

**GDAHA/GMVEMSC SurgeNet  
Mass Casualty Incident (MCI) Communications Process Job Aid**

ACTION	PERFORMED BY:
<p>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.</p> <ul style="list-style-type: none"> <li>• Call 937-333-8727 (333-USAR)</li> <li>• Request to speak with RDC Supervisor.</li> <li>• Request activation of the Regional Hospital Notification System.</li> <li>• Provide the following information:               <ul style="list-style-type: none"> <li>A. Name of agency</li> <li>B. There is an MCI reported at _____ (<u>location</u>) as a result of _____ (<u>cause</u>: bus crash, tornado, haz-mat spill, etc.)</li> <li>C. Provide a general statement on severity, such as approximate number of victims</li> <li>D. Any other information to be conveyed</li> <li>E. <u>Include the statements</u>, “All hospitals: update your GDAHA SurgeNet MCI Page. All hospitals monitor HSR3 MCI-MARCS talkgroup.</li> </ul> </li> </ul>	<p>Activated by first to become aware of MCI: EMS or Hospital</p>
<p>2. Activate hospital’s MCI Radio, and assign a person to monitor that radio continuously (MCI Talk Group does NOT receive alert tones)</p> <ul style="list-style-type: none"> <li>• The EMS Transport Officer or aide will use MCI Talk Group to communicate all information to hospitals</li> </ul>	<p>Hospitals</p>
<p>3. Update GDAHA SurgeNet MCI Page</p>	<p>Hospitals</p>
<p>4. Prepare to receive patients; make appropriate notifications within your agency; <b>consider Code Yellow</b></p>	<p>Hospitals</p>
<p>5. Log on to OHTrac. Check to see if an Incident has been initiated in OHTrac; if not, create one</p>	<p>Hospital or EMS, but usually hospital</p>
<p>6. On resolution of incident, send an update notification via the RHNS</p>	

**GDAHA/GMVEMSC SurgeNet  
Hospital Emergency Communications Process Job Aid**

ACTION	PERFORMED BY:
<p>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.</p> <ul style="list-style-type: none"> <li>• Call 937-333-8727 (333-USAR)</li> <li>• Request to speak with RDC Supervisor.</li> <li>• Request activation of the Regional Hospital Notification System.</li> <li>• Provide the following information:               <ul style="list-style-type: none"> <li>A. Name of agency</li> <li>B. There is an Emergency Situation at _____ (<u>location</u>) as a result of _____ (<u>cause</u>: fire, tornado, evacuation, etc.)</li> <li>C. A disaster situation has been declared</li> <li>D. Any other information to be conveyed, including expectations of other hospitals</li> <li>E. <u>If applicable, include the statements</u>, “All hospitals: update your GDAHA SurgeNet MCI Page. All hospitals monitor HSR3 MCI-MARCS talkgroup.</li> </ul> </li> </ul>	<p>Activated by first to become aware of MCI: EMS or Hospital</p>
<p>2. Activate hospital’s MCI Radio, and assign a person to monitor that radio continuously (MCI Talk Group does NOT receive alert tones)</p>	<p>Hospitals</p>
<p>3. Update GDAHA SurgeNet MCI Page</p>	<p>Hospitals</p>
<p>4. If applicable, prepare to receive patients; make appropriate notifications within your agency; <b>consider Code Yellow</b></p>	<p>Hospitals</p>
<p>5. Log on to OHTrac. Check to see if an Incident has been initiated in OHTrac; if not, create one as needed</p>	<p>Hospital or EMS, but usually hospital</p>
<p>6. On resolution of incident, send an update notification via the RHNS</p>	