

**IHSC Special Operations Unit (ISOU)
Medical Air Operations Guide
February 2023**



ICE

ICE Health Service Corps

FOREWORD

The 01-49 G-01 U.S. Immigration and Customs Enforcement (ICE) Health Service Corps (*IHSC*) *Special Operations Unit (ISOU) Medical Air Operations Guide* supplements the following IHSC directive and ICE Enforcement and Removal Operations (ERO) policy:

- IHSC Directive 01-49, IHSC Special Operations
- ERO 11500.1, ICE Air Operations Handbook

The IHSC Special Operations Unit (ISOU) authors and maintains this guide. It explains concepts, assigns responsibilities, and details procedures for the ISOU chief, ISOU mission support specialist, ISOU medical consultant, ISOU program managers, and Special Operations Reserve (SOR) members.

The intended audience include IHSC personnel, specifically the U.S. Public Health Service (PHS) officers who support ISOU medical air operations. This includes ISOU and SOR personnel, field medical coordinators, IHSC field staff, health services administrators, and medical consultants.

STEWART D SMITH

Stewart D. Smith, DHSc, FACHE
ERO Assistant Director
ICE Health Service Corps

Digitally signed by STEWART D SMITH
Date: 2021.01.21 11:45:30 -05'00'

Date

TABLE OF CONTENTS

Foreword	2
I. Introduction	5
II. Responsibilities of IHSC Staff	5
A. IHSC	5
B. ISOU	5
III. Requesting ISOU Medical Air Operations Support	5
A. Coordination	5
B. Procedures	6
IV. Personnel.....	6
A. ISOU Team	7
B. Crew Complement	7
V. Detained Noncitizen Medical Travel Clearance	8
A. Medical Transfer Summary	8
B. Medical Clearance	9
VI. ISOU Training and Equipment	10
A. Training	11
B. Equipment and Supplies	11
C. Infection Control	11
VII. Mission Management.....	11
A. Mission Preparation	11
B. Day of Mission.....	12
C. Care in Flight.....	13
D. Prior to landing	14
E. Arrival.....	15
F. Remain Overnight	15
VIII. Completion of Mission, Documentation and Debrief	16
A. Final Stop and Post-Mission.....	16
B. Debrief.....	16
C. Documentation	16
D. Travel Voucher.....	16
E. Flight Certificate	16

IX.	References	16
X.	Acronyms	17
XI.	List of Mission Forms	18
XII.	Mission Forms.....	19
	A. IHSC.SO. MF.1 Detained Noncitizen Clearance Form.....	19
	B. IHSC.SO. MF.2 Over-the-Counter Order Form	21
	C. IHSC.SO. MF.3 Over-the-Counter Admin Form	22
	D. IHSC.SO. MF.4 In-Transit Progress Note Form	23
	E. IHSC.SO. MF.5 Mission MAR Form.....	24
	F. IHSC.SO. MF.6 Mission Summary Form.....	25
	G. IHSC.SO. MF.7 Special Mission Report.....	31
	H. IHSC.SO. MF.8 Pre-Flight Patient Worksheet.....	33
	I. IHSC.SO. MF.9 Flight-Transport Screening	33
	J. IHSC.SO. MF.10 SBAR.....	36
	K. IHSC.SO. MF.11 Medical Equipment Operations Check	37
	L. IHSC.SO. MF.12A ICE Air 511 Medical Supply Bag Inventory Order Form ..	40
	M. IHSC.SO. MF.12B Inventory Order Form for Small Medical Supply Bag	41
	N. IHSC.SO. MF.13 Detained Noncitizen food allergy list	43
	O. IHSC 849, Medical Transfer Summary.....	45

I. INTRODUCTION

The IHSC Special Operations Unit (ISOU) provides medical support services and direct detained noncitizen care during all immigration enforcement operations outside of detention facilities. This IHSC guide details the ISOU Medical Air Operations Program.

II. RESPONSIBILITIES OF IHSC STAFF

A. IHSC

1. IHSC provides medical care to detained noncitizens in ICE custody.
2. Field medical coordinators (FMC) provide and arrange any durable medical equipment required for removal of a detained noncitizen originating from a non-IHSC facility. FMCs address any necessary continuity of care issues with the receiving country.
3. Health services administrators (HSA) or designees provide and arrange for any durable medical equipment required for removal of a detained noncitizen originating from an IHSC facility. HSAs or designees address any necessary continuity of care issues with the receiving country.
4. Detention facility medical staff medically clear detained noncitizens for transport.

B. ISOU

1. Provides medical care to ICE detained noncitizens outside of the detention facility, domestically and internationally.
2. Provides fitness for travel screenings, as well as humanitarian and medical escort screenings, for both ground and air travel, for all ICE detained noncitizens.
3. Liaises between medical, ICE operational, and support personnel (e.g., receiving facility medical personnel, receiving countries' dignitaries), to promote safety and continuity of care.
4. Provides medical support for all medical air operations, comprised of commercial medical escorts, domestic charters, and international special high-risk charters (SHRC).

III. REQUESTING ISOU MEDICAL AIR OPERATIONS SUPPORT

A. Coordination

1. ICE Air Operations must coordinate all requests for charter flight medical support through the ISOU chief and ISOU mission support specialist (MSS).
2. The ISOU chief coordinates all requests for commercial medical escort services.

3. The requesting IHSC facility staff and/or FMC must coordinate any detained noncitizen medical continuity of care requirements with the receiving facility or foreign government point of contact.

B. Procedures

1. The ISOU medical consultant must approve all requests for commercial medical escort services.
2. The requesting IHSC facility staff and/or IHSC FMC are responsible for providing any durable medical equipment required for a detained noncitizen.

