

SAN JOAQUIN COUNTY  
EMERGENCY MEDICAL SERVICES AGENCY**TITLE: DISASTER CONTROL FACILITY DESIGNATION**EMS Policy No. **7020****PURPOSE:**

The purpose of this policy is to establish requirements for the designation as the Disaster Control Facility (DCF) in San Joaquin County.

**AUTHORITY:** Health and Safety Code, Division 2.5, §1797.220, 1798 et seq.

**DEFINITIONS:** See SJCEMSA Policy Definitions.

**BACKGROUND:**

The DCF is responsible for the dispersal of patients during all Multi Casualty Incidents (MCIs) through the coordination of hospital bed polling. The DCF maintains ongoing communication with the Medical Branch Director (MBD) or Medical Group Supervisor (MGS) during all MCIs and hospitals for a coordinated and safe dispersal of patients.

**POLICY:**

The San Joaquin County DCF shall be designated by SJCEMSA and shall meet and maintain the following criteria:

**PROCEDURE:**

The SJCEMSA designated DCF shall perform the following services and functions:

I. **DCF Services and Functions:**

- A. Initiate and manage hospital bed polling in accordance with SJCEMSA's policies.
- B. Communicate and provide patient destinations to Medical Branch/Group Supervisor in accordance with SJCEMSA's policies.
- C. Staff and maintain a computer with internet connection for utilization and monitoring of EMResource™ (or designated hospital bed polling system) information system 24-hour per day.
- D. Participate in local, regional, and state disaster exercises.
- E. Perform weekly bed polling drills as specified by SJCEMSA.

Effective: March 1, 2026

Supersedes: February 1998

Approved: *Katherine Shafer, MD*  
Medical Director

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F. MCI communication with the DCF will be conducted on Med Net channel 6, in accordance with SJCEMSA Policy No. 3400, Med Net Radio Communications Plan.

**II. DCF Personnel:****A. DCF Liaison:**

The DCF shall designate a person responsible for the overall supervision of the DCF program within the facility and for assuring that the facility's responsibilities specified by agreement and policy are met.

**III. DCF Policies and Procedures:**

- A. Process and equipment in place to utilize and maintain two-way telecommunications equipment, as specified by SJCEMSA, capable of direct two-way voice communications with prehospital emergency medical care personnel in the San Joaquin County EMS system.
- B. Process and equipment in place to utilize and maintain a dedicated telephone line for communications with prehospital emergency medical care personnel.
- C. Process and equipment in place to utilize and maintain a dedicated communication teleconference system to communicate to each San Joaquin County receiving hospital and SJCEMSA simultaneously.
- D. Process and equipment in place to utilize EMResource™ (or designated hospital bed polling system) on a dedicated computer to aid in the management of multi-casualty incidents as specified by SJCEMSA.

**IV. Quality Improvement Requirements:**

- A. The DCF shall utilize and maintain a DCF log approved by the San Joaquin County EMS Agency to be submitted on a monthly basis.
- B. The DCF shall participate in the SJCEMSA continuous quality improvement (CQI) program which includes making available all relevant records for program monitoring and evaluation.

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C. The DCF shall perform daily teleconference system drills to communicate with each San Joaquin County receiving hospital and SJCEMSA simultaneously. The Mobile Intensive Care Nurse performing the daily drill shall state, "This is the Disaster Control Facility, when your hospital is called upon, state your hospital's status and verify that EMResource is updated and fully functional". A daily log of these drills shall be maintained by the DCF.

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