

# BAA Boston Marathon Amateur Radio Communications

## Medical Resupply

## Communications Plan



*Presented by the BAA Communications Steering Committee*

*Amateur Radio Leadership Team*

*2015*

## History

Date	Version	Description
Mar. 27, 2015	1.0	Initial version
Mar. 29, 2015	1.1	Added illustrations Minor formatting changes
April 1, 2015	1.2	Initial Release to Volunteers

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## Purpose and Audience

This document is required reading for Net Controllers, Managers, CTL's at MEDICAL Stations and communications volunteers in the Medical Resupply program. The efficient delivery of vital medical equipment and supplies is essential to the success of the BAA's Medical Services program. MEDICAL facilities along the entire Boston Marathon course are afforded an efficient and effective response to their needs via the communications service we provide, assuring a timely and accurate delivery.

## Nomenclature

<b>CTL</b>	The Amateur Radio Communication Team Leader
<b>PROCEDURES</b>	A Net Controller who processes all requests and tasks
<b>NCO</b>	A (on air) Net Controller
<b>NCOC</b>	An Amateur Radio Net Control Operations Center
<b>BPL</b>	The BAA Operations Center
<b>CLAY</b>	The primary Amateur Radio communications dispatch center
<b>TURBO</b>	Commercial radio system
<b>CAD</b>	Computer-aided Dispatch

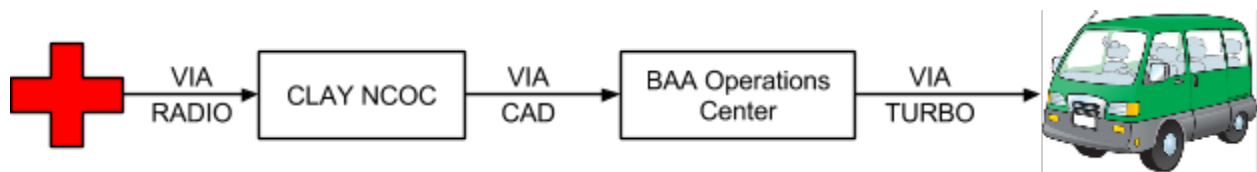
## Program Overview

### Divisions

The course is segmented into four distinct zones each served by one or more vans. A total of six vans are used. Within each zone a van is positioned at a pre-established staging location along the course, and stands by for dispatch.

Division	Medical Stations
<b>A</b>	M1 -M9
<b>B</b>	M10 - M15
<b>C</b>	M16 - M20
<b>D</b>	M21 - M26

### Initial Request Flow



Requests from RADIO in the MEDICAL Station are entered into a CAD system at the CLAY NCOC. This allows for seamless information flow between the CLAY NCOC and the Boston Operations Center for the remainder of the request as the BAA Operations Center directly controls the resupply resources.

### Requests

A supply request is made by a MEDICAL Station Captain or other designated staff. RADIO (the Amateur Radio communicator) at the MEDICAL Station completes the resupply request working with the Station Captain and forwards the request to the CLAY NCOC. The request is then forwarded to the BAA Operations Centre where a BAA Course Division Supervisor dispatches the appropriate Medical Resupply van. A PROCEDURES controller at CLAY

tracks the progress of the request. RADIO at the MEDICAL Station also monitors the status of the request and receives updates about the request through the fulfillment process.

## **Management**

The Course Division Supervisor in the BAA Operations Centre who is responsible for the MEDICAL Station making the request determines and directs resources necessary to fulfill each request using the communications facilities and processes defined in further detail below. Amateur Radio manages their resources in a manner which provides rapid and accurate delivery of requests and delivery notifications.

## **Communications**

Requests originate at course MEDICAL Stations and are initially handled by the CLAY Communications Center. Communications to the resupply vans is accomplished via the commercial “TURBO” radio system from the BAA Operations Centre. CLAY-to-BPL traffic related to the Resupply request and its status is performed through an custom CAD system provided by the Amateur Radio team. A dedicated voice link between these facilities is in place for backup purposes.

Should the CLAY NCOC experience a failure, the BAA Operations Center serves as a backup.

## **Records**

Records are maintained by (a) RADIO at the MEDICAL station, (b) the CLAY Communications Center and (c) the BAA Operations Centre.

