**SBCC Chief Medical Officer**

**Mission**

Organize and direct overall response as the State Burn Coordinating Center (SBCC), including communication, burn consultation, patient triage, patient placement/transfer, patient tracking and documentation in the event of a mass casualty incident involving multiple burn victims. Directs all staff about duties related to the SBCC role.

**Recommended primary provider to fill this role**

Burn attending on-call

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| Date Click here to enter a date. Start time Click here to enter text. End time Click here to enter text. Position Assigned to Click here to enter text. Initials Click here to enter text.**Position Reports to**  Click here to enter text. Signature Location [ ] Hospital EOC [ ]  Hospital Unit Click here to enter text. [ ]  Remote (via phone, radio, etc.)Phone (1) Click here to enter text. Phone (2) Click here to enter text. Fax Click here to enter text. Other Contact Information Click here to enter text. Radio Title Click here to enter text. |

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| **ACTIVATION PHASE** | **TIME** | **INITIAL** |
| Upon activation of the IDPH ESF-8 Plan: Burn Surge Annex, the SBCC will be notified by IDPH through the pre-designated method. | Click here to enter text. | Click here to enter text. |
| SBCC may be notified directly by another hospital or GLHPP about a mass casualty incident involving multiple burn victims. | Click here to enter text. | Click here to enter text. |
| Once notification is received, the SBCC chief medical officer will be notified as indicated in the SBCC internal burn surge plan. | Click here to enter text. | Click here to enter text. |

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| **IMMEDIATE OPERATIONAL PERIOD (0-2 hours)** | **TIME** | **INITIAL** |
| Initiate SBCC internal burn surge plan. | Click here to enter text. | Click here to enter text. |
| Notify administrator on call, if not already aware, who will activate the emergency operations center. | Click here to enter text. | Click here to enter text. |
| If notified by hospital or GLHPP regarding event, notify IDPH and request Burn Surge Annex activation. | Click here to enter text. | Click here to enter text. |
| Obtain a briefing on incident and status of operation and response from IDPH. | Click here to enter text. | Click here to enter text. |
| Assign additional SBCC medical staff resources, as needed. | Click here to enter text. | Click here to enter text. |
| Activate additional SBCC roles, as indicated. * SBCC logistics: Communication coordinator
* SBCC operations: Medical Care coordinator
* SBCC planning: Situation coordinator
* SBCC planning: Documentation coordinator
 | Click here to enter text. | Click here to enter text. |
| Obtain status report from:* SBCC logistics: Communication coordinator regarding status of event, supply cache capabilities, status of GHLPP’s and CDPH resources.
* SBCC operations: Medical care coordinator regarding current patient triage and consultation needs throughout the state.
* SBCC planning: Situation coordinator regarding patient tracking and current bed availability at all hospitals with burn capabilities.
* SBCC planning: Documentation coordinator regarding maintaining proper documentation of the incident and response.
 | Click here to enter text. | Click here to enter text. |

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| **INTERMEDIATE OPERATIONAL PERIOD** | **TIME** | **INITIAL** |
| Assist staff with triaging burn requests and coordination of burn patients’ transfers from the hospital of initial management to the appropriate burn category hospital based on triage criteria in the Burn Surge Annex and available resources. | Click here to enter text. | Click here to enter text. |
| Provide burn consultation on the management of patients at hospitals without burn capabilities during the initial 72 hours post incident. | Click here to enter text. | Click here to enter text. |
| Maintain communication with IDPH through the Hospital Unit Lead in the PHEOC for routine briefings on status of the event, resource availability, resource needs, triage and transfer coordination, triage and consultation needs. | Click here to enter text. | Click here to enter text. |
| Maintain communication with internal staff and incident command. | Click here to enter text. | Click here to enter text. |
| Monitor for completion of event documentation. | Click here to enter text. | Click here to enter text. |
| Provide briefings to staff on status of event. | Click here to enter text. | Click here to enter text. |

