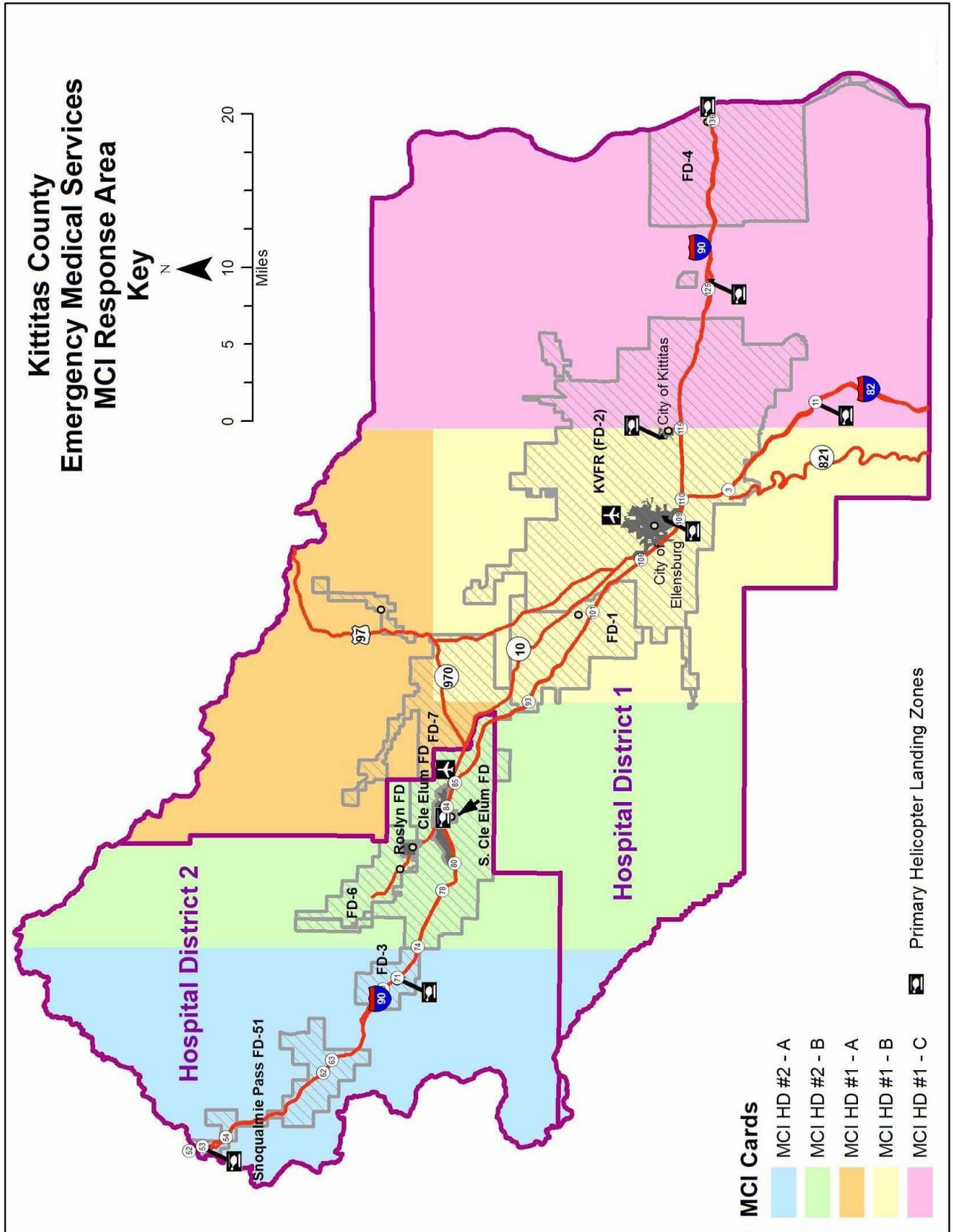


KITTITAS COUNTY EMS – MCI RESPONSE CARDS

(UPDATED 10-2022)



INCIDENT COMMAND CHECKLIST

RESPONSIBILITIES:

Assume responsibility for the entire Mass Casualty Incident.

