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| 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**