

**BURBANK UNIFIED SCHOOL DISTRICT  
EMERGENCY OPERATIONS**

**Job Description**

**MEDICAL TEAM**

**RESPONSIBILITIES:**

- ▶ Provide for safety of staff and students.
- ▶ Report to assigned area.
- ▶ Use approved safety equipment and techniques.
- ▶ Prepare area to receive victims (see equipment/supplies list below)

**ACTIVATION STAGE:**

- ▶ Check triage tag for notations.
- ▶ Perform secondary assessment using “Head-to-Toe Evaluation” form.
- ▶ Administer appropriate first aid and document on “Continued Evaluation” chart (backside of “Head-to-Toe” chart).

**OPERATIONAL STAGE:**

- ▶ Administer appropriate first aid.
- ▶ **Keep accurate records of care given.**
- ▶ Continue to assess injured at regular intervals and document.
- ▶ Report unconfirmed fatalities (UF) immediately to Medical Team Leader.
- ▶ If and when transport is available, do final assessment and document on triage tag. **Keep and file records for reference – do not send with victim.**
- ▶ Student’s emergency card must accompany student if possible when student is removed from campus to receive advanced medical attention. Note time and details of release on “Continued Evaluation” chart. Send all emergency phone numbers if available.
- ▶ Immediately apprise medical team leader of critical changes in injured’s status.
- ▶ If injured is released to parent/adult or sent back, do final assessment and keep triage tag and any paper work. Note time and details of release on “Continued Evaluation” chart. **Keep and file for reference – do not send triage tag with victim.**
- ▶ **Triage Entry Area:**
  - Staffed with minimum of two trained team members, if possible.
  - One member confirms triage tag category (red, yellow, green) and directs

to proper treatment area. Should take 30 seconds to assess – no treatment takes place here.

–Second team member logs injured’s name and updates Command Post.

- ▶ **Treatment Areas (“Immediate,” Minor, Delayed ,” and Unconfirmed Fatalites)**
  - Staff with minimum of TWO team members per area, if possible.
  - One member completes secondary head-to-toe assessment.
  - Second member records information on triage tag and on-site treatment records.
  - Follow categories: Immediate, Delayed, Minor, Unconfirmed Fatality (UF)
  - When using two-way radio, **DO NOT USE NAMES OF INJURED OR UNCONFIRMED FATALITIES.**

### **DEMOBILIZATION STAGE:**

- ▶ Return equipment and unused supplies to Logistics.
- ▶ Clean up first aid area.
- ▶ Dispose of hazardous waste safely.
- ▶ Complete all paperwork and turn into the Medical Team Leader.

### **EQUIPMENT/SUPPLIES:**

- ▶ Blankets
- ▶ Bulk medical supplies
- ▶ Clipboards marked “Medical” with appropriate forms
- ▶ District identification badges, clearly visible
- ▶ Job descriptions
- ▶ Pens, black and red
- ▶ Quick reference medical guides
- ▶ Safety vests, goggles, dust masks
- ▶ Shade equipment
- ▶ Stocked triage trays
- ▶ Stretchers
- ▶ Vests (Employees wear green; runners/volunteers wear orange)

#### **Recommended First Aid Supplies:**

- 4 x 4” compress: 1000 per 500 students
- 8 x 10 compress: 150 per 500 students
- Kerlix bandaging: 1 per student
- Ace wrap: 2-inch: 12 per campus  
4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each, sm., med., lge
- Steri-strips or butterfly bandages: 50/campus
- Aqua-Blox (water) cases: (0.016 x students + staff = # cases (for flushing wounds, etc.)
- Neosporin: 144 squeeze packs/campus
- Hydrogen peroxide: 10 pints/campus
- Space blankets
- Plastic basket or wire basket stretchers or backboards: 1/5/100 students
- Scissors, paramedic: 4 per campus
- Tweezers: 3 assorted per campus
- Latex gloves: 100 per 500 students
- Triage tags: 50 per 500 students
- Oval eye patch: 50 per campus
- Tapes: 1” cloth: 50 rolls/campus
- Dust masks: 25/100 students
- Disposable blanket: 10 per 100 students
- First Aid books
- Bleach, 1 small bottle