DUTY CHECKLIST:

- [] Assure MCI Card activation with KITTCOM
- [] Identify previous Incident Commander and facilitate transfer of command if needed.
- [] Don Identification vest
- [] Identify the incident command post and establish unified command if needed.
- [] Assess situation and determine needs, refer to MCI Card for resource activation.
- [] Attempt accessibility of location and its services when appropriate.
- [] Identify Staging, and if appropriate, Staging Area Manager.
- [] Contact and work in close communication to Medical Group Supervisor.
- [] Request additional equipment and/or manpower as necessary
- [] Identify a PIO and Safety Officer – personnel permitting.
- [] Maintain scene security
- [] Direct outside support agencies as needed:
 - [] **Hospital Control 509-899-4151 (Alternate 509-933-8739)**
 - [] Law Enforcement
 - [] Medical Examiner
 - [] Public Utilities
 - [] Red Cross

MEDICAL GROUP SUPERVISOR CHECKLIST

RESPONSIBILITIES:

Direct and supervise the overall medical operations.

DUTY CHECKLIST:

- [] Report to and work in close communication to the Incident Commander, with priority to directly oversee the medical operations.
- [] Obtain needed equipment (vest, clipboard, checklists, triage kits, etc.).
- [] Don Identification vest
- [] Assess medical situation and needs, report to COMMAND.
- [] Assure that all appropriate medical positions are filled:
 - [] Triage
 - [] Treatment
 - [] Transport
- [] Establish communication with **Hospital Control 509-899-4151 (Alternate 509-933-8739)**, request to activate protocol for MCI. Give **Hospital Control** size-up of situation with estimated number of casualties and categories of injured (#red, #yellow, #green).
- [] Establish funnel point from triage to treatment. Number patients on forehead and re-triage if needed as patients pass through.
- [] Consult with Treatment Leader on location of treatment area.
- [] Consult with Transport Leader regarding location of transport area and establishment of communication with **Hospital Control**.
- [] Establish an equipment pool adjacent to the treatment area for incoming medical equipment. Coordinate with Staging Manager if assigned.
- [] Establish a manpower pool for Litter Bearers. Assure proper equipment, lifting teams, and techniques. Notify Triage and Treatment Leaders.

TRIAGE LEADER CHECKLIST

RESPONSIBILITIES:

Direct and coordinate the evaluation, prioritizing, and tagging of casualties. TRIAGE will coordinate litter bearers to facilitate patient movements.

DUTY CHECKLIST:

- [] Don Identification vest
- [] Obtain needed equipment (MCI Cards w/checklists and tracking forms, triage belt, clipboard, vest).
- [] Identify triage member(s) and implement triage process.
- [] Estimate number of casualties (categorize R, Y, G and report to Medical Group).
- [] Consult with Medical Group Supervisor on location of funnel point.
- [] Facilitate numbering of casualties at funnel point.
- [] Acquire medical supplies for transporting patients to treatment area.
- [] Identify and brief the Litter Bearers on job assignments.
- [] Coordinate with Treatment Leader to assure that patients are being delivered to the correct treatment area.
- [] Request resources for Disability and Accessible Functional Needs when needed.
- [] Maintain safety and security of the triage area.
- [] Keep Medical Group Supervisor informed of your status.
- [] Report to Medical Group Supervisor for reassignment when triage is completed.

TREATMENT LEADER CHECKLIST

RESPONSIBILITIES:

Direct and coordinate treatment of patients in treatment area.

DUTY CHECKLIST:

- [] Don Identification vest
- [] Obtain needed supplies (MCI card w/tracking charts, triage tags, medical supplies, Blankets, etc.)
- [] Obtain estimated of the number of casualties
- [] Consult with Medical Group Supervisor to determine locations of treatment area.
- [] Set up treatment area into 3 sections; red, yellow, and green
- [] Using the treatment tracking form, record all patients entering the treatment area.
- [] Assure that all patients in treatment area are properly numbered (# on head and with numbered triage tag).
- [] Assign incoming EMS personnel to specific treatment section and assure that each treatment section is always manned.
- [] Assure that appropriate medical care is being delivered and patients are kept warm.
- [] Request resources for Disability and Accessible Functional Needs when needed.
- [] Request medical supplies or personnel needs through Medical Group Supervisor.
- [] Record patients on Treatment Tracking Form.
- [] Identify, as needed, medical leaders in each treatment section that are not allowed to leave.
- [] Coordinate with Transportation Leader, as soon as possible, to initiate Transport Plan. **DO NOT** wait for all patients to enter Treatment area before initiating transport to appropriate medical facility.

