

## MEDICAL UNIT LEADER JOB AID

**Position:** Medical Unit Leader

**Section:** Logistics Section

---

**Mission:**

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

---

**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).
-