IV. PERSONNEL

ISOU ORGANIZATIONAL CHART

(b)(7)(E)

A. ISOU Team

ISOU Chief: Supervises, guides, and directs all ISOU programs and assets.

ISOU Medical Consultant: A physician designated by the IHSC's Medical Services Unit to provide medical guidance for all ISOU missions.

ISOU Mission Support Specialist: Provides operational support for all ISOU missions to include staffing, scheduling, mission planning, coordination with ERO and IHSC health operations leadership, aircrew/sea special pay coordination, and ISOU purchasing.

ISOU Medical Aircrew Member (MAM): Full-time ISOU registered nurse (RN) or advanced practice provider (APP) who is fully trained and meets all standards set by ISOU.

Special Operations Reserve (SOR): RNs, APPs, and physicians who are fully trained to augment ISOU personnel, based on mission needs.

Medical Air Operations Officer: Manages all aspects of Medical Air Operations Program.

Ground Medical Support Officer: Manages all aspects of Ground Medical Support Program.

ISOU Training Program Officer: Manages, coordinates, develops, and maintains training opportunities to ensure a high state of mission readiness for all ISOU and SOR officers.

Medical Equipment and Personnel Safety Officer: Manages a program that obtains, maintains, and accounts for necessary medical equipment for detained noncitizen transport, as well as safety equipment for crew members.

Special Operations Reserve Program Officer: Liaises with SOR officers, and assigned SOR supervisors, in coordination with ISOU MSS.

Infection Control Officer: The ISOU infection control officer manages this collateral responsibility, assigned by the ISOU chief, under the advisement of the Public Health and Safety Preparedness Unit.

Medical Records Officer: Creates and maintains health records as necessary to comply with policy and procedures consistent with DHS, ICE/ERO, and IHSC requirements. The ISOU medical records officer manages this collateral responsibility, as assigned by the ISOU Chief.

B. Crew Complement

Medical Aircrew Members: ISOU may call upon MAMs to augment missions based on the number of available ISOU full-time staff, availability of SOR for

augmentation, and on the training needs of members in orientation status.

Commercial Medical Escort: One MAM who is assigned to provide all enroute care for the detained noncitizen.

Charter Flight/Special High-Risk Charter Flight: The mission duration and number of detained noncitizens manifested for flight dictate the number of MAMs assigned to each mission.

MAM	Mission Time	Manifest
(b)(7)(E)		

V. DETAINED NONCITIZEN MEDICAL TRAVEL CLEARANCE

A. Medical Transfer Summary

A medical provider from the sending facility must medically clear every detained noncitizen for flight prior to transport. The medical provider must document this clearance on a hard copy transfer medical summary. The MAM assigned to the flight makes the final decision regarding medical clearance.

The Medical Transfer Summary must include the following:

- Name
- Alien number
- Gender
- Date of birth
- Age
- Country of origin/nationality
- Any current medical diagnosis
- Any current prescription medication
- Any allergies to medication and/or food
- Any current medical treatments

- Negative tuberculosis (TB) screening within the last year (e.g. negative PPD, OR negative chest x-ray [CXR], OR negative tuberculosis symptom screen)
- Relevant laboratory results
- Relevant diagnostic imaging results
- Any required durable medical equipment

All detained noncitizens must arrive with a hard copy of their medical transfer summary from the electronic health record. The following examples satisfy this requirement:

- IHSC eClinicalWorks (eCW) Medical Transfer Summary
- IHSC 849, Medical Transfer Summary
- USM 553 Medical Summary of Federal Prisoner/Alien in Transit
- BP S659 Medical Summary of Federal Prisoner/Alien in Transit

Exception: Detained noncitizens apprehended during ICE ground operations or apprehended within 72 hours of scheduled air travel. An ICE ground operation, followed by air transportation of the apprehended detained noncitizens, may preclude the use of the above medical transfer summary forms.

- a. In the absence of any medical screening documentation, the MAM should use IHSC SO.MF.9 Flight Transportation Screening Form to assess detained noncitizens apprehended within 72 hours of domestic air transportation.
- b. The MAM must still screen and clear all detained noncitizens for flight; however, they must document the “Fit for Flight” status on the I-216 Record of Persons and Property Transferred.
- c. The I-216 must include a written statement from the MAM stating, “*All detained noncitizens are fit for flight,*” followed by the date, time, rank (if applicable), name, signature and credentials of the MAM.

B. Medical Clearance

1. **Tuberculosis Clearance:** Detained noncitizens whose TB screening yields positive results, or who are undergoing treatment for TB, must have documentation indicating they are medically cleared for travel. The medical transfer summary must include the most recent TB-Case Management (TB-CM) note, documenting three consecutive negative acid-fast bacilli (AFB) sputum smears, as well as the current TB medication regimen, including start and stop dates. If the detained noncitizen has not yet completed TB

treatment, they must travel with a minimum 15-day supply of the prescribed TB medications.