TRANSPORTATION LEADER CHECKLIST

RESPONSIBILITIES:

Coordinate with **Hospital Control 509-899-4151 (Alternate 509-933-8739)** and record the transportation of all patients to medical facilities. Transport will maintain radio communication with the Medical Group Supervisor to provide updates on patient distribution to receiving hospitals. **Hospital Control** will contact receiving hospitals for bed availability and recommend a Transport plan.

DUTY CHECKLIST:

- Don Identification vest.
- Obtain needed equipment (MCI Cards w/Transportation Tracking Chart, clipboard, vest, etc).
- Obtain estimated number of casualties and categories (#red, #yellow, #green)
- Identify a safe, efficient loading area (transportation corridor) adjacent to the treatment area. Secure access and egress routes and inform staging (coordinate with Staging Manager if assigned).
- Determine that an appropriate number of transport vehicles have been called to the incident.
- Additional equipment is requested through MED GROUP.
- Using the Transportation Tracking Form consult with Treatment Leader to determine when and what patients are ready for transport.
- Identify and brief Litter Bearers as necessary.
- Initiate communications with **Hospital Control-House Supervisor** for patient distribution. Text picture of Tracking Form when possible and provide updates as needed. Request receipt confirmation from HC. Communications should be maintained as needed for expeditious patient transfer.
- Be sure to document all patient destinations and transporting agencies on form. Text copy to **Hospital Control** once all patients are transported for accountability.
- Maintain security and safety in patient loading area.
- Collect ambulance supplies and equipment as needed for patient care during transport.

STAGING AREA MANAGER CHECKLIST

(If not under Operations)

RESPONSIBILITIES:

Establish a staging area for incoming emergency vehicles and personnel; directing emergency response vehicles to the staging area; stock piling equipment; informing the IC, OPS Chief or Medical Group Supervisor of the EMS certification levels of arriving personnel. Coordinate with the Transportation Leader the movement of arriving units and resources that will be transporting patients and directing the ambulance to the loading zone. Deployment of resources will be assigned by the Incident Commander or designee.

DUTY CHECKLIST:

- Don Identification vest
- Obtain needed supplies (MCI Cards w/Staging Tracking Chart, clipboard, etc).
- Obtain estimated number of casualties
- Consult with Transportation Leader to coordinate Transportation Corridor/Loading area.
- Designate staging location and ingress route, collaborating with the IC or Medical Group Supervisor (MGS).
- Log each arriving unit # and type of personnel on Staging Tracking Chart, provide information on quantity and types of units to the IC or MGS.
- Assign units to tasks as directed by the IC or MGS.
- Assure the arriving units have proper credentials for designated capability.
- Ensure a driver stays with each unit (preferably not EMS provider).
- Make radio contact with incoming units, manage ingress and ensure all transport units have immediate egress.
- Prevent freelancing.

Mass Casualty -- MCI HD#2-A (blue)

RESPONSE AREA: KC Hospital District #2 - West of I90 MP74 (West Nelson Siding) to MP53 (East Snoqualmie Summit), & all adjacent areas North & South

RESOURCE GOALS: As soon as initial number of patients is confirmed; resource notification is based on this number. MCI activation may be requested for fewer patients. Once minimum goals are met, additional resources need to be requested. Entrapment will be assumed at all MCI's unless directed otherwise. Resources are in addition to initial dispatch.