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| **EXTENDED OPERATIONAL PERIOD**  | **TIME** | **INITIAL** |
| Coordinate the triage, transfer and tracking of burn patients in and out of state. | Click here to enter text. | Click here to enter text. |
| Provide burn consultation on the management of patients at non-burn hospitals during the initial 72 hours post incident through available communication methods (e.g. phone, secure email, telemedicine via facility system, Illinois Homeland Security Information Network (HSIN) Burn Disaster virtual room). | Click here to enter text. | Click here to enter text. |
| Monitor staff for signs of stress and relieve, as necessary. | Click here to enter text. | Click here to enter text. |
| Review event documentation. | Click here to enter text. | Click here to enter text. |
| Shift change: Brief replacement on the status of all ongoing burn consultation, triage, and transfer needs. | Click here to enter text. | Click here to enter text. |

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| **DEMOBILIZATION/RECOVERY** | **TIME** | **INITIAL** |
| Participate in debriefing after event (internal and with IDPH). | Click here to enter text. | Click here to enter text. |
| Review event and post-event documentation. | Click here to enter text. | Click here to enter text. |
| Contribute to and review after action report for lessons learned and improvement plans. | Click here to enter text. | Click here to enter text. |
| Assist with implementing the improvement plan. | Click here to enter text. | Click here to enter text. |

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| **DOCUMENTS/TOOLS** |
| * Burn Surge Annex
* Attachment 5: Burn Medical Incident Report Form
* Attachment 6: Burn Communication Pathway
* Attachment 23: Burn Patient Casualty Communication Log
* Attachment 24: Post Event Data Collection Log
 |

**SBCC Logistics: Communication Coordinator**

**Mission**

To maintain and coordinate communication between key stakeholders (e.g., IDPH, GLHPP, hospitals with burn capabilities) regarding the mass casualty incident involving multiple burn victims and the overall status of burn resources throughout the state and with border states.

**Recommended primary provider to fill this role**

Emergency preparedness coordinator

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| **ACTIVATION PHASE** | **TIME** | **INITIAL** |
| Upon activation of the SBCC due to a mass casualty incident involving multiple burn victims, the SBCC chief medical officer will activate the SBCC logistics: Communication coordinator, as indicated. | Click here to enter text. | Click here to enter text. |

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| **IMMEDIATE OPERATIONAL PERIOD (0-2 hours)** | **TIME** | **INITIAL** |
| Obtain briefing of incident and status of plan from SBCC chief medical officer. | Click here to enter text. | Click here to enter text. |
| If needed, assemble additional staff and assign duties. | Click here to enter text. | Click here to enter text. |
| Identify primary contact and method of contact for key stakeholders. | Click here to enter text. | Click here to enter text. |
| Contact key stakeholders for situational awareness status update. | Click here to enter text. | Click here to enter text. |

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| **INTERMEDIATE OPERATIONAL PERIOD** | **TIME** | **INITIAL** |
| Provide SBCC chief medical officer with status updates | Click here to enter text. | Click here to enter text. |
| Provide SBCC planning: Situation coordinator and SBCC operations: Medical care coordinator with status updates, resource availability at all burn category Hospitals, patient triage, patient placement/transfer and burn consultation requests as they are received. | Click here to enter text. | Click here to enter text. |
| Communicate to and receive updates from key stakeholders. | Click here to enter text. | Click here to enter text. |
| Monitor fax and other communication devices for incoming status updates, patient triage, patient placement/transfer and burn consultation requests. | Click here to enter text. | Click here to enter text. |
| Troubleshoot communication needs. | Click here to enter text. | Click here to enter text. |