2. **HIV:** Any known HIV-positive detained noncitizen undergoing medical treatment (e.g., antiretroviral regimens) must travel with, at a minimum, a 30-day supply of their prescribed HIV medications. The transfer medical summary must document the relevant laboratory results and current medication regimen.
3. **Other Communicable Disease:** Detained noncitizens who were recently diagnosed with, or suspected of having, a communicable disease, must be cleared for flight by facility medical staff with documented clearance for travel. The transfer summary must properly document medical clearance. Examples include recent exposure to or infection with varicella (chickenpox), mumps, or coronavirus (COVID-19). Medical transfer summary documentation should include any relevant laboratory results and/or documentation of resolution of symptoms confirming that the detained noncitizen is no longer contagious.
4. **Prescription Medication:** Detained noncitizens with prescribed medications must travel with, at a minimum, a 7-day supply of the prescribed medication (TB medications: minimum 15-day supply; HIV medications: minimum 30-day supply). The sending facility must provide the medication.
5. **Pregnant Detained noncitizens:** Medical providers and MAMs may clear pregnant women to travel by air, only if the pregnant detained noncitizen travels prior to entering their third trimester and is free of pregnancy complications. Pregnant detained noncitizens in their third trimester of pregnancy may travel by air only if they are free of pregnancy complications and have written documentation from their Obstetrician/Gynecologist (OB-GYN) physician authorizing air travel within 72 hours.
6. **Assistive Devices/Decreased Mobility:** Detained noncitizens who are non-ambulatory (e.g., wheelchair-bound), or unable to climb stairs or board aircraft independently due to physical limitation, require prior coordination with ISOU. The sending facility HSA, designee, or FMC must communicate the detained noncitizen's decreased mobility and need for assistive devices prior to the flight and provide any required durable medical equipment.
7. **Complex Medical Conditions/Special Cases:** In general, detained noncitizens with complex medical conditions (e.g., hemodialysis, supplemental oxygen requirements) who are at risk of decompensating, or may require frequent nursing care, require transport via commercial carrier with a dedicated ISOU medical escort. The FMC, or HSA or designee, must coordinate continuity of care issues for such patients with the receiving country. See *ISOU Adult Clinical Care Guidelines* for information regarding

medical conditions that would preclude adding a detained noncitizen on the charter flight manifest.

VI. ISOU TRAINING AND EQUIPMENT

A. Training

1. SOR MAMs provide medical care for detained noncitizens outside of the environment of a detention center, often with limited resources. The unique nature of this mission demands specialized training above and beyond that of IHSC staff who practice only in detention centers.
2. All SOR personnel must complete required training as directed per the *ISOU Training Program Guide*.

B. Equipment and Supplies

1. ISOU stocks and supplies mission-specific personnel safety and medical equipment for medical air operations. The ISOU Medical Equipment and Safety Guide provides detailed guidance.
2. The sending ICE facility must provide, or FMC must arrange for, durable medical equipment deemed necessary for the detained noncitizen. The equipment must comply with Federal Aviation Administration (FAA) requirements; ICE only uses FAA-approved equipment in flight.
3. Sending facilities must provide detained noncitizen medications; ISOU does not maintain a supply of medications.

C. Infection Control

ISOU and SOR personnel practice standard precautions and/or transmission-based precautions as directed by IHSC and Centers for Disease Control and Prevention (CDC). ISOU and SOR personnel carry a range of personal protective equipment (PPE) on all missions.

VII. MISSION MANAGEMENT

A. Mission Preparation

1. Upon notification of assignment to a mission, ICE Air Operations contacts the MAM via email and provides mission details.
2. ICE Air Operations provides the following mission information to ISOU:
 - Mission dates and location of staging facility.
 - I-216 or detained noncitizen removal list/manifest.
 - Mission flight itinerary.

- Overseas lodging reservations, if applicable.
 - Funding string for travel authorization.
 - Contact information for Flight Officer in Charge (FOIC).
3. ISOU MSS arranges travel for MAM. MAM travels to staging facility 1-2 days prior to mission.
4. Home duty station pharmacy provides bulk over-the-counter (OTC) medications needed for mission. Staging facility provides all required prescription travel medications for manifested detained noncitizens.
5. Personal Preparation
- Immunization record with proof of current yellow fever vaccination.
 - Official passport and personal passport (must not expire within next 6 months).
 - Government travel credit card.
 - Common access card (CAC) and personal identity verification (PIV) card.
 - High Threat Overseas training certificate.
 - Verify valid country clearances.
 - Pack conservative clothing in accordance with ICE Air Operations recommendations.
 - Personal hygiene items and any personal medications.
 - Government issued mobile phone.
 - Inspect and function check all medical equipment.
 - Inspect all personal safety equipment.
6. On-site preparation at staging facility. MAMs:
- a. Coordinate with FOIC and staging facility staff.
 - b. Review all transfer medical summaries.
 - c. Ensure all required prescription medications are present.
 - d. Ensure transfer medical summaries include all relevant laboratory and/or diagnostic imaging results.
 - e. Prepare mission paperwork/forms.
 - f. Inspect contents of large and small medical supply bags.
 - g. Communicate any issues to staging facility POC and/or FOIC.

B. Day of Mission

MAMs complete the following the day of the mission:

1. Meet FOIC and ICE Special Response Team (SRT) at pre-arranged “show time.”
2. Review seating chart.
3. Notify FOIC, ICE SRT, and cabin crew of any detained noncitizen food allergies.
4. Review locations and operation of all aircraft emergency equipment with cabin crew:
 - Automated external defibrillator (AED)
 - Therapeutic oxygen sources
 - First-aid kit and expanded medication kit (EMK)
 - Fire extinguishers
 - Personal breathing equipment (PBE)
 - Crash axe/crowbar
 - Life vests
 - Life raft(s)
5. Review locations of aircraft emergency exits and ditching or crash-landing procedures with cabin crew
6. Complete any additional detained noncitizen medical screening (e.g., pre-flight temperature check) on the flight line prior to detained noncitizens boarding the aircraft.
7. Remain at the foot of the boarding stairs while detained noncitizens board, to monitor for safety and assess and treat injuries, if necessary.
8. During boarding of detained (b)(7)(E)
(b)(7)(E)
9. Board the aircraft and locate assigned seat once all detained noncitizens board.
 - a. Secure all medical equipment and supplies, and ensure they are easily accessible.
 - b. Secure personal baggage.
 - c. Ensure all mission paperwork is accessible.
 - d. Provide detained noncitizen food allergy list to FOIC or designee.
 - e. Remain secured in seat until aircraft reaches cruise altitude.