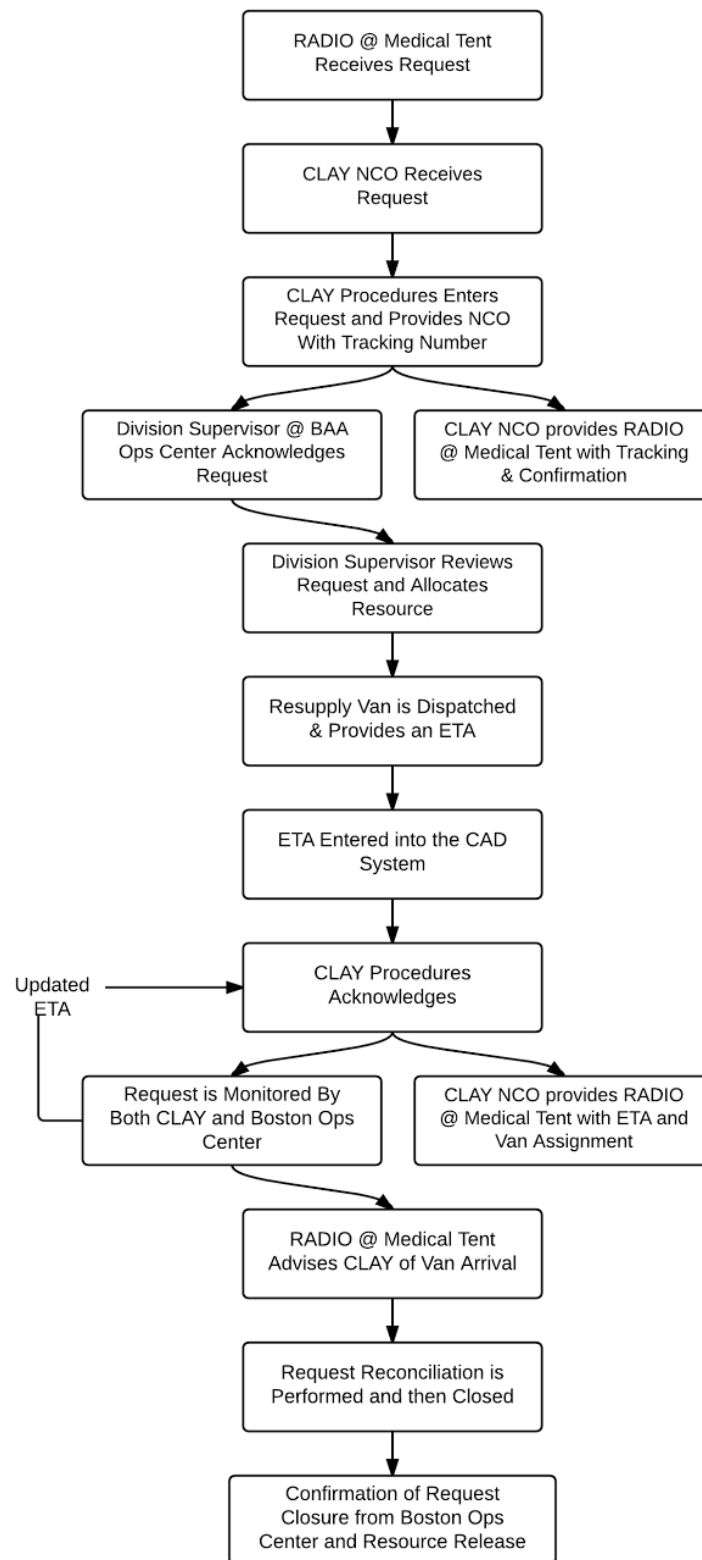
- RADIO at a MEDICAL Station creates a resupply request form
- CLAY NCO creates a resupply request form and issues a unique tracking number
- BAA Operations Centre receives a resupply request via the CAD system and assumes the tracking number provided to CLAY

The tracking number created by CLAY is also sent to RADIO at the MEDICAL Station.

A PROCEDURES Controller at each control point manages the paperwork from initial request to its fulfillment.

An INFO Controller maintains a status board for each Resupply request at both CLAY and the BAA Operations Centre.

## Full Request Life Cycle



# Request Responsibilities

## **RADIO at Medical Tent**

1. Work with MEDICAL Station captain to develop request by completing the tracking sheet.
2. Relay request to CLAY NCOC
3. Record tracking number, ETA and assigned van
4. Monitor ETA of request
5. Inform CLAY NCOC of Van arrival
6. Gather supply reconciliation information (how many requested vs. how many received)
7. Relay reconciliation to CLAY NCOC

## **CLAY NCOC**

1. Receive request from RADIO at Medical Station
2. Enter Request into the CAD system
3. Advise RADIO of tracking number
4. Advise RADIO of ETA and van assignment
5. Work with TransAction Rep to ensure assigned van is aware of the most efficient route to the medical station.
6. Monitor ETA of request
7. Provide Updates to ETA as available
8. Enter van arrival into CAD
9. Enter reconciliation into CAD

