

## RELATED TERMS

- Coordination
- Incident Site Management
- Mass Casualty Incident



## Lessons Learned Information Sharing

www.LLIS.gov

## PRIMARY DISCIPLINES

- Emergency Management
- Emergency Medical Services
- Fire

# LESSON LEARNED

## Emergency Medical Services: Assigning an Administrative Aide

### SUMMARY

Emergency medical service (EMS) command personnel should assign an aide to help with the administrative aspects of command as soon as resources allow and conditions warrant after a mass casualty incident (MCI).

### DESCRIPTION

The fire that destroyed the Station Club in West Warwick, Rhode Island, on February 20, 2003, resulted in 100 deaths and over 200 injuries. Many victims required immediate medical attention and transportation to area hospitals. EMS personnel triaged and transported approximately 186 seriously injured persons to Rhode Island hospitals in less than 2 hours after the fire started. Some EMS command personnel attempted to write down information such as the number of patients that were sent to each hospital. However, this proved to be an impossible task as other duties required their attention.

EMS command personnel decided that all responders were needed to perform response operations. Command personnel did not assign an aide to record information such as victim identification, descriptions of injuries, or the hospital where each victim was taken. After response operations ceased, the absence of information made it difficult for responders to create lists of missing persons, victims who had been transported to hospitals, and unknown fatalities. It also prevented command personnel from accurately reconstructing the magnitude of the EMS response to the Station Club fire.

*The Station Club Fire After-Action Report* concluded that EMS command personnel should assign an aide to help with the administrative aspects of command as soon as resources allow and conditions warrant after an MCI.

### CITATION

Kennedy, Leo. Deputy Chief EMS Director for Cranston, RI. Correspondence with *Lessons Learned Information Sharing*. 16 Aug 2005.

Titan Systems Corporation. *Rhode Island: The Station Club Fire After-Action Report: State, Local, and Federal Government and the Private Sector*. 13 Jul 2004.

[https://www.llis.dhs.gov/member/secure/detail.cfm?content\\_id=10806](https://www.llis.dhs.gov/member/secure/detail.cfm?content_id=10806)

### DISCLAIMER

*Lessons Learned Information Sharing (LLIS.gov)* is the US Department of Homeland Security/Federal Emergency Management Agency's national online network of lessons learned, best practices, and innovative ideas for the emergency response and homeland security communities. The Web site and its contents are provided for informational

purposes only, without warranty or guarantee of any kind, and do not represent the official positions of the US Department of Homeland Security. For more information on *LLIS.gov*, please email [Feedback@llis.dhs.gov](mailto:Feedback@llis.dhs.gov) or visit [www.llis.gov](http://www.llis.gov).