

Tracking and Packing Records

A. If objects are to be moved to another location for triage:

1. Check object number against an inventory of the space. If there is no inventory, a removal inventory must be created.
2. Note object's destination.
3. If a number of objects are packed in a box or other container, write a number on the container and note box number on object's record.
4. Reconcile all inventory and location records. All objects that were not removed from the incident site should be inventoried. This will complete the accounting for all objects in that space.

B. At the triage site:

1. Check in objects on arrival at the triage site.
2. Make a note of relevant condition information that may not yet have been recorded.
3. Sort objects according to treatment needed and priority. (e.g., record a treatment priority (high, medium, low), and a type of treatment (freeze-dry, air-dry, rinse).
4. If objects are to be packed and transported (for example to a freeze-dry facility), create a packing list for each box, and label boxes on three sides with treatment priority symbol and destination symbol.