<u>15 or less PATIENTS:</u>	<u># EMS Units</u>	<u># FIRE/AID Units</u>	<u>AIR AMB.</u>
<ul style="list-style-type: none"> • 5 EMS transport units • 2 Fire units • 3 LE units • Launch 1 Helicopter (cancel if not needed) • See additional resource notification for "All Categories" 	1) HD#2 Medic 2 units 2) FD#7– Amb/Aid 2 units	1) FD#3 Aid Extrication Engine 2) FD#7 2 Engines Extrication Rehab. Rig	1) ALNW 2) Life Flight 3) Yakima TC
<u>16-30 PATIENTS:</u> <ul style="list-style-type: none"> • 7 EMS transport units • 3 Fire units • 4 LE units • Launch 2 Helicopters (cancel if not needed) • See additional resource notification for "All Categories" 	4) SnqPass Amb 5) CEFD-Amb 6) RFD-Aid 7) SnoqPass-Aid	3) FD#51 Aid 2 Engines Extrication 4) CEFD Aid Engine Extrication 5) FD#6 Aid Engine	<u>Radio Channels</u> 1 - FIRE OPS 2 - FIRE PAGE 3 - FIRE TAC 3 4 - County Interop "Tac 1" 5 - FIRE TAC 5 6 - OSCCR 7 - FIRE TAC 7 8 - SnoqPass 9 - LERN 10 - SAR 11 - HEAR 12 - DNR Common 13 - DNR TAC 14 - DNR Peoh 15 - DNR AG 1 16 - Red Net LAW MAIN LAW ALT
<u>31 or more PATIENTS:</u> <ul style="list-style-type: none"> • 10 EMS transport units (Automatic request for King Cty. Medic Strike Team Request) • 4 Fire units • 5 LE units • Request King County MCI Trailer (w/ETA) • Search and Rescue Coordinator • Launch 3 Helicopters (cancel if not needed) • See additional resource notification for "All Categories" 	8) KVFR Medic 2-3 units 8) King Cty. (Request # of units still needed. Request call back to confirm # sending & ETA)	6) ESF&R Engine 7) Roslyn FD Engine 8) KCFD#1 Rescue Unit	
<u>NOTIFICATIONS FOR ALL CATEGORIES as needed:</u> <ul style="list-style-type: none"> • KCFD#1 Rescue Unit • KVH House Supervisor 509-899-4151 / 509-933-8739 • Bus • Red Cross • Coroner as needed • Central WA Disability Resources (DAFN-FAST Team) • KITTCOM Director 			

ON SCENE REMINDERS

IC or On-scene Responders – Cancel or increase # of units & **HELICOPTERS** per need

Agency Move-up Options: Kittitas Valley Fire & Rescue, Cle Elum Fire Dept., FD#7, FD#6, Roslyn FD

Additional Manpower/Resource Options: Search & Rescue, Community Emergency Response Teams (CERT), CWU EMS Students, King or Yakima County MCI Trailer

Special Resource Considerations: Department of Transportation, Public Works, Public Health Dept. (Environmental Health), Hospital Decontamination Unit, Department of Ecology, Mental Health, BNSF, ARES/RACES, DAFN

If KVH is on "Total Divert" or "Closed" status neighboring hospitals will be notified by KVH staff.

Mass Casualty -- MCI HD#2-B (green)

RESPONSE AREA: KC Hospital District #2 - East of I90 MP74 (West Nelson Siding) to MP93 (Elk Heights), SR 903, SR970, & all adjacent areas North & South

RESOURCE GOALS: As soon as initial number of patients is confirmed, begin notification based upon the number of patients. MCI activation may be requested for fewer patients. Once goals are met, discontinue notification. Assume entrapment of all MCI's unless directed otherwise. Resources are in addition to initial dispatch.

