|  |  |
| --- | --- |
| ACTION | PERFORMED BY: |
| 1. Receive Regional Hospital Notification System (RHNS) RHNS is used to message all hospitals in the GDAHA region, some other hospitals, regional coordinators, etc. | For Drills and Exercises, RHNS messages will be initiated by specifically delegated personnel |
| 1. Activate hospital’s MCI Radio, and assign a person to monitor that radio continuously (MCI Talk Group does NOT receive alert tones).  * Normally communications would come from the EMS Transport Officer or aide. **For exercise purposes, each EMS crew will use MCI Talk Group to communicate with hospitals during the designated hours.** | **EMS &**  **ALL HOSPITALS**  **during designated Drill hours** |
| 1. Update GDAHA SurgeNet MCI Page | Hospitals update MCI page at start of exercise, and **at least every eight hours** |
| 1. Prepare to receive patients; make appropriate notifications within your agency | Hospitals |
| 1. Log on to OHTrac. | GDAHA delegates creating QTD OHTrac incident.  EMS should enter patients in OHTrac wherever feasible  **All patients** not entered by EMS are entered in OHTrac by hospitals for 24 hours |
| 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 * Each patient should be entered in OHTrac, preferably by scanning the triage tag number. DO NOT ENTER PATIENT NAMES IN OHTrac FOR THE QTD EXERCISE. | EMS  Hospitals |

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