

Fox Valley Healthcare Emergency Readiness Coalition (FV HERC)
Regional Medical Coordination Center(RMCC)
Initial Incident Coordinator Job Action Sheet

RMCC Activation Process 1-800-236-2066

- Theda-Star Dispatch Staff acting as initial RMCC Activation contact point takes vital information from caller, including call-back number and/or radio channel
- Theda-Star Dispatch Staff notifies: *see call list*
 - HERC Coordinator
 - RTAC Coordinator
 - HERC Medical Advisor
 - HERC Chair/Vice Chair

Initial Briefing Report (*ThedaStar Dispatch Staff to Initial Incident Coordinator*)

Incident type "what is the problem" _____

- Expected number of patients or resource needed _____
- Organizations calling ask for caller's name and call back number _____
- Ask if WITrac Alert Sent: ___ Yes ___ No
- Other Information: _____

Task List for RMCC contact: (*The person contacted by TS dispatch*)

- Call other members of RMCC to notify them of event- See attached list
- If not already done, send out WITrac Alert
 - Review WITrac alert result and relay info to EMS/scene/Unified command, as appropriate
- Contact involved organizations to assess needs- TS dispatch will give you this information
- Contact OPEHC staff and brief on incident 24/7 number for DHS is (608) 258-0099
- Update WITrac as needed if requested by base hospital
- Coordinate requests for coalition stockpile supply
- Assist with coordination of inter-facility patient transfer
- Establish communication pathway with Emergency Operations Centers, liaison healthcare related issues/requests from EOC
- Be a liaison with city, county and state partners as needed
- Dispatch Infectious Disease Go Team via "Remind"

Roles that may fill RMCC liaison:

- HERC Coordinator
- RTAC Coordinator
- HERC Medical Advisor
- HERC Board Chair/Vice Chair/Designee

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Discipline	Organization	First Name	Last Name	Phone Number		Email Address	
Staff	HCC Coordinator	Tracey	Froiland	920-427-2229	C	Tracey.froiland@fvherc.com	W
Staff	Medical Advisor	Michael	Clark	715-218-5774	C	<a href="mailto:Clark,Michael.R.<Michael.Clark@ascension.org>">Clark, Michael R <Michael.Clark@ascension.org>	W
				715-298-1465	H	mclark911@gmail.com	H
Staff	RTAC Coordinator	Jason	Selwitschka	920-203-8791	C	Jason@foxrtac.net	W
						Jason.selwitschka@thedacare.org	
Board-Chair	Aurora Oshkosh	Tracy	Miller	920-210-7004	C	Tracy.Miller5@aurora.org	W
Board-Vice Chair	Ascension	Matt	Digman	920-716-0670	C	matt.digman@medxcelfm.com	W