<u>15 or less PATIENTS:</u>	<u># EMS Units</u>	<u># FIRE/AID Units</u>	<u>AIR AMB.</u>
<ul style="list-style-type: none"> • 5 EMS transport units • 2 Fire units • 3 LE units • Launch 1 Helicopter (cancel if not needed) • See additional resource notification for "All Categories" 	1) HD#2 Medic 2 units 2) FD#7-Amb/Aid 2 units	1) FD#7 Aid 2 Engines Extrication Rehab. Rig 2) KCFD#1 Aid Engine Extrication Rescue Unit 3) CEFD Aid 2 Engines Extrication	1) ALNW 2) Life Flight 3) Yakima TC
<u>16-30 PATIENTS:</u> <ul style="list-style-type: none"> • 7 EMS transport units • 3 Fire units • 4 LE units • Launch 2 Helicopters (cancel if not needed) • See additional resource notification for "All Categories" 	3) CEFD-Amb 4) KVFR Medic 2-3 units 5) RFD-Aid 6) SnoqPass-Aid	3) CEFD Aid 2 Engines Extrication 4) FD#3 Aid Engine Extrication 5) SPFR Aid Engine Extrication	<u>Radio Channels</u> 1 - FIRE OPS 2 - FIRE PAGE 3 - FIRE TAC 4 - County Interop "Tac 1" 5 - FIRE TAC 6 - OSCCR 7 - FIRE TAC 8 - SnoqPass 9 - LERN 10 - SAR 11 - HEAR 12 - DNR Common 13 - DNR TAC 14 - DNR Peoh 15 - DNR AG 1 16 - Red Net LAW MAIN LAW ALT
<u>31 or more PATIENTS:</u> <ul style="list-style-type: none"> • 10 EMS transport units (Automatic request for King Cty. Medic Strike Team) • 4 Fire units • 5 LE units • Request King or Yakima County MCI Trailer (w/ETA) • Search and Rescue Coordinator • Launch 3 Helicopters (cancel if not needed) • See additional resource notification for "All Categories" 	7) King or Yakima Cty. (Request # of units still needed. Request call back to confirm # sending & ETA)		
<u>NOTIFICATIONS FOR ALL CATEGORIES as needed:</u> <ul style="list-style-type: none"> • KCFD#1 Rescue Unit • KVH House Supervisor 509-899-4151 /509-933-8739 • Bus • Red Cross • Coroner as needed • Central WA Disability Resources (DAFN-FAST Team) • KITTCOM Director 			

ON SCENE REMINDERS

IC or On-scene Responders – Cancel or increase # of units & **HELICOPTERS** per need

Agency Move-up Options: Kittitas Valley Fire & Rescue, SPF&R, FD#1, FD#3, FD#6, Roslyn FD,

Additional Manpower/Resource Options: Search & Rescue, Community Emergency Response Teams (CERT), CWU EMS Students, King or Yakima County MCI Trailer

Special Resource Considerations: Department of Transportation, Public Works, Public Health Dept. (Environmental Health), Hospital Decontamination Unit, Department of Ecology, Mental Health, BNSF, ARES/RACES

If KVH is on "Total Divert" or "Closed" status neighboring hospitals will be notified by KVH staff.

Mass Casualty -- MCI HD#1-A (orange)

RESPONSE AREA: KCHD#1, Hwy 97 (Blewett Pass), & all adjacent areas

RESOURCE GOALS: As soon as initial number of patients is confirmed; resource notification is based on this number. MCI activation may be requested for fewer patients. Once minimum goals are met, additional resources need to be requested. Entrapment will be assumed at all MCI's unless directed otherwise. *Resources are in addition to initial dispatch.*

<u>15 or less PATIENTS:</u>	<u># EMS Units</u>	<u># FIRE/AID Units</u>	<u>AIR AMB.</u>
<ul style="list-style-type: none"> • 5 EMS transport units • 2 Fire units • 3 LE units • Launch 1 Helicopter (cancel if not needed) • See additional resource notification for "All Categories" 	1) KVFR Medic 2-3 units 2) HD#2 Medic 3) FD#7-Amb/Aid 2 units 4) CEFD-Amb 5) Ballard or Lifeline Amb. 1-4 units	1) FD#7 Aid 1-4 Engines Extrication 2) KCFD#1 Rescue Unit Aid Engine 3) KVFR 1-2 Engines Extrication 4) CEFD Aid Engine Extrication	1) ALNW 2) Life Flight 3) Yakima TC
<u>16-30 PATIENTS:</u> <ul style="list-style-type: none"> • 7 EMS transport units • 3 Fire units • 4 LE units • Launch 2 Helicopters (cancel if not needed) • See additional resource notification for "All Categories" 	6) Yakima (AMR/ALS) 1-2 units 7) Wenatchee or Yakima: (Request # of units still needed. Request call back to confirm # sending & ETA)		<u>Radio Channels</u> 1 - FIRE OPS 2 - FIRE PAGE 3 - FIRE TAC 4 - County Interop "Tac 1" 5 - FIRE TAC 6 - OSCCR 7 - FIRE TAC 8 - SnoqPass 9 - LERN 10 - SAR 11 - HEAR 12 - DNR Common 13 - DNR TAC 14 - DNR Peoh 15 - DNR AG 1 16 - Red Net LAW MAIN LAW ALT
<u>31 or more PATIENTS:</u> <ul style="list-style-type: none"> • 10 EMS transport units (medic strike team) • 4 Fire units • 5 LE units • Request Yakima County MCI Trailer (w/ETA) • Search and Rescue Coordinator • Launch 3 Helicopters (cancel if not needed) • See additional resource notification for "All Categories" 			
<u>NOTIFICATIONS FOR ALL CATEGORIES as needed:</u> <ul style="list-style-type: none"> • KCFD#1 Rescue Unit • KVH House Supervisor 509-899-4151 / 509-933-8739 • Bus • Red Cross • Coroner as needed • Central WA Disability Resources (DAFN-FAST Team) • KITTCOM Director 			