## **BAA Boston Operations Center**

1. Receive request from CAD entry at CLAY Communications Center
2. Evaluate request and assign van
3. Dispatch van using "TransAction" talkgroup on commercial radio system
4. Provide van with list of requested supplies while enroute
5. Monitor request through closure

## **Red Cross Staff in Resupply Van**

1. Receive dispatch from BAA Ops Center
2. Ensure driver starts moving towards the Medical Station immediately
3. Record the supply request onto the tracking form
4. Deliver supplied to the medical station
5. Work with RADIO at the Medical Station to identify disparities between the request and what was provided.
6. Request further instructions from Division Supervisor before departing Medical Station

## Appendix - Resupply Tracking Sheet - Front

# Medical Station Resupply Request

Tent Number: \_\_\_\_\_ Request Time: \_\_\_\_\_ Tracking #: \_\_\_\_\_

Van #: \_\_\_\_\_ ETA: \_\_\_\_\_ Time ETA Provided: \_\_\_\_\_

Item	Code	Requested	Received
<b>GAUZE:</b>			
4"x4" Gauze	AA		
2" Kling Stretch Gauze (non25496)	AB		
3" Kling Stretch Gauze	AC		
4"x3" Kendall Telfa Pads/non-adherent	AD		
5"x9" Sterile Combine Pads	AE		
4" Trauma Wound Dressing	AF		
<b>BANDAGES:</b>			
1"x3" Band Aid	AG		
Knuckle Band-aid (6136)	AH		
2"x4/ 4.5" Band Aid	AI		
2"x3" Bioclusive (5.1cm x 7.6cm)	AJ		
¾"x3" Steristrips	AK		
<b>TAPE:</b>			
Curity Hypo Clear Tape 1" (8534)	AL		
11/2" Collins White Stretch Tape	AM		
PreWrap	AN		
1" White Tape	AO		
2" Kendall Flex Self Adherent tape	AP		
2" Coflex Self Adherent tape	AQ		
1 1/2 Standard white tape	AR		
Moleskin 12"x5yds	AS		
Moleskin 1 ½" x 25 yds	AT		
<b>WRAPS:</b>			
3" or 4" Ace Wraps	AU		
Product:	AV		
6" Ace Wraps	AW		
Plastic Flexi Wrap	AX		
<b>SPLINTING:</b>			
Sam Splints	AY		
Triangular Bandage	AZ		
<b>ADHESIVES:</b>			
Tuff Skin Spray	BA		
Stik- It capsules	BB		
<b>IRRIGATION:</b>			
Hydrogen Peroxide (16oz)	BC		
Isopropyl Alcohol 70%	BD		
0.9% Sodium Chloride Irrigation (250ml)	BE		
Wound Care Saline Spray (7oz)	BF		
Povidone Iodine Swab Sticks	BG		

Item	Code	Requested	Received
Salinaax Eyewash .5oz singles	BH		
Saline Contact Solution (12oz)	BI		
Alcohol Prep Pads	BJ		
IsaGel Hand Sanitizer (4oz)	BK		
Purell Hand Sanitizer Pump (21oz)	BL		
Hibiclens	BM		
<b>Lotions / Ointments:</b>			
Petroleum Jelly/Foils	BN		
Petroleum Jelly/Jars (1lb)	BO		
Vaseline Tube	BP		
Bacitracin/Foils	BQ		
Surgilube/Foils	BR		
Hydrocortisone 1.0% cream	BS		
BioTone Massage Lotion/ 8oz	BT		
Hand Lotion (4oz)	BU		
Product:	BV		
Sunscreen 30spf/8oz	BW		
<b>CLEANSING:</b>			
Ready Bath Wipes	BX		
Sani Hands Wipes (tub/220each)	BY		
Paper Towels rolls	BZ		
Kleenex	CA		
Cavicide 24oz spray bottle	CB		
"Chucks"	CC		
Depends/ Diapers	CD		
<b>GLOVES:</b>			
Exam Gloves: Nitrile (NL)/Small	CE		
Exam Gloves: Nitrile (NL)/Sedium	CF		
Exam Gloves: Nitrile (NL)/Large	CG		
Exam Gloves: Nitrile (NL)/Xlarge	CH		
<b>AIRWAY MANAGEMENT:</b>			
Pocket Masks	CI		
Face Shields/Particulate masks	CJ		
Pocket Mask / Microshield pocket mask	CK		
Ambu Bag	CL		
Airway Sets (6/set)	CM		
Laryngoscope Combo Set (2"C" battery)	CN		
<b>SPECIALTY ITEMS:</b>			
Spirometer/ Peak Flow Meter	CO		
Spirometer mouth covers	CP		

NOTE: The received column should be the number of items your received even if it is the same number.

