



# NEW JERSEY EMS TASK FORCE

## Medical Operations Module

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### *JOB ACTION SHEETS*

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## EMS BRANCH DIRECTOR

**Reports To:** Operations Section Chief  
**Supervises:** Triage, Treatment,  
Transport Units; Staging (if assigned)

#### MISSION

PROVIDE OVERALL MANAGEMENT AND  
COORDINATION OF EMS OPERATIONS TO  
SUPPORT TRIAGE, TREATMENT, AND  
TRANSPORT OF PATIENTS DURING AN  
INCIDENT

#### INITIAL ACTIONS

- Check in with Operations Section Chief
- Receive briefing (ICS-201/202)
- Establish EMS Branch structure and locations
- Confirm safety hazards and PPE requirements
- Ensure START Triage is in use

#### ONGOING RESPONSIBILITIES

- Direct and coordinate EMS tactical operations
- Maintain span of control
- Ensure effective patient flow (Triage → Treatment → Transport)
- Coordinate with:
  - Fire Suppression / Rescue
  - Law Enforcement (scene security)
  - Medical Group / Hospital Liaison
  - NJEMSTF Logistics / TFOC if activated
- Monitor responder safety and rehab needs
- Ensure accurate patient counts and tracking



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#### COMMUNICATIONS

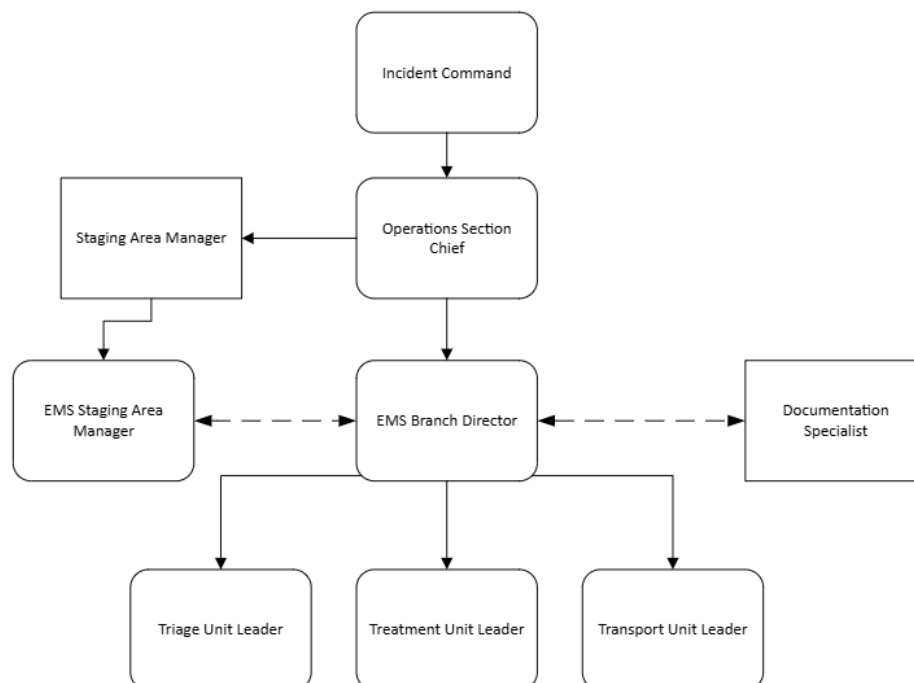
- ❑ Maintain contact with Operations
- ❑ Assign unit leaders appropriate radio channels
- ❑ Ensure plain-language communications

#### DOCUMENTATION

- ❑ ICS-214 (Activity Log)
- ❑ Review patient summary data from units
- ❑ Contribute to IAP updates

#### DEMOBILIZATION

- Coordinate phased demobilization with Operations
- Ensure accountability of personnel and equipment
- Complete documentation and debrief





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#### TRIAGE UNIT LEADER

**Reports To:** EMS Branch Director

**Supervises:** Triage Teams

#### Initial Actions

- Check in with EMS Branch Director
- Establish triage area and access routes
- Deploy triage teams
- Confirm START triage tags / system in use

