

Ground Ambulance Coordinator

Supervised By: Medical Communications Coordinator

Subordinates:

Function: Manage the Ground Ambulance Staging Area and dispatch ambulances as requested.

Duties:

1. Check in and receive briefing from supervisor.
2. Assess resource needs.
3. Establish appropriate staging area for ambulances.
4. Establish routes of travel for ambulances for incident operations.
5. Establish and maintain communications with the Medical Communications Coordinator and Treatment Unit Leader.
6. Provide ambulances upon request from the Medical Communications Coordinator.
7. Maintain records as required.
8. Assure that necessary equipment is available in the ambulance for patient needs during transportation.
9. Establish immediate contact with ambulance agencies at the scene.
10. Request additional transportation resources as appropriate.
11. Provide an inventory of medical supplies available at staging area for use at the scene.