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| **EXTENDED OPERATIONAL PERIOD**  | **TIME** | **INITIAL** |
| Continue to communicate with key stakeholders. | Click here to enter text. | Click here to enter text. |
| Continue to provide status updates, resource availability, patient triage request and burn consultation requests as they are received. | Click here to enter text. | Click here to enter text. |
| Continue to monitor communication devices for incoming status updates and requests. | Click here to enter text. | Click here to enter text. |
| Continue to troubleshoot communication needs. | Click here to enter text. | Click here to enter text. |
| Monitor staff for signs of stress and relieve as necessary. | Click here to enter text. | Click here to enter text. |
| Shift change Brief replacement on the status of all ongoing communication needs and issues.Brief replacement on method to contact key stakeholders. | Click here to enter text. | Click here to enter text. |

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| **DEMOBILIZATION/RECOVERY** | **TIME** | **INITIAL** |
| Provide SBCC chief medical officer a status report.  | Click here to enter text. | Click here to enter text. |
| Participate in debriefing after event (internal) and provide feedback on lessons learned. | Click here to enter text. | Click here to enter text. |
| Complete required event and post-event documentation. | Click here to enter text. | Click here to enter text. |

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| **DOCUMENTS/TOOLS** |
| * Burn Surge Annex
* Attachment 5: Burn Medical Incident Report Form
* Attachment 6: Burn Communication Pathway
* Attachment 7: Kentucky Resource Request Process
* Attachment 8: Missouri Resource Request Process
* Attachment 11: Illinois Burn Resource Directory
* Attachment 23: Burn Patient Casualty Communication Log
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**SBCC Operations: Medical Care Coordinator**

**Mission**

To facilitate the receipt, response, coordination and communication of patient triage and consultation need requests between burn experts at the SBCC, IDPH and hospitals without burn capabilities throughout the state.

**Recommended provider to fill this role**

Burn/trauma residents and burn/trauma nurse practitioners

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| Date Click here to enter a date. Start time Click here to enter text. End time Click here to enter text. Position Assigned to Click here to enter text. Initials Click here to enter text.**Position Reports to**  Click here to enter text. Signature Location [ ] Hospital EOC [ ]  Hospital Unit Click here to enter text. [ ]  Remote (via phone, radio, etc.)Phone (1) Click here to enter text. Phone (2) Click here to enter text. Fax Click here to enter text. Other Contact Information Click here to enter text. Radio Title Click here to enter text. |

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| **ACTIVATION PHASE** | **TIME** | **INITIAL** |
| Upon activation of the SBCC due to a mass casualty incident involving multiple burn victims, the SBCC chief medical officer will activate the SBCC operations: Medical care coordinator as indicated. | Click here to enter text. | Click here to enter text. |

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| **IMMEDIATE OPERATIONAL PERIOD (0-2 hours)** | **TIME** | **INITIAL** |
| Obtain briefing of incident and status of plan from SBCC chief medical officer. | Click here to enter text. | Click here to enter text. |
| Collaborate with SBCC logistics: Communication coordinator regarding patient triage and patient placement/transfer requests and burn consultation requests. | Click here to enter text. | Click here to enter text. |
| If needed, assemble additional staff and assign duties. | Click here to enter text. | Click here to enter text. |
| * Become familiar with documentation tools (e.g., Attachment 5: Burn Medical Incident Report Form; Attachment 15: Hospital Burn Triage Guidelines; Attachment 13: Burn Patient Tracking Log; Attachment 23: Burn Patient Casualty Communication Log).
 | Click here to enter text. | Click here to enter text. |
| Identify any outstanding patient triage, burn patient transfer and consultation requests. | Click here to enter text. | Click here to enter text. |

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| **INTERMEDIATE OPERATIONAL PERIOD** | **TIME** | **INITIAL** |
| Triage all patient transfer requests utilizing Attachment 15: Hospital Burn Triage Guidelines. | Click here to enter text. | Click here to enter text. |
| Collaborate with SBCC planning: Situation coordinator regarding triage decisions to assist with patient placement and transfer coordination to the appropriate burn category hospital.  | Click here to enter text. | Click here to enter text. |
| Address burn consultation needs and requests from hospitals with no burn capabilities. | Click here to enter text. | Click here to enter text. |
| Communicate with SBCC chief medical officer regarding triage requests and burn consultation requests. | Click here to enter text. | Click here to enter text. |
| Document communication regarding triage requests and burn consultations on the appropriate forms (Attachment 23: Burn Patient Casualty Communication Log). | Click here to enter text. | Click here to enter text. |

