

## TRIAGE UNIT LEADER

Positioned Assigned To: \_\_\_\_\_

You Report To: Emergency Department Supervisor

Operations Command Center: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Mission:** Set up Triage area, sort patients according to priority of injuries, and disposition to the appropriate treatment area.

### Immediate

- \_\_\_\_\_ Receive appointment from Emergency Department (ED) Supervisor.
- \_\_\_\_\_ Read Job Action Sheet.
- \_\_\_\_\_ Put on position identification vest.
- \_\_\_\_\_ Receive report from ED Supervisor.
- \_\_\_\_\_ Assess problem and triage-treatment needs relative to specific incident.
- \_\_\_\_\_ Consider HazMat equipment and team.
- \_\_\_\_\_ Develop action plan, request needed resources from ED Supervisor.
- \_\_\_\_\_ Set up Triage Area; (ambulance bay).
- \_\_\_\_\_ Obtain following equipment/supplies:
  - \_\_\_\_\_ Walkie-talkie
  - \_\_\_\_\_ Grease board
  - \_\_\_\_\_ Wheelchairs/stretchers
  - \_\_\_\_\_ Code cart
  - \_\_\_\_\_ Disaster charts (ED registration)
  - \_\_\_\_\_ Medical equipment
- \_\_\_\_\_ Assign personnel/triage teams.
  - \_\_\_\_\_ Registration/taggers
  - \_\_\_\_\_ Runners
  - \_\_\_\_\_ Grease Board Marker
  - \_\_\_\_\_ Transporters
- \_\_\_\_\_ Brief Triage team about incoming patients/disaster.
- \_\_\_\_\_ Give safety briefing.
- \_\_\_\_\_ Set up staging areas in Triage zone for Green/Yellow patients.

### Intermediate

- \_\_\_\_\_ Identify location of following areas receiving patients from Triage:
  - \_\_\_\_\_ Red, (Critical — needs immediate care) — 1. ED 2. Fast Track 3. Post-Anesthesia Care Unit
  - \_\_\_\_\_ Yellow (Stable — needs care) — 1. ED 2. Fast Track 3. Observation 4. Post-Anesthesia Care Unit
  - \_\_\_\_\_ Green (Stable — Minor injuries) 1. Critical Decision Unit 2. Fast Track 3. Conference Room
  - \_\_\_\_\_ Black (Dead) 1. Morgue
- \_\_\_\_\_ Contact Safety and Security Officer of security and traffic flow needs in the Triage Area.

### Extended

- \_\_\_\_\_ Ensure that the disaster chart forms are utilized.
- \_\_\_\_\_ Keep ED Supervisor apprised of status, number of injured in the Triage Area or expected to arrive there.
- \_\_\_\_\_ Observe and assist any staff who exhibit signs of stress and fatigue. Report concerns to ED Supervisor. Provide for staff rest periods, water, and relief.
- \_\_\_\_\_ Other concerns: \_\_\_\_\_

Source: Brandon (FL) Regional Medical Center, based on the Hospital Emergency Incident Command System plan developed by the San Mateo County Department of Health Services' Emergency Services Agency in Sacramento, CA.