**Incident Resource Coordination and Management Worksheet**

**SECOMEX15 – DUE MAY 30, 2015**

* **Notification of Exercise by SE EMS via MNTrac Coordination Invite.**
	+ **Received at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **MNTrac Coordination Center Room Invitation and Participation**
	+ **Invitation Received at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	+ **Entered Coordination Center Room \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	+ **Identify the Service you’re representing by typing in the room the name of your service.**
	+ **Check** [**http://www.semndhc.org/ems-exercise-information/**](http://www.semndhc.org/ems-exercise-information/) **for scenario details.**
	+ **Documentation Tools completed *(completed documents should be emailed to*** ***holly.hammann@state.mn.us*** ***) (Tools will also be available on the semndhc website and in MNTrac room resources.)***
		- **Evacuation Identification Worksheet**
		- **Incident Resource Coordination and Management Worksheet**
	+ **Document the Hospital you contacted in the MNTrac Room**
		- **Hospital Contacted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	+ **Mutual Aid Contact – Contact One Service you have an agreement with**
		- **Who did you contact and how \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
		- **Document this contact in MNTrac (no personal phone numbers or information please).**
		- ***SE10 Olmsted, Wabasha, Winona, La Crosse (Tri-State)***
		***SE11 Dodge, Goodhue, Rice, Steele***
		***SE12 Freeborn, Fillmore, Houston, Mower***
	+ **Engage in Private Chat with Holly Hammann-Jacobs, EMSRB or Don Hauge, SE EMS**
* **Contact Primary Hospital via two methods of communication (please provide contact information)**
	+ **Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	+ **Landline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	+ **Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	+ **Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	+ **Radio \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(SEE NEXT PAGE)**

**Please identify the following:**

1. Who are your Mutual Aid partners and what resources do they have? Please provide copies of the agreements.
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. At the time of this exercise what resources would you have available to respond this incident?
	1. Staff # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Ambulances \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Who would you contact to access Regional assets such as a Disaster Trailer or the SE EMS Task Force?
	1. Primary Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Secondary Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Tertiary Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. For what types of incidents might you find Regional Assets useful?(list below)
* **Complete the following documents: (meeting 80% requirements results in $$$ for your agency)**
	+ **This Checklist**
	+ **Communications Survey**
	+ **Evacuation Identification Worksheet**

***Return all documents to*** ***holly.hammann@state.mn.us*** ***or***

 ***PO Box 305, Lewiston, MN 55952***