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| **EXTENDED OPERATIONAL PERIOD**  | **TIME** | **INITIAL** |
| Continue to triage all patient transfer requests. | Click here to enter text. | Click here to enter text. |
| Continue to collaborate with SBCC planning: Situation coordinator regarding triage decisions. | Click here to enter text. | Click here to enter text. |
| Continue to document communications regarding triage requests, patient placement requests and burn consultations on the appropriate forms. | Click here to enter text. | Click here to enter text. |
| Continue to update SBCC chief medical officer. | Click here to enter text. | Click here to enter text. |
| Monitor staff for signs of stress and relieve as necessary. | Click here to enter text. | Click here to enter text. |

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| **DEMOBILIZATION/RECOVERY/SHIFT CHANGE** | **TIME** | **INITIAL** |
| Brief replacement on the status of all ongoing/outstanding triage and burn consultation needs.  | Click here to enter text. | Click here to enter text. |
| Provide SBCC chief medical officer a status report. | Click here to enter text. | Click here to enter text. |
| Participate in debriefing after event (internal) and provide feedback on lessons learned. | Click here to enter text. | Click here to enter text. |
| Complete required event and post-event documentation. | Click here to enter text. | Click here to enter text. |

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| **DOCUMENTS/TOOLS** |
| * Burn Surge Annex
* Attachment 5: Burn Medical Incident Report Form
* Attachment 13: Burn Patient Tracking Log
* Attachment 15: Hospital Burn Triage Guidelines
* Attachment 18: Adult Burn Guidelines
* Attachment 19: Pediatric Burn Guidelines
* Attachment 23: Burn Patient Casualty Communication Log
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**SBCC Planning: Situation Coordinator**

**Mission**

To obtain and maintain current bed availability at all hospitals with burn capabilities to assist with patient placement during a mass casualty incident with multiple burn victims and provide patient tracking for those burn patients that the SBCC coordinates their transfer/placement between hospitals.

**Recommended primary provider to fill this role**

Clinical support staff

SBCC Planning Officer and the Situation Coordinator regarding patient tracking patient tracking and current bed availability at 4 other hospitals with burn capabilities.

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| Date Click here to enter a date. Start time Click here to enter text. End time Click here to enter text. Position Assigned to Click here to enter text. Initials Click here to enter text.**Position Reports to**  Click here to enter text. Signature Location [ ] Hospital EOC [ ]  Hospital Unit Click here to enter text. [ ]  Remote (via phone, radio, etc.)Phone (1) Click here to enter text. Phone (2) Click here to enter text. Fax Click here to enter text. Other Contact Information Click here to enter text. Radio Title Click here to enter text. |

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| **ACTIVATION PHASE** | **TIME** | **INITIAL** |
| Upon activation of the SBCC due to a mass casualty incident involving multiple burn victims, the SBCC chief medical officer will activate the SBCC planning: Situation coordinator, as indicated | Click here to enter text. | Click here to enter text. |

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| **IMMEDIATE OPERATIONAL PERIOD (0-2 hours)** | **TIME** | **INITIAL** |
| Obtain briefing of incident and status of plan from SBCC chief medical officer. | Click here to enter text. | Click here to enter text. |
| Collaborate with SBCC operations: Medical care coordinator regarding the status of patient triage and transfer requests for all burn category hospitals.  | Click here to enter text. | Click here to enter text. |
| If needed, assemble additional staff and assign duties. | Click here to enter text. | Click here to enter text. |
| Become familiar with documentation tools (e.g., Attachment 13: Burn Patient Tracking Log). | Click here to enter text. | Click here to enter text. |
| Collaborate with SBCC logistics: Communication coordinator regarding bed availability and status of other available resources at all burn category hospitals.  | Click here to enter text. | Click here to enter text. |