C. Care in Flight

MAMs complete the following while in flight:

1. Maintain continuity of care from sending facility.
2. Review Medication Administration Records (MAR) IHSC.SO.MF.5.
3. Coordinate medication administration times with ICE/SRT/custody personnel to avoid conflicts with meal service and restroom breaks for detained noncitizens.
4. Administer all prescribed medications as scheduled (based on departure time zone) and document on MAR IHSC.SO.MF.5.
5. Respond to detained noncitizen sick-call complaints:
 - a. Assess complaint.
 - b. Treat detained noncitizen per ISOU adult clinical care guidelines.
 - c. Document care rendered using Subjective Objective Plan Evaluation (SOAPE) format on In-Transit Progress Note IHSC.SO.MF.4.
 - d. Document administration of any OTC medications on the Over-the-Counter Medication Record IHSC.SO.MF.3.
 - e. Dispose of any sharps in the sharp's container.
 - f. Dispose of any potentially medically hazardous waste in a biohazard bag.
6. If ICE SRT or custody staff must engage in the use of force with a detained noncitizen:
 - a. When ICE SRT and custody staff deem safe, the MAM assesses and treats the detained noncitizen for injury per *ISOU Adult Care Clinical Nursing Guidelines*.
 - b. At a minimum, the MAM assesses the detained noncitizen's airway, breathing, and circulation, and treats as necessary per *ISOU Adult Care Clinical Nursing Guidelines*.
7. In the event of an in-flight medical emergency outside the scope of the *ISOU Adult Care Clinical Nursing Guidelines*:
 - a. The MAM contacts the contracted ground-based medical control physician for direction.
 - b. Medical control physician may prompt the MAM to administer medications and/or treatments from the aircraft EMK.
 - c. Medical control physician may make recommendations to divert the aircraft based on the nature of the emergency.

D. Prior to landing

Prior to landing, MAMs:

1. Secure all equipment and supplies.

Complete all documentation.

2. Separate and organize all detained noncitizen Medical Transfer Summaries and transfer medications according to country.
3. Coordinate with FOIC for hand-off procedure with receiving country.

E. Arrival

After landing, MAMs:

1. Accompany FOIC to meet with receiving country representatives.
2. Prepare to answer any questions from receiving country representatives regarding detained noncitizen medical conditions.
3. Deliver all Medical Transfer Summaries and transfer medications to receiving country medical representatives or designee.

F. Remain Overnight

MAMs who deplane to remain overnight during a mission perform the following:

1. Secure all medical equipment and supplies in aircraft.
2. Carry the following:
 - Passports (official and personal).
 - Proof of yellow fever immunization.
 - Government travel credit card.
 - Proof of country clearance.
 - Copy of hotel reservation.
 - Conservative civilian clothing.
 - Personal hygiene items.
 - Prescription medication (if applicable).
3. Safeguard personal security overseas.
 - a. Remain vigilant to possible threats.
 - b. Dress conservatively; avoid clothing items with slogans that advertise that you are American.
 - c. Travel in groups.

- d. Avoid discussing work in public and assume that others are listening.
- e. Maintain communication with FOIC.
- f. Exchange room numbers and phone numbers with teammates.
- g. Ensure you are checked out and prepared to depart hotel at or before the briefed "show time" for return flight.

VIII. COMPLETION OF MISSION, DOCUMENTATION AND DEBRIEF

A. Final Stop and Post-Mission

Upon arrival and mission completion, MAMs:

1. Retrieve all personal items, safety equipment, medical equipment, and supplies from aircraft.
2. Inventory and secure both large and small medical supply bags at staging facility. Annotate inventory and supply request on IHSC.SO.12A/B.

B. Debrief

MAMs participate in mission debriefs with FOIC, ICE SRT, and custody staff, and complete IHSC.SO.MF.7 Special Mission Report.

C. Documentation

1. MAMs must scan all mission documentation and email these records to the ISOU medical records officer and MSS for review and electronic filing.
2. MAMs must scan medical supply bag inventory (IHSC.SO.12A/B) and email to ISOU medical equipment and personnel safety officer.

D. Travel Voucher

MAMs must submit electronic travel voucher, including all scanned receipts, within five days of return to home station.

E. Flight Certificate

In order to document flight hours:

1. MAMs complete monthly Flight Certificate to record flight hours.
2. MAMs submit completed Flight Certificate to MSS.
3. MSS submits all ISOU Flight Certificates to U.S. Public Health Services Commissioned Corps Headquarters (CCHQ) payroll technician for flight pay.

IX. REFERENCES

IHSC Directive 01-49, *IHSC Special Operations*
ERO. (2015). ICE Air Operations Handbook, located in *ERO Policy Library*.

Department of Air Force. (2020). Air Force Instruction 48-307 Volume 1, En Route Care and Aeromedical Evacuation Medical Operations.

