

Ground Ambulance (Staging) Coordinator

Reports to: Transportation Unit Leader

Assignment Location: Transport Area

Talk Group: _____

Radio call sign: Ground Ambulance Coordinator

Skills needed: Knowledge of destination criteria.

Mission: Coordinate ground ambulances or other ground-based patient transportation vehicles. Manage the Ambulance Staging Area(s). Dispatch ambulances as requested.

Immediate Actions:

- Don vest and PPE.
- Confirm access and egress routes for ground ambulances.
- Establish and maintain communications with the Medical Communications Coordinator, Transportation Unit Leader, and Air Ambulance Coordinator, if activated.
- Confirm and maintain appropriate staging area(s) for ambulances.
- Coordinate security for Staging Area.

On-Going Actions:

- Track ambulance status. Control and document all resources entering and leaving the Staging Area.
- Maintain check-in procedures for new arrivals.
 - Confirm radio channels with incoming crews.
 - Confirm incoming crews have MCI kit.
 - Confirm adequate PPE for all personnel.
 - Brief incoming crews of supply requests from Treatment Unit Leader.
 - Brief crews on patient loading zones and ingress/egress routes.
 - Ensure all personnel remain with their units until assigned.
- Fulfill ambulance requests from Transportation Unit Leader and Medical Communications Coordinator, if activated.
- Request additional resources through Transportation Area Unit Leader or Medical Supply Coordinator if activated.
- Advise transport crews to check in/out with Transport Unit Leader prior to transport of patient from scene.