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| **INTERMEDIATE OPERATIONAL PERIOD** | **TIME** | **INITIAL** |
| Collaborate with SBCC operations: Medical care coordinator to obtain triage decisions and track all patient placement and transfers coordinated through the SBCC. | Click here to enter text. | Click here to enter text. |
| Document patient placement/transfers coordinated through the SBCC on the Burn Patient Tracking Log. | Click here to enter text. | Click here to enter text. |
| Collaborate with SBCC logistics: Communication coordinator to obtain updates on resource availability to assist with burn patient placement and transfer coordination. | Click here to enter text. | Click here to enter text. |
| Collaborate with SBCC logistics: Communication coordinator to communicate with IDPH regarding burn patient placement and transfer coordination. | Click here to enter text. | Click here to enter text. |
| Coordinate with hospitals with burn capabilities to place patients triaged as Category 1 at a hospital with burn capabilities.  | Click here to enter text. | Click here to enter text. |
| Coordinate with Level I trauma centers/non-burn hospitals to place patients triaged as Category 2 and any patients triaged as Category 1 that are unable to be placed at a hospital with burn capabilities at an appropriate facility. | Click here to enter text. | Click here to enter text. |
| Coordinate with Level II trauma centers/non-burn hospitals to place patients triaged as Category 2 at an appropriate facility. | Click here to enter text. | Click here to enter text. |
| Coordinate with any acute care non-burn hospital with an intensive care unit and ventilator capabilities to place patients triaged as Category 3 at an appropriate facility. | Click here to enter text. | Click here to enter text. |
| Coordinate with non-trauma/non-burn hospitals to place patients triaged as Category 4 and Category 5 at an appropriate facility. | Click here to enter text. | Click here to enter text. |
| Communicate with SBCC chief medical officer regarding triage requests, patient placement and burn consultation requests. | Click here to enter text. | Click here to enter text. |

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| **EXTENDED OPERATIONAL PERIOD**  | **TIME** | **INITIAL** |
| Continue to coordinate burn patient transfers with all burn category hospitals.  | Click here to enter text. | Click here to enter text. |
| Continue to collaborate with SBCC operations: Medical care coordinator regarding triage decisions. | Click here to enter text. | Click here to enter text. |
| Continue to collaborate with SBCC logistics: Communication coordinator to obtain resource availability status updates and to assist with communication with IDPH. | Click here to enter text. | Click here to enter text. |
| Continue to document all patient placement/transfers that are coordinated through the SBCC on the Burn Patient Tracking Log (Attachment 13). | Click here to enter text. | Click here to enter text. |
| Continue to update SBCC chief medical officer | Click here to enter text. | Click here to enter text. |
| Monitor all staff for signs of stress and relieve as necessary | Click here to enter text. | Click here to enter text. |

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| **DEMOBILIZATION/RECOVERY/SHIFT CHANGE** | **TIME** | **INITIAL** |
| Brief your replacement on the status of ongoing/outstanding patient placement needs.  | Click here to enter text. | Click here to enter text. |
| Provide SBCC chief medical officer a status report.  | Click here to enter text. | Click here to enter text. |
| Participate in debriefing after event (internal) and provide feedback on lessons learned. | Click here to enter text. | Click here to enter text. |
| Complete any required event and post-event documentation (e.g., Attachment 24: Post Event Data Collection Log) | Click here to enter text. | Click here to enter text. |

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| **DOCUMENTS/TOOLS** |
| * Burn Surge Annex
* Attachment 5: Burn Medical Incident Report Form
* Attachment 13: Burn Patient Tracking Log
* Attachment 15: Hospital Burn Triage Guidelines
* Attachment 23: Burn Patient Casualty Communication Log
* Attachment 24: Post Event Data Collection Log
 |