#### Triage Method (START)

- RED (Immediate):** Breathing >30, perfusion compromised, altered mental status
- YELLOW (Delayed):** Serious but stable
- GREEN (Minor):** Walking wounded
- BLACK (Deceased/Expectant):** No respirations after airway reposition

#### Ongoing Responsibilities

- Ensure consistent application of START
- Direct movement of patients to appropriate treatment areas
- Re-triage as patient conditions change
- Maintain patient counts by category
- Coordinate with Treatment Unit Leader

#### Communications

- Provide regular patient count updates
- Notify EMS Branch of resource needs or surge conditions

#### Documentation

- Triage tags
- Patient count summaries
- ICS-214

#### MISSION

RAPIDLY ASSESS AND CATEGORIZE PATIENTS  
USING **START TRIAGE** TO PRIORITIZE  
TREATMENT AND TRANSPORT



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#### TREATMENT UNIT LEADER

**Reports To:** EMS Branch Director

**Supervises:** Treatment Teams (Red / Yellow / Green)

#### INITIAL ACTIONS

- Check in with EMS Branch Director
- Establish treatment areas by priority
- Assign treatment teams and supervisors
- Confirm medical protocols and supplies

#### ONGOING RESPONSIBILITIES

- Deliver care consistent with triage category
- Coordinate with Transport Unit for patient movement
- Monitor patient condition changes and re-triage
- Ensure responder safety and infection control
- Request additional resources as needed

#### COMMUNICATIONS

- Coordinate closely with Triage and Transport
- Update EMS Branch on treatment capacity and needs

#### DOCUMENTATION

- Patient care records (as applicable)
- Treatment area patient tracking
- ICS-214

#### MISSION

PROVIDE ORGANIZED MEDICAL CARE AND STABILIZATION CONSISTENT WITH TRIAGE PRIORITIES AND MEDICAL PROTOCOLS

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#### TRANSPORT UNIT LEADER

**Reports To:** EMS Branch Director  
**Supervises:** Ambulance Strike Teams /  
Transport Groups

#### INITIAL ACTIONS

- Check in with the EMS Branch Director
- Establish a transport corridor and a loading zone
- Obtain Hospital Destination planned patient disbursement numbers
- Coordinate with Staging and Hospital Liaison
- Confirm patient tracking method

#### ONGOING RESPONSIBILITIES

- Match patient acuity to transport assets
- Coordinate destination decisions per medical direction
- Maintain hospital tallies of patients sent
- Track unit assignments and turnaround times
- Coordinate air or specialty transport if needed

#### COMMUNICATIONS

- Maintain contact with:
  - Treatment Unit
  - Staging
  - Hospital coordination / RCC / TFOC

#### DOCUMENTATION

- Transport logs
  - Destination tracking
  - ICS-214
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#### MISSION

COORDINATE THE EFFICIENT AND  
APPROPRIATE TRANSPORT OF PATIENTS TO  
DEFINITIVE CARE FACILITIES



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#### DOCUMENTATION SPECIALIST

**Reports To:** EMS Branch Director (or Planning, if assigned)

#### INITIAL ACTIONS

- Check in and receive assignment
- Establish documentation workflow
- Confirm required forms and systems

#### ONGOING RESPONSIBILITIES

- Collect and organize:
  - ICS-214s
  - Patient count summaries
  - Unit activity reports
- Support real-time situational awareness
- Assist with IAP updates and briefings
- Maintain confidentiality and data security

#### COMMUNICATIONS

- Coordinate with EMS Branch and Planning Section
- Support After-Action and Improvement Planning

#### DOCUMENTATION

- Maintain master EMS Branch documentation file
- Ensure records are complete and legible

#### MISSION

ENSURE ACCURATE, TIMELY, AND COMPLETE DOCUMENTATION OF EMS BRANCH OPERATIONS.

