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| ACTION | PERFORMED BY: |
| 1. Receive ~~or activate~~ Regional Hospital Notification System (RHNS) RHNS is used to message all hospitals in the GDAHA region, some other hospitals, regional coordinators, etc.
* ~~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 initiated by the GDAHA Communications Committee or delegated |
| 1. Activate hospital’s MCI Radio, and assign a person to monitor that radio continuously (MCI Talk Group does NOT receive alert tones). The EMS Transport Officer or aide will use MCI Talk Group to communicate all information to hospitals
 | **ALL HOSPITALS** **during designated Drill hours** |
| 1. Update GDAHA SurgeNet MCI Page
 | Hospitals update MCI page at start of exercise, and at least **once every eight hours** |
| 1. Prepare to receive patients; 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 delegates or creates QTD OHTrac incident.Hospitals should enter > eight 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 without one (regardless of mode of arrival)
* 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 |

**GDAHA/GMVEMSC SurgeNet Mass Casualty Incident (MCI) Communications Process Job Aid for TRIAGE DRILL DAY**