ON SCENE REMINDERS

IC or On-scene Responders – Cancel or increase # of units & **HELICOPTERS** per need

Agency Move-up Options: KCFD#1, HD#2, Yakima FD, KCFD#6, Roslyn FD

Additional Manpower/Resource Options: Search & Rescue, Community Emergency Response Teams (CERT), CWU EMS Students, King or Yakima County MCI Trailer

Special Resource Considerations: Department of Transportation, Public Works, Public Health Dept. (Environmental Health), Hospital Decontamination Unit, Department of Ecology, Mental Health, BNSF, ARES/RACES

If KVH is on "Total Divert" or "Closed" status neighboring hospitals will be notified by KVH staff.

Mass Casualty -- MCI HD#1-B (Yellow)

RESPONSE AREA: KCHD#1, West of City of Kittitas, South of Lauderdale Intersection, East of Elk Heights MP93, & all adjacent areas

RESOURCE GOALS: As soon as initial number of patients is confirmed; resource notification is based on this number. MCI activation may be requested for fewer patients. Once minimum goals are met, additional resources need to be requested. Entrapment will be assumed at all MCI's unless directed otherwise. Resources are in addition to initial dispatch.

<u>15 or less PATIENTS:</u>	<u># EMS Units</u>	<u># FIRE/AID Units</u>	<u>AIR AMB.</u>
<ul style="list-style-type: none"> • 5 EMS transport units • 2 Fire units • 3 LE units • Launch 1 Helicopter (cancel if not needed) • See additional resource notification for "All Categories" 	1) KVFR Medic 2-3 units 2) HD#2 Medic 3) FD#7-Amb/Aid 2 units 4) CEFD-Amb 5) Yakima (AMR/ALS) 1-4 units 6) HD#2 Medic 7) Sunnyside Medic Unit 8) King or Yakima Cty.	1) KVFR Aid 1-5 Engines 1-2Extrication 2) KCFD#1 Aid Engine Rescue Unit 3) FD#7 Engine Extrication 4) CEFD Engine	1) ALNW 2) Life Flight 3) Yakima TC
<u>16-30 PATIENTS:</u> <ul style="list-style-type: none"> • 7 EMS transport units • 3 Fire units • 4 LE units • Launch 2 Helicopters (cancel if not needed) • See additional resource notification for "All Categories" 			<u>Radio Channels</u> 1 - FIRE OPS 2 - FIRE PAGE 3 - FIRE TAC 4 - County Interop "Tac 1" 5 - FIRE TAC 6 - OSCCR 7 - FIRE TAC 8 - SnoqPass 9 - LERN 10 - SAR 11 - HEAR 12 - DNR Common 13 - DNR TAC 14 - DNR Peoh 15 - DNR AG 16 - Red Net LAW MAIN LAW ALT
<u>31 or more PATIENTS:</u> <ul style="list-style-type: none"> • 10 EMS transport units (medic strike team) • 4 Fire units • 5 LE units • Request Yakima County MCI Trailer (w/ETA) • Search and Rescue Coordinator • Launch 3 Helicopters (cancel if not needed) • See additional resource notification for "All Categories" 			
<u>NOTIFICATIONS FOR ALL CATEGORIES as needed:</u> <ul style="list-style-type: none"> • KCFD#1 Rescue Unit • KVH House Supervisor 509-899-4151 /509-933-8739 • Bus • Red Cross • Coroner as needed • Central WA Disability Resources (DAFN-FAST Team) • KITTCOM Director 	(Request # of units still needed. Request call back to confirm # sending & ETA)		

ON SCENE REMINDERS

IC or On-scene Responders – Cancel or increase # of units & **HELICOPTERS** per need

Agency Move-up Options: KCFD#1, KCFD#6, KCFD#7, HD#2, Roslyn Fire Dept.

