

## Triage Team

**Purpose:**

- Perform triage procedures on clients to determine the presence of signs and symptoms of disease or exposure to identified agent prior to POD entry and refer them appropriately.
- Provides appropriate information to all clients entering the clinic
- Provide answers to questions about sign and symptoms of infection and/or exposure

**Qualifications:** Medical or nursing personnel when possible, trained staff or volunteer

**Supervisor:** Triage Team Leader

**Responsible for:** Self

**Responsibilities upon Arrival:**

- Sign in on Check In/Out Log (ICS-211)
- Receive assignment and Just- in-Time (JIT) training from their Team Leader
- Review Job Aid(s)
- Ensure that the Triage Station is set up and ready for operation
- Review and familiarize self with POD site surroundings for work station locations, Command Post, lavatories, first aid and break room
- Understand role at POD site as per JIT training and assignment
- Assist with set-up of triage area and other areas as requested
- Provide clients with information as directed
- Direct clients to proceed to the next appropriate POD station.

**Ongoing Responsibilities:**

- Set-up Triage Station with materials and equipment needed
- Greet clients as they arrive
- Direct symptomatic clients or those with symptomatic family members to other medical facilities for evaluation and treatment
- Answer general clinic questions (entrances, exits, parking, bathroom locations, etc)
- Notify the Triage Team Leader regarding client special needs, concerns or problems
- Know the estimated length of time an average client will spend at the POD
- Keep the Triage Team Leader informed of the numbers of clients presenting
- Provide basic information about the medication and dispensing process
- Refer all medical questions to the Triage Team Leader
- Report any security/safety issues immediately to the Triage Team Leader and or the POD Director
- Document incidents appropriately
- Refer distressed, upset and anxious clients to the Support Station
- Request additional supplies from the Triage Team Leader
- Keep area clean and organized

**Demobilization Responsibilities:**

- Prepare Triage Station for next operational period
- Assist with POD clean-up
- Assist with tear-down and re-packing as requested
- Identify issues for After Action Report
- Participate in scheduled debriefing sessions
- Check out with the Triage Team Leader and sign out on Check In/Out Log (ICS-211)