X. ACRONYMS

AED: Automated External Defibrillator

AMIO: Alien Migrant Interdiction Operations

APP: Advance Practice Providers (Nurse Practitioners, Physician Assistant)

BLS: Basic Life Support

CAC: Common Access Card

CDC: Centers for Disease Control and Prevention

CPR: Cardio-Pulmonary Resuscitation

CXR: Chest X-Ray

DAD: Deputy Assistant Director

DHS: U.S. Department of Homeland Security

eCW: e-Clinical Works

EMK: Emergency Medical Kit

ERO: Enforcement and Removal Operations

FAA: Federal Aviation Administration

FMC: Field Medical Coordinator

FOIC: Flight Officer in Charge

GS: Federal Government, General Schedule Civil Service

HIV: Human Immunodeficiency Virus

HTSOS: High Threat Security Overseas

IAO: ICE Air Operations

ICE: U.S. Immigration and Customs Enforcement

IHSC: ICE Health Service Corps

ISOU: IHSC Special Operations

MAM: Medical Aircrew Member

MSS: Mission Support Specialist

OCONUS: outside the continental United States

OTC: Over the Counter
PBE: Personal Breathing Equipment
PIV: Personal Identity Verification
PPD: Purified Protein Derivative
PPE: Personal Protective Equipment
PHS: U.S. Public Health Service
POC: Point of contact
RN: Registered Nurse
SHRC: Special High-Risk Charter
SOR: Special Operation Reserve
SRT: Special Response Team
TB: Tuberculosis

XI. LIST OF MISSION FORMS

All MAMs complete mission forms, as applicable. Upon completion of a mission, MAMs submit all forms to the medical records officer via email. Once reviewed by the medical records officer, the MSS scans all documentation and uploads the electronic records into the ISOU SharePoint site. The MSS shreds all paper copies once the electronic archive process is complete.

IHSC.SO. MF.1 Detained noncitizen

Clearance Form

IHSC.SO. MF.2 OTC Order Form

IHSC.SO. MF.3 OTC Admin Form

IHSC.SO. MF.4 In-Transit Progress Note Form

IHSC.SO. MF.5 Mission Medication Administration Record (MAR) Form

IHSC.SO. MF.6 Mission Summary Form

IHSC.SO. MF.7 Special Mission Report

IHSC.SO. MF.8 Pre-Flight Patient Worksheet

IHSC.SO. MF.9 Flight-Transport Screening

IHSC.SO. MF.9.1 Flight-Transport Screening and Humanitarian Screening

IHSC.SO. MF.10 Situation, Background, Assessment, Recommendation (SBAR)

IHSC.SO. MF.11 Medical Equipment Check

IHSC.SO. MF.12A Medical Supply Request instructions

IHSC.SO. MF.12B Medical Supply Request instructions

IHSC.SO. MF.13 Detained noncitizen food allergy list

IHSC 849 Medical Transfer Summary

XII. MISSION FORMS

A. IHSC.SO. MF.1 Detained noncitizen Clearance Form

Access the form: [Detained noncitizen Clearance Form](#). The form lists all detained noncitizens transported or moved at one time. It serves as a quick reference for important detained noncitizen information, as allergies, medications, and medical diagnosis.

Instructions for completing the form:

1. Complete one form for every mission.
2. Fill out mission information at top of form.
3. Data Elements
 - TB clearance: select Y/N. NOTE: Should be YES
 - Medications: select Y/N.
 - Allergies: Copy data from Transfer Summary.
 - Vital signs (V/S) = select Y/N.
 - Diagnosis (DX), Treatment (TX), and notes: List any relevant patient medical information.
4. Print provider name and credentials, sign, and date.

B. IHSC.SO. MF.2 Over-the-Counter Order Form

Access the form: [Over-the-Counter Order Form](#). MAMs use the form to order OTC medications from an IHSC facility pharmacy, for use on a mission. This is an ICE Air Operations form but utilized by ISOU for its missions.

Instructions for completing the form:

1. Complete the form for every mission.
2. Use Par Level A for small flights with less than 50 detained noncitizens. Use Par Level B large flights having more than 50 detained noncitizens. Complete top portion of form and check-mark Par Level A or B.
3. Prior to each departing flight, take the medication bag and this form to Pharmacy.
 - a. The Pharmacy will fill bag to Par Level.
 - b. The ISOU team member and pharmacist must date and sign the form and keep a copy for their respective records.
4. Complete MF-2 form after each flight mission.
 - a. Count and document the OTC medications and quantity for return.
 - b. Return medication bag to the Pharmacy with updated MF-2.
 - c. The MAM and pharmacist must date and sign the form and keep a copy for their respective records.
5. The MAM should continue to document medications used on forms MF 3 and MF 4 for accountability.
6. Administer OTC medications as outlined in IHSC Nursing Guidelines.

NOTE: Keeping any medications after a mission, or not accounting for medications with the Pharmacy, is against IHSC policy and standards.

REMEMBER: IHSC staff must always safeguard all medications.

SAMPLE: Over-the-Counter Order Form

IHSC SPECIAL OPERATIONS
Over-the-Counter Order Form

(b)(7)(E)

C. IHSC.SO. MF.3 Over-the-Counter Admin Form

Access the form: Over-the-Counter Admin Form. MAMs use this to record the administration of OTC medications dispensed to detained noncitizens for various, minor complaints.

Instructions for completing the form:

1. Annotate time based on departure location time zone (i.e., 1830 MNT).
2. Fill out mission information at top of form.
3. Administer OTC medications in accordance with the IHSC Nursing Guidelines.
4. Document all OTC given in flight on MF-3 and MF-4.
5. Complete a form MF-4 Progress Note for every OTC given, utilizing (b)(7)(E) note format. Document follow-up actions as well.
6. Print provider name, credentials, date, initial, and sign where indicated.

SAMPLE: Over-the-Counter Admin Form

(b)(7)(E)

D. IHSC.SO. MF.4 In-Transit Progress Note Form

Access the form: [In-Transit Progress Note Form](#). MAMs use this form to chart more specific information on the assessment and treatment of detained noncitizen. MAMs must complete this form when assessing a detained noncitizen for any medical reason or intervention, and when administering an OTC medication.

Instructions for completing the form:

1. Annotate time based on departure location time zone (i.e., 1830 MNT).
2. Fill out mission information at top of form.
3. Utilize SOAPE note format, and document any follow up.
4. Print provider name and credentials, sign, and date.

