Incident Communication Center Protocol **Standard Elements**	
1. Determine the nature of the emergency.	
2. Medical injury/illness? If injury/illness is it life threatening?	
3. If life threatening, clear designated frequency for emergency traffic.	
4. Identify the on-scene Point of Contact (POC) by resource and last name (i.e. POC is TFLD Smith).	
5. Contact Medical Unit Leader immediately.	
6. Request POC to provide number injured, patient assessment, and location (geographic and GPS coordinates).	
7. Identify on-scene medical personnel by position and name (i.e. on-scene medical personnel is EMT Jones).	
8. Request preferred method of patient transport.	
9. Determine if any additional resources and/or equipment are needed.	
10. Document all information received and transmitted on the radio or phone.	
11. Document any changes in the on-scene Point of Contact or medical personnel as they occur.	
Prepared by (Medical Unit Leader)	10. Reviewed by (Safety Officer)

Reference:
NWCG#025-2010 Memorandum, dated 5/25/10 – Attachment B

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