**GDAHA/GMVEMSC/MMRS SurgeNet**

**Mass Casualty Incident (MCI) or Hospital Emergency Communications Process Job Aid**

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| ACTION | PERFORMED BY: |
| 1. Receive or Activate Regional Hospital Notification System (RHNS). RHNS is used to message all hospitals in the GDAHA region, some other hospitals, regional coordinators, etc.  * Request to speak with RDC Supervisor * Request activation of the **Regional Hospital Notification System** * Provide the following information:  1. Name of agency 2. There is an MCI/Emergency situation reported at \_\_\_\_\_\_\_\_\_\_ (location) as a result of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cause: bus crash, tornado, haz-mat spill, etc.) 3. A disaster situation has been declared 4. Provide a general statement on severity, such as approximate number of victims 5. Any other information to be conveyed 6. **Include the statements**, “All hospitals: update your GDAHA SurgeNet MCI Page. All hospitals monitor HSR3 MCI-MARCS talkgroup. | Activated by first to become aware of MCI or Emergency Situation: EMS or Hospital |
| 1. Activate hospital’s MCI Radio, and assign a person to monitor that radio continuously (MCI Talk Group does NOT receive alert tones)  * The EMS Transport Officer or aide will use MCI Talk Group to communicate all information to hospitals | Hospitals |
| 1. Update GDAHA SurgeNet MCI Page | Hospitals |
| 1. Prepare to receive patients; make appropriate notifications within your agency; **consider Code Yellow** | Hospitals |
| 1. Log on to OHTrac. Check to see if an Incident has been initiated in OHTrac | Hospital or EMS |
| 1. On resolution of incident, send an update notification via the RHNS |  |