SAMPLE: In-Transit Progress Note

(b)(7)(E)

E. IHSC.SO. MF.5 Mission MAR Form

Access the form: Mission MAR Form. MAMs use this form to document prescribed medications and the times administered to the detained noncitizen.

Instructions for completing the form:

1. Annotate time based on departure location time zone (i.e., 1830 MNT).
2. Fill out mission information at top of form.
3. Document all medications, ordered and scheduled. The ISOU medical consultant must approve any medication adjustment prior to changes in flight; MAMs may not adjust medication without approval.
4. Print provider name, credentials and date; initial or sign where indicated.

SAMPLE: Mission Medication Administration Record Form

(b)(7)(E)

F. IHSC.SO. MF.6 Mission Summary Form

Access the form: [Mission Summary Form](#). MAMs use this form to record flight information. The form captures data for flight pay and reporting mission statistics. Record all information clearly and accurately. Print form in color if possible.

Instructions for completing the form:

1. Complete all mission field items.

Date:	Time:	Location of Departure:	ACFT ID/TAIL#:
Total Detainees Transported:	#Males:	#Females:	#UAC:
Medications Given in Transit? (Y/N):	#Prescribed Medications Administered:	#OTC/PRN Administered:	
Dr. Montaño Med Control or Assigned MD:	FMPs Printed Name, Credentials & Signature:		FMPs Printed Name, Credentials & Signature:
Contact # (202) 641-5890	Contact #:		

<input checked="" type="checkbox"/> Detainee(s) provided with in-flight meals, snacks and bottled water.
<input checked="" type="checkbox"/> Detainee(s) provided with multiple bathroom visits.
Mission medical comments:

- Date and time: Use HH:MM time format, based on departure location time zones (i.e. 08:00 MNT). ISOU bases all mission times on first leg's departure location time zone. Location of departure: Airfield your mission begins.
 - ACFT ID/TAIL#: Note the aircraft identification or tail number on the first line. If there are multiple tail numbers, use the first and last tail #.
 - Total detained noncitizens transported: Account for total detained noncitizens transported, including the number of males, number of females, and number of unaccompanied child(ren) or minors (UCs).
 - Medications given in transit: Account for all prescribed medications and non-prescribed medications administered.
2. Verify the covering medical consultant and contact phone number prior to each mission.
 3. Print name and credentials of medical aircrew member(s) on mission flight and include signature in the FMP block.
 4. Place check marks in appropriate boxes indicating detained noncitizens had in-flight meals, snack, water, and bathroom visits.
 - Mission medical comments: Any medical comments can be entered here. MAM's populate all applicable fields, including ICAO codes for all airfields/airports on mission itinerary.
 5. Send I-216 Detained noncitizen Flight Manifest with Alien Numbers to the designated medical consultant for review.

<u>Crew Duty Times</u> <small>(Home station to final stop)</small>		<u>Departure</u>	<u>Landing</u>
# Show	End	Detainees on Board: # _____	Detainees on Board: # _____
Date _____	↓	Date Depart: _____	Date Landed: _____
Time _____		From: _____	To: _____
	Date _____	ICAO Code: _____	ICAO Code: _____
	Time _____	Depart Time: _____	Land Time: _____
Crew Duty Time Total	Hrs/Min	Leg Flight Time Total	Hrs/Min
Crew Duty Times-Page 1	0.00 Hrs/Min	Total Flight Time Page 1	0.00 (Including Return Flight Time) Hrs/Min
MISSION TOTALS - All Page Totals Combined:			
CREW DUTY TIME TOTAL	0.00 Hrs/Min	FLIGHT TIME TOTAL	0.00 (Including Return Flight Time) Hrs/Min

6. Page 2 Totals (use page 2 for missions that contain more than 4 total flight legs including return flight home leg.
 - Show date and show time start when MAMs arrive for the first leg of the mission, at the FOIC-designated departure location.
 - End date and end time is when MAMs reach the destination and final resting location (e.g., hotel). Use HH:MM format based on time zone at departure location (i.e., 08:00 MNT).
 - Crew duty time total: Calculate crew duty time.
7. Return flight and final leg is when MAMs return home (no detained noncitizens on board). The end time is when the last flight lands at the last airfield.
 - Crew duty times – page 1: Combine crew duty time totals to create the sum of crew duty times. If the mission is more than a total of 4 legs, copy page 1 totals to the top of page 2 and continue. If the mission consists of 4 legs or less, use page 1 totals as your mission total.
8. Departure – each leg of mission
 - Detained noncitizens on board: Enter the total number of detained noncitizens inside aircraft.
 - Date depart: The date the aircraft begins to move on the ground. Base the date on the initial leg's departure location and time zone.
 - From: Enter name of airfield from which the aircraft departs.
 - International Civil Aviation Organization (ICAO) code: is the four-letter code designating each airfield/airport around the world. Enter the ICAO code for the airfield from which the aircraft departs.
 - Departure Time: Enter the time the aircraft began rolling for departure.

Base the time zone on the first leg's departure location.

9. Landing – each leg of mission

- Detained noncitizens on board: Enter the total number of detained noncitizens inside aircraft upon landing.
- Date landed: The date the aircraft landed on the ground. Base the date on first leg's departure location.
- To: Enter name of airfield the flight lands upon arrival.
- ICAO code: Enter the ICAO code for the aircraft landing location.
- Land time: Enter time the aircraft landed and came to a complete stop.
- Leg flight time total: Calculate each leg's flight time. The departure time through land time is the time from wheels rolling for take-off at one airfield through landing and stopping at the next airfield. Place calculation in blue box for each leg of mission.
- Also calculate the flight time for the return flight or final leg.

