**GDAHA/GMVEMSC SurgeNet Mass Casualty Incident (MCI) Communications Process Job Aid for TRIAGE DRILL DAY – MARCH 9, 2018**

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| ACTION | PERFORMED BY: |
| 1. Receive ~~or activate~~ Regional Hospital Notification System (RHNS)  * ~~Call 937-333-8727 (333-USAR)~~ * ~~Request to speak with RDC Supervisor.~~ * ~~Request activation of the Regional Hospital Notification System.~~ * ~~Provide the following information:~~  1. ~~Name of agency~~ 2. ~~There is an MCI reported at \_\_\_\_\_\_\_\_\_\_ (location) as a result of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cause: bus crash, tornado, haz-mat spill, etc.)~~ 3. ~~Provide a general statement on severity, such as approximate number of victims~~ 4. ~~Any other information to be conveyed~~ 5. ~~Include the statements, “All hospitals: update your GDAHA SurgeNet MCI Page. All hospitals monitor HSR3 MCI-MARCS talkgroup.~~ | For Drills and Exercises, RHNS messages will be put out as directed by the GDAHA Communications Committee, one at 8 AM and one at 8 PM |
| 1. Activate hospital’s MCI Radio, and assign a person to monitor that radio continuously (MCI Talk Group does NOT receive alert tones) | Hospitals SOUTH of I-70, 8 AM-10AM; Hospitals NORTH of I-70, 8 PM-10PM |
| 1. Update GDAHA SurgeNet MCI Page | Hospitals update MCI page at start of exercise, and at least once every eight hours |
| 1. Make appropriate notifications within your agency; ~~consider Code Yellow~~ | Hospitals |
| 1. Log on to OHTrac. ~~Check to see if an Incident has been initiated in OHTrac; if not, create one~~ | GDAHA creates QTD OHTrac incident. Hospitals are strongly encouraged to enter at least some patients every shift. EMS may use OHTrac at their discretion |
| 1. All patients arriving via EMS should have a Triage Ribbon and a **GREEN** Triage Drill Tag  * ED personnel should place a Triage Ribbon on any patient (regardless of mode of arrival) without one * Each ED nurse should place and fill out one **GREEN** Triage Drill Tag each shift on Triage Drill Days | Hospitals |
| 1. ~~On resolution of incident, send update RHNS notification~~ | NOT for Drills |