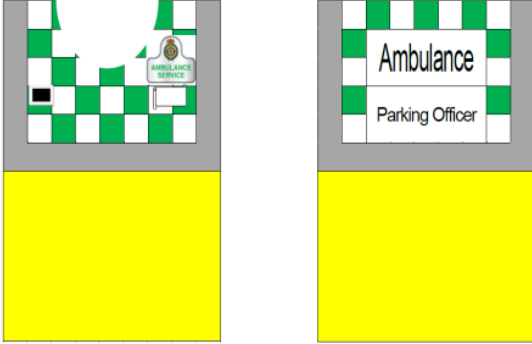


PARKING OFFICER

1st of 2 cards

PARKING OFFICER			
TASK	DESCRIPTION	✓	TIME
			
1	Don "Parking Officer" tabard and protective helmet.		
2	Check communications/radio talk group and start a log.		
3	Establish an appropriate safe location to park further resources likely to arrive at the incident and inform Ambulance Control Room and Bronze Commander.		
4	Remember that ambulances will leave scene and response cars and other specialist units will probably remain at scene.		
5	Liaise with police officers to ensure that the parking location is secure and access and egress is maintained, escalate to Bronze commander if required.		
6	Manage the arrival and safe parking of incoming vehicles and brief ambulance crews on any specific routes to and from the Casualty Clearing Station (Sterile Route).		
7	Brief staff regarding the key locations and any hazards.		
8	Ensure that all staff attending are wearing the appropriate PPE.		
9	Maintain records of attending staff and call signs including: <ul style="list-style-type: none"> • Qualification level – Paramedic/Technician etc • Vehicles – e.g. type and capacity • Mobile teams, BASICS, HART, MERITs, SORT, VAS 		
10	Ensure that blue lights are turned off and vehicles are left unlocked with keys in the ignition.		
11	Direct staff from the parking point to the Sector Commander or Bronze Commander for tasking as required		
12	Facilitate the transportation of equipment from the vehicles as required.		

PARKING OFFICER

13	Compile a debrief report of the incident.		
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MARSHALLING / PARKING POINT LOG					
TO BE USED BY THE MARSHALLING/PARKING OFFICER ON ARRIVAL OF VEHICLES					
NAME & ORGANISATION	VEHICLE CALLSIGN	TIME OF ARRIVAL	QUALIFICATION	DEPLOYED TO	TIME DEPLOYED