10. Total flight time page 1: Combine each leg's leg flight time totals (each leg's blue box) to create the sum of total flight time on page 1 in (red box). If the mission is more than a total of 4 legs, copy page 1 totals to the top of page 2 and continue. If the mission consists of 4 legs or less, use page 1 totals as your mission total.

Did detainee(s) tolerate flight well? (Y/N) <input type="checkbox"/> Y <input type="checkbox"/> N;
Custody of detainee(s), released to: (<input type="checkbox"/>) ICE Attaché or (<input type="checkbox"/>) Medical Personnel.
Name/Title: _____
All medications/supplies and medical records given to (<input type="checkbox"/>) detainee(s),
(<input type="checkbox"/>) Medical Personnel or (<input type="checkbox"/>) Other. Name/Title: _____

- Did detained noncitizens tolerate flight well: Select Y or N (Y=Yes, N=No) for each leg. If a detained noncitizen did not tolerate flight complete MF-4 progress note.
- Detained noncitizen, medications, and medical records released to: Enter ICE Attaché or ICE personnel (name and credentials) to whom the MAM relinquishes custody. The MAM must identify and verify the person receiving the medications, or medical records of medical personnel, or another specified official.

11. ISOU uses this form for medical tracking, calculating pay, and statistical data collection.

12. PHS officers must complete a separate PHS2814 Flight Certificate form for special pay.

SAMPLE: Mission Summary Form

(b)(7)(E)

(b)(7)(E)

G. IHSC.SO. MF.7 Special Mission Report

Access the form: [Special Mission Report](#). MAMs use this form to record significant events or occurrences during a mission, positive or negative, and submit to the ISOU chief.

This report captures and documents significant mission activity. The report must include factual, comprehensive and concise information to reflect mission activities. Avoid documenting personal opinions. It is not intended for use as an incident reporting mechanism.

Instructions for completing the form:

1. Fill out mission information and report date at top of form.
2. Annotate time based on departure location time zone (i.e., 1830 MNT).
3. Enter provider name, credentials, and signature in the "prepared by" field.
4. Document significant or unusual activity during each phase of the mission.
 - Pre-mission activity: Document mission preparation activities, including coordination with ICE point of contacts and other key players.
 - Mission activity: Provide comprehensive description of significant activities throughout the mission.
 - Post-mission synopsis: Provide an overall mission overview, highlighting key components and outcomes.
5. Once completed, email to ISOU Chief and MSS within five business days.

SAMPLE: Special Mission Report

(b)(7)(E)

H. IHSC.SO. MF.8 Pre-Flight Patient Worksheet

Access the form: [Pre-Flight Patient Worksheet](#). The ISOU medical consultant uses this form as a limited “on the spot” assessment of a detained noncitizen prior to transport.

Instructions for completing the form:

1. ISOU medical consultant fills in all applicable fields on Pre-flight Patient Worksheet.
2. Document special needs requests and other relevant detained noncitizen medical information.
3. Print provider name and credentials, then sign and date.

SAMPLE: Pre-Flight Patient Worksheet

(b)(7)(E)

I. IHSC.SO. MF.9 Flight-Transport Screening

Access the form: [Flight-Transport Screening](#). MAMs use this form to document rapid “on the spot” screening to assess the detained noncitizen’s fitness for travel *within the continental U.S.* The rapid screening determines the detained noncitizen’s medical condition and seeks to identify potentially life-threatening conditions, conditions that require immediate treatment, or conditions that prevent detained noncitizen transport to another detention site.

MAMs should not use this form to document assessments for flights travelling outside the continental U.S.

Instructions for completing the form:

1. Fill out all sections of form. Most of the screening questions are “YES/NO” with a comments section to explain “YES” answers or to provide more information.
2. Fill in detained noncitizen demographic information at top of form.
3. Check appropriate boxes in the symptom screening section. These are a series of questions regarding the detained noncitizen’s medical history, medications, and questions related to determination of TB screening.
4. Deny boarding to any detained noncitizen identified as having a positive TB symptom screening and refer the detained noncitizen for further medical evaluation.
5. Allow boarding and air transport of detained noncitizens if they meet the criteria for housing in general population and/or the following criteria:
 - No symptoms suggestive of TB identified or documented within one year prior to transport, AND one or more of the following:
 - In ICE custody for less than 72 hours, and negative TB symptom screening conducted by Flight Nurse.
 - Prior positive TST or Interferon Gamma Release Assay (IGRA) and subsequent normal CXR not suggestive of TB disease.
 - Negative TST or IGRA within one year of scheduled transport.
 - CXR not suggestive of TB disease.
 - Three consecutive respiratory specimens ++ microscopy results smear
 - Negative for AFB and no clinical suspicion of TB disease.

6. Complete the mental health screening to assess for acute problems or indications that might require additional examination.
7. Complete the assessment, which includes the vital signs, notation of any abnormalities, physical distress and mental orientation. Comment on anything that needs additional examination.
8. Complete the humanitarian screening, which is included per directions in the ICE Policy for Worksite Enforcement. MAMs must conduct a humanitarian screening and must refer individuals with positive responses to ICE. Screen for any pregnant and/or nursing females, children or those with special needs.
9. Complete the disposition section, indicating the determination of the detained noncitizen's medical and humanitarian screening and assign a medical disposition; transfer to a higher level of care, refer to ICE for determination of status or cleared for transport.
10. Check mark 'cleared for transportation' to clear detained noncitizen to travel.
11. Print provider name and credentials, sign and date. Remember that all times used are local 24-hour time, and indicate the time zone;
 - Atlantic Standard Time (AST)
 - Eastern Standard Time (EST)
 - Central Standard Time (CST)
 - Mountain Standard Time (MST)
 - Pacific Standard Time (PST)
 - Alaskan Standard Time (AKST)
 - Hawaii-Aleutian Standard Time (HST)

SAMPLE: Flight-Transport Screening

IHSC Special Operations
Flight/Transport Screening Medical Summary



(b)(7)(E)

J. IHSC.SO. MF.10 SBAR

Accessing the Situation, Background, Assessment and Recommendations, or SBAR, Form. The purpose of the form is a progress note-style hand-off to give to the receiving medical personnel/facility, or as a reference for MAM to provide a verbal report. It details the situation, background, assessment and recommendations for the patient.

