

STAGING AREA ROLES AND RESPONSIBILITIES

- 1. Staffing needs from host ambulance service:**
 1. Vehicle and staff registrations / input into Zoho. 2 staff
 2. Loading patients on scene 2 staff w/radios/cell phones
 3. EMS supervisor 1 staff
- 2. DOH Liaison coordinates directly with the Department Operations Center:**
 1. Orients staff on registration / computer input
 2. Briefs EMS supervisor / staff loading patients on scene.
 3. Receives trip information via DOH DOC (which vehicle & Personnel)
 4. Briefs assigned crew and provides patient names to Team Leader.
- 3. DOH Liaison oversees staff on paper registration / computer input:**
- 4. ALL vehicles and staff accepting patients must be registered with driver's cell phones recorded.**
- 5. Ambulance staff at the scene w/ radios should:**
 1. Assist each vehicle with the loading of patients.
 2. Contact DOH Liaison or EMS Supervisor when each bus is departing.
- 6. DOH Liaison reports all trip movements back to DOH DOC.**
- 7. EMS supervisor briefs DOH Liaison on EMS staff / shift changes during event and acts as staging supervisor when DOH Liaison is temporarily unavailable.**
- 8. Staging area functions until the evacuation is complete.**
- 9. Outbriefing of EMS staff by DOH Liaison when evacuation is complete.**