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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 initiated 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)
 | **ALL HOSPITALS** **from 1300-1500** **and from 2000-2200** |
| 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 will create QTD OHTrac incident.Hospitals are strongly encouraged to enter at least 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 – September 22, 2018**