Instructions for completing the form:

1. Use for all urgent or emergent situations during transit.
2. Base all times on the departure location time zone.
3. Fill out mission information and report date at top of form.
4. Complete follow-up recommendation with medical control provider for urgent or emergent situations.
5. Print provider name and credentials, sign and date.

SAMPLE: SBAR Form

(b)(7)(E)

K. IHSC.SO. MF.11 Medical Equipment Operations Check

Accessing the Form: Medical Equipment Operations Check. The purpose of the form is to record the monthly inspection and operation of medical equipment issued to the ISOU member.

Instructions for completing the form:

1. Perform blood glucometer and AED tests prior to every flight.
 - All dates must be consistent with the same inspection line number.
 - Print provider name, credentials, date, initial and sign where indicated.
2. Blood glucometer
 - Mark within range with either Yes or No for all blood glucometer tests.
 - Power and Function Check: Write pass (P) or fail (F) on each item line.
3. AED. Document on the AED testing card in the AED case.
4. Comments: Note any corrective actions, if taken. If any equipment becomes inoperable, notify ISOU medical equipment and personnel safety officer and copy ISOU MSS.
5. Email completed forms every quarter (Jan, April, July, Oct) or when there are no more remaining lines (whichever comes first) to ISOU medical equipment and personnel safety officer and copy the ISOU MSS.

SAMPLE: Medical Equipment Operations Check

(b)(7)(E)

L. IHSC.SO. MF.12A ICE Air 511 Medical Supply Bag Inventory Order Form

Access the form: [ICE Air Large Medical Supply Bag Inventory Form](#). Purpose of the form is to request replacement supplies and equipment from ISOU logistics for the larger, 5.11 medical bags staged at various ICE Air Operations locations.

Instructions for completing the form:

1. Blue shaded area and bolded all CAPS words indicate area in bag where items can be found.
 - “Item” indicates name of item in medical bag.
 - Quantity (“QTY”) indicates the amount of the item in a fully stocked medical bag.
 - “Request” indicates the amount of an item needed to fully stock medical bag.
2. Fill in the number of items requested on the line to the right of “QTY” on the inventory order form. If the item does not need to be replenished, fill in a “0” (zero).
3. Identify Requesting ISOU/SOR Team Member
 - “Staging Area” indicates facility that is requesting supplies.
 - Date indicated date supply request was made.
 - Print ISOU team member name and credentials, sign and date.

SAMPLE: ICE Air 511 Medical Bags Inventory Order Form

(b)(7)(E)

M. IHSC.SO. MF.12B Inventory Order Form for Small Medical Supply Bag

Access the form: [Inventory Order Form for Small Medical Supply Bag](#). The purpose of the form is to request replacement supplies and equipment from ISOU logistics for the smaller, individually issued, medical bag.

Instructions for completing the form:

1. Pink shaded area and bolded all CAPS words indicate area in bag where staff can find the items.
 - “Item” indicates name of item in medical bag.
 - Quantity (“QTY”) indicates the amount of the item in a fully stocked medical bag.
 - “Request” indicates the amount of an item needed to fully stock medical bag.
2. Fill in the number of items requested on the line to the right of quantity (QTY) on the inventory order form. If the item does not require replenishment, fill in a “0” (zero).
3. Identify Requesting ISOU/SOR Team Member
 - “Staging Area” indicates facility that is requesting supplies.
 - Date indicated date supply request was made.
 - Print ISOU team member name and credentials, sign and date.

SAMPLE: Inventory Order Form for Small Medical Supply Bag (Red Bag)

IHSC SPECIAL OPERATIONS
Inventory Order Form
Flight Medical Bag (Red Bag)

(b)(7)(E)

N. IHSC.SO. MF.13 Detained noncitizen food allergy list

Access the form: [Detained noncitizen food allergy list](#). MAMs use this form to record food allergies for detained noncitizens undergoing transport. The MAM gives a copy of the form to the FOIC and the person responsible for providing food to the detained noncitizens.

Instructions for completing the form:

1. Use on all flights or missions when detained noncitizens receive food during transport.
2. Upon boarding, coordinate with flight staff responsible for detained noncitizen dietary needs (e.g., snacks, meals) regarding any food allergies.
3. Provide completed form to flight staff.
4. Print provider name, credentials, date, initial, and sign where indicated.

SAMPLE: Detained noncitizen food allergy list

(b)(7)(E)

O. IHSC 849, Medical Transfer Summary

Access the form: Medical Transfer Summary. Facility medical staff or MAM uses this paper form to transmit necessary medical information. They use the form to document the transfer of a detained noncitizen from one facility to another and maintain a copy of this form in the detained noncitizen medical record.

This is an optional form that MAMs can use as needed, or at the direction of the MAM in-charge.

Instructions for completing the form:

1. Complete all applicable sections of the form.
2. Ensure the detained noncitizen's name and other identifying information are on the form.
3. Include an accompanying medical diagnosis to support the use of specified medications.
4. Indicate the disposition of the detained noncitizen.

SAMPLE: IHSC 849, Medical Transfer Summary

(b)(7)(E)

(b)(7)(E)