational chart
- Job Action Sheets/Communication Flow chart
- Forms and equipment applicable to position assignment

Time: 25 minutes

Directions:

Incident Command

10 Minutes

1. Hand out or indicate and describe the Incident Command System organizational chart.
2. Describe the direction that communication flows and the method in which decisions are made and executed.
3. Stress that staff members report to Section Chiefs, who report to the Incident Commander.
4. Upon completion of this section, staff members should be able to name their assigned position and the person(s) to whom they report.
5. Ask individuals if they have any questions about the Incident Command System or to whom they report.
6. Stress that no one should communicate with the media unless directed to by the Public Information Officer.
7. Describe the overarching objectives for response operations.

Directions:

Communication Flow

5 Minutes

1. Describe the communication flow.
2. Briefly describe the emergency situation.
3. Describe the communication process at this site.

Directions:

Job Action Sheets

10 Minutes

1. Hand out the appropriate Job Action Sheets (JAS) to staff (their JAS as well as any JAS for staff positions under them).
2. Explain the duties as described in the JAS.
3. Explain that the staff has a vital role in the success of response to an incident.
4. Hand out all forms which will be used, explain the use of the documents, describing the level of detail required.
5. Describe assignment specific objectives.
6. Provide an opportunity for review, question and answer.
7. Provide an opportunity for practice and peer observation.
8. Stress that communication and coordination will continue throughout the operational period.
9. Ask staff if they have any questions/concerns.

Directions:

Miscellaneous

5 Minutes

1. Describe the protocols for:
 - Areas of the site
 - Communication with family
 - Length of shift and breaks
 - Explain use of pertinent equipment, if necessary
 - Explain Personal Protective Equipment (PPE), if necessary
 - Assure staff knows where they can locate:
 - Lead, pertinent materials/supplies, restrooms, First Aid



700 MHz Radios Overview

700 MHz radios provide a redundant means of communications among hospitals, state and local public health agencies, EMS, and/or personnel within various Emergency Operations Centers during situations where phone lines are not accessible and emergency communications are needed. Radios may also be carried and monitored by individuals within DHH and OPH hierarchy including, but not limited to, the State Health Officer, Incident Commanders, Emergency Communications Coordinators, Emergency Medical Services Officer, and other various state, regional, and local personnel.

DHH participates in the 700MHz network systems for radio communications as maintained throughout the state by Louisiana State Police (LSP) Communications. Radios are assigned to DHH employees and partners for use during an emergency event, and additional radios may be deployed to ensure that all responders are able to maintain communications during missions. When phone contact is disrupted, 700 MHz radios will become the preferred modality.

Motorola XTS 2500 Radio



To select a zone and channel on Motorola Radio:

1. Press the right side of the 4-way Navigation button until ZONE appears on the display.
2. Press the button directly below ZONE. *The zone name flashes on the display.*
3. Press the right side of the 4-way Navigation button to find the zone you want. *If the zone you selected is unprogrammed, repeat step 3.*
4. Press the Home button to confirm the displayed zone and channel.
5. Turn the Channel/Mode Select knob to the desired position. *The new name will appear on the display. If the channel/mode you selected is unprogrammed, repeat the above step.*

EF JOHNSON Radio



Button functions for trunked channels

Power On/Volume Control: Turn radio on & off, adjust volume.

Channel Selector: Selects desired channel within a zone.

Emergency On: Activates emergency channel.

Display Backlight ON/OFF: Toggles backlight on & off.

Site Search: Searches for repeater site.

Scan ON/OFF: Toggles scan option on & off.

F1 Clear/Home: Clears selection & backs out of menu mode.

F2 Menu/Select: Opens menu selection & selects item in menu. (F1 to clear)

F3 Home: Sets radio to Home channel.

F4 Home 2: Sets radio to Home 2 channel.

Scroll through Zones/Menu items: Press up or down arrows to scroll through the zones or the menu.

To select a zone and channel on EF Johnson Radio:

1. Press up arrow or down arrow until proper Zone name is displayed.
2. Turn the channel selector until desired channel name is displayed.
3. An * in front of zone name or channel name indicates that radio is on the 700MHz system. No * in front of zone name or channel indicates the 800MHz system. **ALL RADIO COMMUNICATIONS SHOULD OCCUR ON THE 700MHz SYSTEM.**

How to communicate on a 700MHz radio:

1. Press and hold the PTT button to transmit and wait for the “Talk Permit” tone. The LED will light red. When speaking, keep the microphone 1-2" from your mouth.
2. Release the PTT button to receive (listen).

Tips for Basic Radio Communications:

The following tips are designed to help personnel from different disciplines and jurisdictions communicate effectively during an incident:

- **Verify that you are on the correct channel prior to transmitting.**
- **Identify yourself and speak clearly.**
- **Don't speak immediately when you press the PTT (push to talk) button.** Most radios take a second to change from receive to transmit. If you speak as soon as you press the PTT button, it can chop off your first few words, making it difficult to understand.
- **Always release the PTT button when are finished speaking.** If you forget to release the button, the radio continues to transmit. This will run down your battery faster, and it also prevents any other radio users from speaking or being heard.
- **Use plain language for most communications,** whether oral or written. This ensures that information dissemination is timely, clear, acknowledged, and understood by all intended recipients. Protocols for use of tactical language and encryption should also be available for the limited cases where a high level of security is required (e.g., an ongoing terrorist event).
- **Do not use codes or acronyms.** Because codes are not standardized across jurisdictions, using 10-codes or other coded language can result in miscommunication and confusion when multiple agencies and disciplines respond to an incident. Similarly, acronyms used by one agency or jurisdiction may not be understood by another and can lead to confusion.
- **Confine radio communications to essential messages.** Just because you can talk to everyone doesn't mean you should. During incident response activities, radio traffic should be restricted to those messages necessary for the effective execution of emergency management/response personnel tasks.
- **Develop policies and procedures that foster compatibility** to allow information sharing among all personnel and their affiliated organizations to the greatest extent possible. Work with partners to develop joint policies and procedures for use of plain language, and provide training to personnel who will implement them.
- **Practice using plain language for routine activities.** Although NIMS does not require it, everyday use of plain language and common terminology will make it easier to do so in complex incidents.

700 MHz DHH Frequently Used Channels

	700MHz Channels (with *)		
Chan.	*OPH	*HRSA	*EOC
1	*OPH-REG 1	*HRSA-REG 1	*CCP-TAC1
2	*OPH-REG 2	*HRSA-REG 2	*DHH-TAC1
3	*OPH-REG 3	*HRSA-REG 3	*DHH-TAC2
4	*OPH-REG 4	*HRSA-REG 4	*DHH-TAC3
5	*OPH-REG 5	*HRSA-REG 5	*DHH-TAC4
6	*OPH-REG 6	*HRSA-REG 6	*OPH-TAC1
7	*OPH-REG 7	*HRSA-REG 7	*OPH-TAC2
8	*OPH-REG 8	*HRSA-REG 8	*OPH-TAC3
9	*OPH-REG 9	*HRSA-REG 9	*OPH-TAC4
10	*OPH-HQ	*HRSA-COORD	*HRSA-TAC1
11	*OPH-EOC	*HRSA EMG	*HRSA-TAC2
12	*OPH-RSS	*REGROUP	UNPROGRAMMED
13	*OPH-SE 1	UNPROGRAMMED	UNPROGRAMMED
14	*OPH-SE 2	UNPROGRAMMED	UNPROGRAMMED
15	*OPH-SE 3	UNPROGRAMMED	UNPROGRAMMED
16	UNPROGRAMMED	UNPROGRAMMED	UNPROGRAMMED