Scene Management and Coordination

Training Module — Disaster Scene Organization, Incident Command System, Triage & Record Keeping



Preparedness is a practice.

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1. SCENE MANAGEMENT — DEFINITION AND SCOPE



1.1 What is Scene Management?

Scene management is the entirety of operations carried out with appropriate, correct, and timely intervention within the framework of predetermined plans and rules. It refers to all units operating in the field acting with a common understanding of command to eliminate confusion, use resources efficiently, and make intervention effective in the shortest time.

A well-managed scene means fewer casualties, faster rescue, less material damage, and lower psychological trauma.

BASIC PRINCIPLE

Scene management is managed with a plan, not with panic. The better the preparation in advance, the faster and more accurate the decisions made in the field.

2. FIVE MAIN HEADINGS OF SCENE MANAGEMENT (Part 1)



■ 1 — Determining the Type of Incident

The most critical action in the first seconds is answering: Where? When? What happened?

Incident types (explosion, earthquake, flood, fire, HAZMAT) dictate response protocols and expert unit dispatch.

■ 2 — Preventing Secondary Hazards

Secondary hazards (aftershocks, gas leaks, structural collapse, crowd encroachment) threaten responders.

Mandatory Controls: Shut off gas/power/water lines; verify building stability; perform HAZMAT detection before entry.

⚠ **CAUTION:** Misidentifying incident type leads to wrong equipment and protocol deployment, prolonging response time and risking additional loss of life.

2. FIVE MAIN HEADINGS OF SCENE MANAGEMENT (Part 2)



■ 3 — Protection of Property

Documenting and securing material and moral assets in the incident area. Prevents looting, respects legal responsibility, and preserves human dignity.

■ 4 — Effective Use of Available Resources

Deploying personnel according to job descriptions, positioning equipment efficiently, reserving surplus resources, and avoiding task duplication.

■ 5 — Mitigation and Management of Damages

Integrating rapid assessment, correct triage, and immediate intervention to minimize life and material losses.

📌 **RESOURCE MANAGEMENT TIP:** Assign distinct operational sectors to incoming teams before field dispatch to prevent overlap and resource waste.

3. PREPARATION IN SCENE ORGANIZATION



3.1 Advantages of Preparation

Enables rapid, healthy field decisions; eliminates time wasted on priority debates; ensures smooth operation transitions through scenario exercises.

3.2 Pre-Scene Assessment Categories

1. Area Info (address, coordinates, access routes)
2. Population Info (affected count, demographics, evacuation status)
3. Hazard Info (incident type, ongoing risks, secondary threats)
4. Resource Info (team capacity, vehicles, logistics, financial support)

4. UNFORESEEN SITUATIONS ENCOUNTERED IN THE FIELD



4.1 Arrival of First Team at Scene

Assume command immediately; send status report to higher command; establish Incident Command Center (ICC); contact police for perimeter security.

4.2 Arrival of Multiple Teams

Execute task division by sector; establish triage prioritization to prevent crowding and resource waste.

4.3 Field Challenges & Unexpected Events

Manage panicked crowds, media pressure, authority conflicts, communication outages (deploy backup courier protocols), and public statements.

5. SCENE MANAGEMENT DUTY DISTRIBUTION



Scene Manager
Takes overall command; approves field decisions; coordinates unit leads; liaises with higher command.

Communication Officer
Maintains uninterrupted radio/satellite links; logs notifications; relays manager commands.

Logistics Officer
Supplies equipment, fuel, food, and shelter; manages inventory tracking.

Medical Area Officer
Establishes field medical post; supervises triage and medical staff.

Triage Officer
Determines urgency categories for casualties; maintains triage logs.

Intervention Officer
Manages technical rescue and medical stabilization according to triage sequence.

Transport Officer
Organizes ambulance dispatch and victim transport to designated hospitals.

6. SCENE TEAMS AND DUTIES



🚑 6.1 Triage Team (Color Priority Codes)

- Red (Urgent): Immediate life threat; priority 1.
- Yellow (Delayed): Serious injury; stable for short delay.
- Green (Minimal): Light injury; ambulatory.
- Black (Deceased/Expectant): Deceased or unsalvageable.

🚑 6.2 Intervention Team

Executes medical stabilization and extrication strictly according to triage sequence; stepping out of order risks critical lives.

🚑 6.3 Communication Team

Logs field developments, manages radios/satellite devices, and executes pre-planned backup protocols when primary links fail.

7. RECORD KEEPING AND FORMS



Casualty Registration Form
Logs patient identity, location, and condition for legal and family notification.

Scene Triage Registration Form
Documents triage categories, urgency codes, and timestamped priority levels.

Scene Intervention Form
Records medical aid administered, duration, and responder signatures.

Ambulance Dispatch Form
Tracks ambulance plate, destination hospital, timestamp, and receiving doctor signature.

Valuables Registration Form
Lists personal property found, finder details, tag numbers, and custody transfers.

Team Change & Duty Termination Forms
Formalizes shift handovers and operation closure accounting.

LESSON PLAN — Scene Management & Coordination



General Objective: Equip responders with theoretical and practical experience in disaster scene coordination, incident command, and field problem-solving.

Module Topic	Time	Instructional Strategy & Assessment
1. Basic Concepts & Introduction	10 min	Interactive presentation & team dialogue
2. Five Main Headings of Scene Management	20 min	Scenario lecture & oral Q&A
3. Preparation & Pre-Scene Assessment	15 min	Field data analysis & checklist review
4. Duty Distribution & Team Roles	20 min	Tabletop role simulation & matrix exercise
5. Triage, Records & Evaluation	30 min	Exit test, short quiz & self-assessment

INSTRUCTOR NOTES & FACILITATION GUIDE

CARDS2 — Vulnerable Person Support Cards



Support Category	Specific Vulnerability Need	Assigned Warden Duty
Mobility Assistance	Wheelchair / Limited stair mobility	Deploy evacuation chair; escort down rear stair.
Sensory Support	Hearing impairment / Visual impairment	Direct physical guidance & written instruction card.

1. Facilitation Approach

Encourage open discussion; use real-life examples; combine short lectures with interactive team drills.

2. Time Management

Monitor session flow closely; provide clear time reminders; adjust pace based on participant engagement.

3. Context Adaptation

Adapt case studies to local disaster risks (earthquake, flood); respect regional cultural norms.

4. Group Activity Management

Explain instructions clearly before starting tabletop exercises; assign specific group roles (lead, recorder).

5. Sensitive Topics & Welfare

Handle trauma discussions with respect; monitor responder fatigue; provide psychological support guidance.

PROJECT PARTNERS & REFERENCES



- FEMA (2020). National Incident Management System (NIMS) Incident Command System Guide.
- UNDRR (2019). Disaster Scene Management and Emergency Response Framework.
- INSARAG (2020). Search and Rescue Operational Guidelines: Scene Organization and Coordination.
- World Bank (2018). Disaster Reconstruction and Scene Safety Operations Manual. Washington, DC.

Project Note: Prepared within the 'Be Ready for Life' (BeR4) Erasmus+ Capacity Building Project (Ref: 101246424) funded by the European Union. All scene management forms, triage rubrics, and incident command charts can be published as interactive WP3 web components.

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WP3 | EDITION 2026