

**BURBANK UNIFIED SCHOOL DISTRICT  
EMERGENCY OPERATIONS**

**Job Description**

**MEDICAL TEAM LEADER**

**RESPONSIBILITIES:**

- ▶ Provide for safety of staff and students.
- ▶ The Medical Team Leader is responsible for the provision of emergency medical response, first aid, counseling and informing the Operations Chief or Incident Commander when the situation requires health or medical services that staff cannot provide. Ensures that appropriate actions are taken in the event of deaths.
- ▶ Ensure that all available disaster medical resources are identified and mobilized as required.
- ▶ Provide assistance to Incident Command Post in establishing triage teams.
- ▶ Coordinate the transportation of injured victims to appropriate medical facilities as needed.
- ▶ Supervise the Medical Team.
- ▶ Determine the status of medical facilities at the site.
- ▶ Determine appropriate area for medical treatment. Consider:
  - Separation from assembly area and student “request/release” gates;
  - Accessibility for Search and Rescue teams, transport or parent pick-up;
  - Safe distance from buildings;
  - Weather – need for shade or other protection;
  - Alternate area should the need to relocate arise.
- ▶ Quickly review procedures/assignments with personnel.
- ▶ Establish and assign staff to all “minor” treatment areas.
- ▶ **Triage Entry Area:**
  - Staffed with Medical Team Leader and Recordkeeper
  - Medical Team Leader confirms triage tag category (IMMEDIATE or DELAYED or MINOR) and directs to proper treatment area. Should take 30 seconds to assess – no treatment takes place here. Victims not tagged will be triaged, tagged and sent to appropriate treatment area.
  - Recordkeeper records victims on “victim log”
- ▶ **Treatment Areas (“IMMEDIATE,” “DELAYED” and “MINOR”)**
  - Assign minimum of two team members per area to:
    - Complete secondary assessment using “Head-to-toe Evaluation” form.
    - Administer appropriate first aid. Keep accurate records of care given!!
    - Continue to assess victims at regular intervals and document care given.

- ▶ Monitor activity in treatment areas. Assist team members as time allows.
- ▶ Consider future needs for victims: food/fluids, elimination/sanitation, warmth, lighting.
- ▶ Consider future needs for caregivers: regular breaks, psychological support.
- ▶ Watch for signs of stress in staff.
- ▶ If and when transportation is available, do final assessment and document on triage tag **in red** (if possible) and send with victim. If possible, student's disaster card (providing permission for treatment) must accompany student removed from campus to receive advanced medical attention. Note time and details of release on "Continued Evaluation" chart. Keep and file for reference – **do not send with victim.**
- ▶ Designate morgue area.

### **ACTIVATION STAGE:**

- ▶ Establish scope of disaster with Incident Commander and determine probability of outside emergency medical support and transport needs.
- ▶ Make personnel assignments. If possible, assign a minimum of two people to *triage*, two to *immediate*, two to *delayed*, and two to *psychological*.
- ▶ Set up first aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the disaster bin.
- ▶ Assess available inventory of supplies and equipment.
- ▶ Review safety procedures and assignments with personnel
- ▶ Establish point of entry ("triage") into treatment area.
- ▶ Establish "immediate," "delayed," and "minor" treatment areas.
- ▶ Set up a separate Psychological First Aid area if staff levels are sufficient.

### **OPERATIONAL STAGE:**

- ▶ Oversee care, treatment, and assessment of patients.
- ▶ Ensure caregiver and rescuer safety.
  - Latex gloves for protection from body fluids; replace with new gloves for each new patient.
  - Vinyl gloves for those with allergic reactions to latex.
- ▶ Provide personnel response for injuries in remote locations or request additional assistance from Logistics.
- ▶ Brief newly assigned personnel.
- ▶ Report fatalities immediately to Incident Commander.

- ▶ Keep Incident Commander informed of overall status.
- ▶ Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines.
- ▶ Stay alert for communicable diseases and isolate appropriately.
- ▶ Consult with Student Care Director regarding health care, medications, and meals for students with known medical conditions (diabetes, asthma, etc.)
- ▶ Establish and maintain position logs and other necessary files.
- ▶ Work closely with all team coordinators to determine the scope of disaster medical assistance required.
- ▶ Determine the status and availability of medical mutual aid resources in the operational area; specifically paramedics and ambulances.
- ▶ Determine status and availability of specialized treatment such as burn centers.
- ▶ Assist the Search and Rescue Leader in providing triage for extricated victims.
- ▶ Coordinate with the Logistics Team to acquire suitable transportation for injured victims as required or requested.
- ▶ Establish and maintain communication with the District EOC and determine status and availability of medical resources.
- ▶ Coordinate with the Logistics Team to obtain necessary supplies and equipment to support disaster medical operations.
- ▶ Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

### **DEMOBILIZATION STAGE:**

- ▶ At the Incident Commander's direction, release medical staff no longer needed. Direct staff members to sign out through Timekeeping.
- ▶ Return equipment and reusable supplies to Logistics.
- ▶ When authorized by the Incident Commander, deactivate the team and close out all logs.
- ▶ Provide logs and other relevant documents to the Incident Commander.

### **EQUIPMENT/SUPPLIES:**

- ▶ Blankets
- ▶ District Identification badge, clearly visible
- ▶ Forms:
  - Notice of First Aid Care
  - Medical Treatment Victim Log
- ▶ Job description clipboards
- ▶ Quick reference medical guides
- ▶ Staff and student medication from health office

- ▶ Ground cover/tarps
- ▶ First Aid Supplies
- ▶ Tables and Chairs
- ▶ Stretchers
- ▶ Marking pens
- ▶ Vests (Employees wear green; runners/volunteers wear orange)

### **Recommended First Aid Supplies:**

- 4 x 4" compress: 1000 per 500 students
- 8 x 10" compress: 150 per 500 students
- Kerlix bandaging: 1 per student
- Ace wrap: 2-inch: 12 per campus  
4-inch: 12 per campus
- Triangular bandage" 24 per campus
- Cardboard splints: 24 each, sm. med. lge
- Scissors, paramedic: 4 pre campus
- Oval eye patch: 50 per campus
- Tapes: 1" cloth: 50 rolls/campus  
2" cloth: 24 per campus
- Aqua-Blox (water) cases: 0.016
- Dust masks: 25/100 students
- Plastic basket or wire basket  
stretchers or backboards: 1.5/100  
students
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students
- Latex gloves: 1000 per 500 students
- Steri-strips or butterfly bandages:  
50/campus
- Aqua-Blox (water) cases: 0.016