**SBCC Planning: Documentation Coordinator**

**Mission**

To maintain and assist others with maintaining proper documentation during and after a mass casualty incident involving multiple burn victims

**Recommended primary provider to fill this role**

Unit secretaries, administrative assistants

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| **ACTIVATION PHASE** | **TIME** | **INITIAL** |
| Upon activation of the SBCC due to a mass casualty incident involving multiple burn victims, the SBCC chief medical officer will activate the SBCC planning: Documentation coordinator as indicated. | Click here to enter text. | Click here to enter text. |

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| **IMMEDIATE OPERATIONAL PERIOD (0-2 hours)** | **TIME** | **INITIAL** |
| Obtain briefing of incident and status of plan from SBCC chief medical officer. | Click here to enter text. | Click here to enter text. |
| If needed, assemble additional staff and assign duties. | Click here to enter text. | Click here to enter text. |
| Become familiar with documentation tools (e.g., Attachment 13: Burn Patient Tracking Log, Attachment 17: Burn Patient Transfer Form, Attachment 23: Burn Patient Casualty Communication Log, Attachment 24: Post Event Data Collection Log). | Click here to enter text. | Click here to enter text. |

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| **INTERMEDIATE OPERATIONAL PERIOD** | **TIME** | **INITIAL** |
| Collaborate with SBCC chief medical officer to assist with documentation needs. | Click here to enter text. | Click here to enter text. |
| Collaborate with SBCC logistics: Communication coordinator to assist with documentation needs. | Click here to enter text. | Click here to enter text. |
| Collaborate with SBCC planning: Situation coordinator to assist with documentation needs. | Click here to enter text. | Click here to enter text. |
| Collaborate with SBCC operations: Medical care coordinator to assist with documentation needs. | Click here to enter text. | Click here to enter text. |
| Communicate with SBCC chief medical officer regarding documentation issues/needs. | Click here to enter text. | Click here to enter text. |

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| **EXTENDED OPERATIONAL PERIOD**  | **TIME** | **INITIAL** |
| Continue to collaborate with SBCC chief medical officer to assist with documentation needs. | Click here to enter text. | Click here to enter text. |
| Continue to collaborate with SBCC logistics: Communication coordinator to assist with documentation needs. | Click here to enter text. | Click here to enter text. |
| Continue to collaborate with SBCC planning: Situation coordinator to assist with documentation needs | Click here to enter text. | Click here to enter text. |
| Continue to collaborate with SBCC operations: Medical care coordinator to assist with documentation needs  | Click here to enter text. | Click here to enter text. |
| Continue to Communicate with SBCC chief medical officer regarding documentation issues/needs. | Click here to enter text. | Click here to enter text. |
| Monitor staff for signs of stress and relieve, as necessary. | Click here to enter text. | Click here to enter text. |

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| **DEMOBILIZATION/RECOVERY/SHIFT CHANGE** | **TIME** | **INITIAL** |
| Brief your replacement on the status of ongoing/outstanding patient placement needs. | Click here to enter text. | Click here to enter text. |
| Provide SBCC chief medical officer a status report. | Click here to enter text. | Click here to enter text. |
| Participate in debriefing after event (internal) and provide feedback on lessons learned. | Click here to enter text. | Click here to enter text. |
| Complete any required event and post-event documentation (e.g., Post Event Data Collection Log). | Click here to enter text. | Click here to enter text. |
| File all event and post-event documentation as per hospital policy. | Click here to enter text. | Click here to enter text. |
| Collaborate with SBCC logistics: Communication coordinator to identify method of submitting event and post-event documentation to IDPH. | Click here to enter text. | Click here to enter text. |

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| **DOCUMENTS/TOOLS** |
| * Burn Surge Annex
* Attachment 5: Burn Medical Incident Report Form
* Attachment 13: Burn Patient Tracking Log
* Attachment 17: Burn Patient Transfer Form
* Attachment 23: Burn Patient Casualty Communication Log
* Attachment 24: Post Event Data Collection Log
 |