

The following information describes the essential roles of key EMS personnel functioning at a mass casualty incident scene. These descriptions conform to the current plan endorsed by the New England Council for Emergency Medical Services (NECEMS) and are consistent with the Incident Command System. The tasks described are intended to be illustrative of the functions typically associated with the positions but are not necessarily all encompassing for every situation.

Incident Commander

The Incident Commander is typically the senior fire officer on the scene per Vermont law. In the absence of or until arrival of the senior fire officer on the scene, and depending on the nature of the incident, the senior police officer or senior EMS officer may assume the Incident Commander position in accordance with emergency plans. The Incident Commander generally performs the following tasks:

- _____ Identifies the type of incident.
- _____ Establishes the command post.
- _____ Sets the objectives and priorities for all activities.
- _____ Has ultimate responsibility at an incident.
- _____ Plans and assigns tactical resources.
- _____ Delegates authority for Operations, Planning, Logistics, and Finance/Administration Sections to individuals to fill key positions.
- _____ Coordinates interagency resources.

EMS Control Officer

The EMS Control Officer directs all medical operations, and is appointed by and reports to the Incident Commander or Operations Officer (if an Operations Officer has been appointed). The EMS Control Officer performs the following tasks:

- _____ Identifies the type of incident.
- _____ Estimates the number of victims and injuries and communicates with the receiving hospital(s).
- _____ Confers with the command post regarding the coordination of traffic and EMS access and the location of any staging areas.
- _____ Obtains authority from the Incident Commander or the Operations Officer to enter the scene and establish medical operations.
- _____ Appoints and supervises a Primary Triage Officer, Secondary Triage Officer, Treatment Officer, and Loading Officer.
- _____ Directs incoming EMS providers to assist in backboarding and other activities as needed.
- _____ Confers with the command post regarding the proper location of the treatment area and loading area.
- _____ Identifies problems and reassigns resources as needed.
- _____ Gives periodic reports to the Incident Commander or the Operations Officer and when appropriate, recommends that the MCI response be terminated, or declared "under control."

Primary Triage Officer

The Primary Triage Officer rapidly and continuously assesses all patients to identify and immediately correct life-threatening problems and is appointed by and reports to the EMS Control Officer. The Primary Triage Officer performs and/or delegates to subordinates the following tasks:

- _____ Circulates among all patients and conducts the first level of triage.
- _____ Identifies life-threatening problems: airway, bleeding, and shock.
- _____ Directs others, when available, to manage airway, bleeding, and shock.
- _____ Continues to circulate among patients to assess life-threatening changes (airway, bleeding, and shock) until all patients have been moved to the treatment area.
- _____ Continues in this role until relieved by the EMS Control Officer.

Secondary Triage Officer

The Secondary Triage Officer views all patients to determine the order of patient evacuation from the scene to the treatment area and is appointed by and reports to the EMS Control Officer. The Secondary Triage Officer performs and/or delegates to subordinates the following tasks:

- _____ Views all patients; identifies and corrects any remaining life-threatening problems (airway, bleeding, and shock).
- _____ Conducts the second level of triage by classifying and tagging each patient according to their need for treatment. If using METTAGS, the following number priority codes and colors apply to the corresponding patient condition using the NECEMS secondary triage method:

0 = BLACK	Respiratory/Cardiac Arrest
1 = RED	Rapid transport to hospital
2 = YELLOW	Delayed transport to hospital
3 = GREEN	Transport to hospital not required by ambulance
- _____ Continues tagging until all patients have been tagged.
- _____ Provides a report to the EMS Control Officer on the number and categories of patients tagged.
- _____ Continues in this role until relieved by the EMS Control Officer.

Treatment Officer

The Treatment Officer establishes and supervises all activities in a treatment area, and is appointed by and reports to the EMS Control Officer. The Treatment Officer performs and/or delegates to subordinates the following tasks:

- _____ Sets up the treatment area.
- _____ Marks boundary lines for the location of red-tagged and yellow-tagged patients.
- _____ Supervises all patient care.
- _____ Receives and reviews the condition of all patients as they arrive in the treatment area.
- _____ Performs the third level of triage, which includes the A/B sorting of red-tagged patients.
- _____ Communicates to receiving hospitals the following for each patient: the triage tag number, triage tag color, sex and approximate age, injury or injuries, and estimated time of arrival. (Some or all of these tasks may instead be assigned to the Loading Officer).
- _____ Maintains an inventory of supplies and equipment, and requests additional supplies and equipment as needed through the EMS Control Officer.
- _____ Coordinates transportation priority decisions with the Loading Officer and refers patients to the Loading Officer.
- _____ When permitted by available resources, may appoint and delegate the following tasks to the following subordinates:
 - Intake Manager (Gatekeeper):** Sets up the treatment area, verifies tag color, and performs A/B sorting.
 - Resource Manager:** Places patients in treatment area according to tag color, assigns EMS providers to patients, and monitors resources.
 - Communications Manager:** Communicates with receiving hospitals.
- _____ Gives periodic reports to the EMS Control Officer.
- _____ Continues in this role until relieved by the EMS Control Officer.

Loading Officer

The Loading Officer assigns ambulance crews to transport patients and is appointed by and reports to the EMS Control Officer. The Loading Officer performs and/or delegates to subordinates the following tasks:

- _____ Establishes the loading area adjacent to the treatment area.
- _____ Organizes ambulances for rapid loading of several ambulances at a time.
- _____ Performs the fourth level of triage and assigns patients cleared by the treatment officer to ambulances, and the ambulances to the appropriate receiving hospitals.
- _____ Maintains a written patient transport log including, for each patient transported: the triage tag color, triage tag number, destination hospital, name of the transporting ambulance service, and time of departure.
- _____ Provides all drivers with proper routing instructions and maps as necessary.
- _____ Communicates to receiving hospitals the following for each patient: the triage tag number, triage tag color, sex and approximate age, injury or injuries, and estimated time of arrival. (Some or all of these tasks may instead be assigned to the Treatment Officer).
- _____ Gives periodic reports to the EMS Control Officer.
- _____ Continues in this role until relieved by the EMS Control Officer.

Sample EMS-MCI Organization Chart