Time Request Filled: \_\_\_\_\_

## Appendix - Resupply Tracking Sheet - Back

Item	Code	Requested	Received
Product:	CQ		
Filac Probe covers	CR		
Genius 2 Tympanic Thermometer	CS		
Genius Probe covers	CT		
YSI UNITS (probes) (1 9V battery)	CU		
DataTherm II Rectal Thermometer	CV		
Digital probe covers	CW		
Finger Pulse Oximeter	CX		
Disposable Nebulizer	CY		
Nasal Cannula Disposable (adult)	CZ		
Non Rebreathers	DA		
Bp Cuffs: Adult	DB		
Bp Cuff: Child	DC		
Stethoscopes	DD		
Bp/Stethoscope Combo	DE		
Truebalance Blood Glucose Monitor	DF		
Truebalance Blood Glucose test strips	DG		
Lancets	DH		
I-STAT Units	DI		
I-STAT cartridges	DJ		
<b>OTC / Prescribed:</b>			
Epi Pens Senior	DK		
Epi Pens Junior	DL		
Albuterol, USP inhaler	DM		
Vortex Spacer	DN		
InstaGlucose (15g) (3pkts/bx)	DO		
Acetaminophen 500mg	DP		
Pepto Bismal Liquid 8oz	DQ		
Bouillon Cubes	DR		
Tea bags	DS		
Gatorlytes	DT		
<b>BioHazard:</b>			
Sharps Container 1qt	DU		
Sharps Container 8.2 qt	DV		
Sharps Container 2gal	DW		
BioHazard bags 5m/Lg	DX		
<b>Miscellaneous:</b>			
Water Station Medical Fanny pack	DY		
Shoulder Bag	DZ		
Plastic Dunk Tanks (Immersion)	EA		
Ice Bags	EB		
Instant Hot/Cold Packs	EC		
Trash Bags	ED		
Scales (3Vlithium CR 2032)	EE		
Shoe Laces	EF		
Emisen Basin / Emisen Bags	EG		
Towels	EH		
Product:	EI		
Cups – Hot/cold	EJ		
Tampons	EK		

Item	Code	Requested	Received
Maxi Pads	EL		
Hot Pot	EM		
Hang Bag 12 Pockets	EN		
Paper Towels	EO		
Duct Tape	EP		
Caution Tape	EQ		
ClipBoards	ER		
Pens	ES		
Blankets	ET		
Mylar Blankets	EU		
Emergency Ponchos	EV		
Medical Records	EW		
Medical Sign	EX		
Ice Chest	EY		
30 pound ice bags	EZ		
Cotton Applicator sticks	FA		
Tongue Depressors	FB		
Pen Light	FC		
Scissors	FD		
Pocket Mirror	FE		
Toe nail clipper	FF		
Safety Pins	FG		
<b>I.V. Products</b>			
Plastic Totes: Grey Large	FH		
I.V. Poles	FI		
Baxter 0.9% Sodium Chloride	FJ		
Baxter 5% Dextrose/0.9% Sodium Chloride	FK		
Baxter 3% Hypertonic Solution 500ml	FL		
Baxter 110"(2C6537s)Con't flo sol set	FM		
Baxter 76"(2C6401s)	FN		
Smallbore Ext. set w/claves (Luer Lock)	FO		
BD Vacutainer Luer-Lok Access Device (FEF364902)	FP		
3M Tegaderm/Sterile (6cm x 7cm)	FQ		
BioClusive 5.1cm x 7.6cm	FR		
Chlora Prep Sepp	FS		
Protect IV Plus: 18G (3065)	FT		
Protect IV Plus: 20G (3067)	FU		
Protect IV Plus: 22G (3060)	FV		
3cc Syringe w/25g 5/8needle	FW		
BD Vacutainers w/ Lithium Heparin (Ref 367960)	FX		
Vacutainer Blood Collection Set 21 3/4g	FY		
.9% Sodium Chloride Injection/3ml single	FZ		
Inline Burette Set 150ml (nonvented, 18" w/ Clave) #12425-01	GA		
Pipettes	GB		
Latex Tourniquet	GC		
Non-Latex Tourniquet	GD		
Plastic I.V. Bag Hangers	GE		
3m 1" clear tape	GF		
2" Self adherent tape	GG		
2" Non sterile gauze	GH		
Test tube holder (12 slots/white)	GI		