Additional Manpower/Resource Options: Search & Rescue, Community Emergency Response Teams (CERT), CWU EMS Students, King or Yakima County MCI Trailer

Special Resource Considerations: Department of Transportation, Public Works, Public Health Dept. (Environmental Health), Hospital Decontamination Unit, Department of Ecology, Mental Health, BNSF, ARES/RACES

If KVH is on "Total Divert" or "Closed" status neighboring hospitals will be notified by KVH staff.

Mass Casualty -- MCI HD#1-C (pink)

RESPONSE AREA: KCHD#1, Vantage and HD#1 East of City of Kittitas, & all adjacent areas

RESOURCE GOALS: As soon as initial number of patients is confirmed; resource notification is based on this number. MCI activation may be requested for fewer patients. Once minimum goals are met, additional resources need to be requested. Entrapment will be assumed at all MCI's unless directed otherwise. Resources are in addition to initial dispatch.

<u>15 or less PATIENTS:</u>	<u># EMS Units</u>	<u># FIRE/AID Units</u>	<u>AIR AMB.</u>
<ul style="list-style-type: none"> • 5 EMS transport units • 2 Fire units • 3 LE units • Launch 1 Helicopter (cancel if not needed) • See additional resource notification for "All Categories" 	1) KVFR Medic 2-3 units 2) HD#2 Medic	1) KVFR Aid 1-4 Engines 1-2Extrication	1) ALNW 2) Life Flight 3) Yakima TC
<u>16-30 PATIENTS:</u> <ul style="list-style-type: none"> • 7 EMS transport units • 3 Fire units • 4 LE units • Launch 2 Helicopters (cancel if not needed) • See additional resource notification for "All Categories" 	3) Mattawa Ambulance 4) Quincy Ambulance 5) Yakima (AMR/ALS) 1-3 units	2) FD#4 Aid Engine 3) KCFD#1 Aid Engine Rescue Unit	<u>Radio Channels</u> 1 - FIRE OPS 2 - FIRE PAGE 3 - FIRE TAC 4 - County Interop "Tac 1" 5 - FIRE TAC 6 - OSCCR 7 - FIRE TAC 8 - SnoqPass 9 - LERN 10 - SAR 11 - HEAR 12 - DNR Common 13 - DNR TAC 14 - DNR Peoh 15 - DNR AG 1 16 - Red Net LAW MAIN LAW ALT
<u>31 or more PATIENTS:</u> <ul style="list-style-type: none"> • 10 EMS transport units (medic strike team) • 4 Fire units • 5 LE units • Request Yakima County MCI Trailer (w/ETA) • Search and Rescue Coordinator • Launch 3 Helicopters (cancel if not needed) • See additional resource notification for "All Categories" 	6) Moses Lake Amb. 7) Ballard/LL Ambulance 8) Wenatchee or Yakima: (Request # of units still needed. Request call back to confirm # sending & ETA)		
<u>NOTIFICATIONS FOR ALL CATEGORIES as needed:</u> <ul style="list-style-type: none"> • KCFD#1 Rescue Unit • KVH House Supervisor 509-899-4151 / 509-933-8739 • Bus • Red Cross • Coroner as needed • Central WA Disability Resources (DAFN-FAST Team) • KITTCOM Director 			

ON SCENE REMINDERS

IC or On-scene Responders – Cancel or increase # of units & **HELICOPTERS** per need

Agency Move-up Options: KCFD#1, KCFD#7, HD#2, Yakima FD, KCFD#6, Roslyn FD

Additional Manpower/Resource Options: Search & Rescue, Community Emergency Response Teams (CERT), CWU EMS Students, King or Yakima County MCI Trailer

Special Resource Considerations: Department of Transportation, Public Works, Public Health Dept. (Environmental Health), Hospital Decontamination Unit, Department of Ecology, Mental Health, BNSF, ARES/RACES

If KVH is on "Total Divert" or "Closed" status neighboring hospitals will be notified by KVH staff.

