

MEDICAL UNIT LEADER JOB AID Position: Medical Unit Leader

Section: Logistics Section

Mission:
records.

To prepare a medical emergency plan, to obtain medical aid and transport for injured or ill incident personnel, and to prepare reports and

Duties:

- Report to Service Branch Director for situation briefing.
- Determine level of medical services required.
- Coordinate activities of medical personnel and auxiliary certified industrial first- aid attendants.
- Liaise with Safety Officer to review the Medical Plan and its inclusion into the overall safety plan.
- Prepare Medical Emergency Plan (ICS Form 206) and activate Medical Unit.
- Determine and notify nearest off-site hospital facilities.
- Arrange for ambulance services and establishment of a field medical station.
- Establish and verify emergency medical transportation and communications procedures.
- Inform unit leaders and supervisors of medical facilities and procedures.
- Respond to requests for medical aid, medical transportation, and medical supplies.

- Establish record keeping system for recording accidents and illness occurrences, inventory of supplies, key contacts and phone numbers, etc.
- Address medical needs for extended and/or escalated field response.
- Maintain unit/activity log (ICS form 214).