

STAGING ORIENTATION

1. Welcome
2. Assign medical staff to buses
3. Have staff fill out vehicle and staff registration for ZOHO
4. Distribute job action sheets and discuss
5. What ifs ---
 - a. there is a need for immediate evacuation of the bus – 2 scissors per bus, cut straps
 - b. In case of bad weather/storm/tornado – proceed to closest medical facility and seek shelter.
6. Bus security, driver transportation, rooms for providers, meals
7. All staff to watch wheelchair video for loading and unloading
8. Go through each bus with staff, set up oxygen and make sure staff is completely familiar with bus.

COMMUNICATIONS PROTOCOL FOR MEDICAL TEAM LEADER

- Contact Department Operations Center (DOC) when leaving to pick up patients.
- Contact Department Operations Center (DOC) when arriving at pick up facility.
- Contact Department Operations Center (DOC) when leaving for destination w/pts.
- Contact DOC when arriving at first destination
- Contact DOC when leaving first destination
- Contact DOC when arriving & leaving all other assigned destinations on trip order
- Contact DOC when leaving to return to staging area
- Contact DOC when arriving at staging area