

## INCIDENT COMMANDER

**Mission:** Organize and direct the Hospital Command Center (HCC). Give overall strategic direction for hospital incident management and support activities, including emergency response and recovery. Authorize total facility evacuation if warranted.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_

Signature: \_\_\_\_\_ Initial: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Assume role of Incident Commander and activate the Hospital Incident Command System (HICS).  |             |                |
| Read this entire Job Action Sheet and put on position identification.  |             |                |
| Notify your usual supervisor and the hospital CEO, or designee, of the incident, activation of HICS and your HICS assignment.  |             |                |
| Initiate the Incident Briefing Form (HICS Form 201) and include the following information: <ul style="list-style-type: none"> <li>• Nature of the problem (incident type, victim count, injury/illness type, etc.)</li> <li>• Safety of staff, patients and visitors</li> <li>• Risks to personnel and need for protective equipment</li> <li>• Risks to the facility</li> <li>• Need for decontamination</li> <li>• Estimated duration of incident</li> <li>• Need for modifying daily operations</li> <li>• HICS team required to manage the incident</li> <li>• Need to open up the HCC</li> <li>• Overall community response actions being taken</li> <li>• Status of local, county, and state Emergency Operations Centers (EOC)</li> </ul> |             |                |
| Contact hospital operator and initiate hospital's emergency operations plan.   |             |                |
| Determine need for and appropriately appoint Command Staff and Section Chiefs, or Branch/Unit/Team leaders and Medical/Technical Specialists as needed; distribute corresponding Job Action Sheets and position identification. Assign or complete the Branch Assignment List (HICS Form 204), as appropriate.   |             |                |
| Brief all appointed staff of the nature of the problem, immediate critical issues and initial plan of action. Designate time for next briefing.  |             |                |
| Assign one or more clerical personnel from current staffing or make a request for staff to the Labor Pool and Credentialing Unit Leader, if activated, to function as the HCC recorder(s).   |             |                |
| Distribute the Section Personnel Time Sheet (HICS Form 252) to Command Staff and Medical/Technical Specialist assigned to Command, and ensure time is recorded appropriately. Submit the Section Personnel Time Sheet to the Finance/Administration Section's Time Unit Leader at the completion of a shift or at the end of each operational period.  |             |                |
| Initiate the Incident Action Plan Safety Analysis (HICS Form 261) to document hazards and define mitigation.   |             |                |



| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive status reports from and develop an Incident Action Plan with Section Chiefs and Command Staff to determine appropriate response and recovery levels. During initial briefing/status reports, discover the following: <ul style="list-style-type: none"> <li>• If applicable, receive initial facility damage survey report from Logistics Section Chief and evaluate the need for evacuation.</li> <li>• If applicable, obtain patient census and status from Planning Section Chief, and request a hospital-wide projection report for 4, 8, 12, 24 &amp; 48 hours from time of incident onset. Adjust projections as necessary.</li> <li>• Identify the operational period and HCC shift change.</li> <li>• If additional beds are needed, authorize a patient prioritization assessment for the purposes of designating appropriate early discharge.</li> <li>• Ensure that appropriate contact with outside agencies has been established and facility status and resource information provided through the Liaison Officer.</li> <li>• Seek information from Section Chiefs regarding current “on-hand” resources of medical equipment, supplies, medications, food, and water as indicated by the incident.</li> <li>• Review security and facility surge capacity and capability plans as appropriate.</li> </ul> |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Authorize resources as needed or requested by Command Staff.   |             |                |
| Designate regular briefings with Command Staff/Section Chiefs to identify and plan for: <ul style="list-style-type: none"> <li>• Update of current situation/response and status of other area hospitals, emergency management/local emergency operation centers, and public health officials and other community response agencies</li> <li>• Deploying a Liaison Officer to local EOC</li> <li>• Deploying a PIO to the local Joint Information Center</li> <li>• Critical facility and patient care issues</li> <li>• Hospital operational support issues</li> <li>• Risk communication and situation updates to staff</li> <li>• Implementation of hospital surge capacity and capability plans</li> <li>• Ensure patient tracking system established and linked with appropriate outside agencies and/or local EOC</li> <li>• Family Support Center operations</li> <li>• Public information, risk communication and education needs</li> <li>• Appropriate use and activation of safety practices and procedures</li> <li>• Enhanced staff protection measures as appropriate</li> <li>• Public information and education needs</li> <li>• Media relations and briefings</li> <li>• Staff and family support</li> <li>• Development, review, and/or revision of the Incident Action Plan, or elements of the Incident Action Plan</li> </ul> |             |                |
| Oversee and approve revision of the Incident Action Plan developed by the Planning Section Chief. Ensure that the approved plan is communicated to all Command Staff and Section Chiefs.   |             |                |
| Communicate facility and incident status and the Incident Action Plan to CEO or designee, or to other executives and/or Board of Directors members on a need-to-know basis.  |             |                |



| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Ensure staff, patient, and media briefings are being conducted regularly.   |             |                |
| Review and revise the Incident Action Plan Safety Analysis (HICS Form 261) and implement correction or mitigation strategies.   |             |                |
| Evaluate/re-evaluate need for deploying a Liaison Officer to the local EOC.   |             |                |
| Evaluate/re-evaluate need for deploying a PIO to the local Joint Information Center.  |             |                |
| Ensure incident action planning for each operational period and a reporting of the Incident Action Plan at each shift change and briefing.  |             |                |
| Evaluate overall hospital operational status, and ensure critical issues are addressed.   |             |                |
| Review /revise the Incident Action Plan with the Planning Section Chief for each operational period.  |             |                |
| Ensure continued communications with local, regional, and state response coordination centers and other HCCs through the Liaison Officer and others.  |             |                |
| Ensure your physical readiness, and that of the Command Staff and Section Chiefs, through proper nutrition, water intake, rest periods and relief, and stress management techniques.        |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader.   |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, critical issues, relevant incident information and Incident Action Plan for the next operational period. |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| <p>Assess the plan developed by the Demobilization Unit Leader and approved by the Planning Section Chief for the gradual demobilization of the HCC and emergency operations according to the progression of the incident and facility/hospital status. Demobilize positions in the HCC and return personnel to their normal jobs as appropriate until the incident is resolved and there is a return to normal operations.</p> <ul style="list-style-type: none"> <li>• Briefing staff, administration, and Board of Directors</li> <li>• Approve announcement of "ALL CLEAR" when incident is no longer a critical safety threat or can be managed using normal hospital operations</li> <li>• Ensure outside agencies are aware of status change</li> <li>• Declare hospital/facility safety</li> </ul> |             |                |
| <p>Ensure demobilization of the HCC and restocking of supplies, as appropriate including:</p> <ul style="list-style-type: none"> <li>• Return of borrowed equipment to appropriate location</li> <li>• Replacement of broken or lost items</li> <li>• Cleaning of HCC and facility</li> <li>• Restock of HCC supplies and equipment;</li> <li>• Environmental clean-up as warranted</li> </ul>   |             |                |
| <p>Ensure that after-action activities are coordinated and completed including:</p> <ul style="list-style-type: none"> <li>• Collection of all HCC documentation by the Planning Section Chief</li> <li>• Coordination and submission of response and recovery costs, and reimbursement documentation by the Finance/Administration and Planning Section Chiefs</li> <li>• Conduct of staff debriefings to identify accomplishments, response and improvement issues</li> <li>• Identify needed revisions to the Emergency Management Plan, Emergency</li> </ul>   |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| <p>Operations Plan, Job Action Sheets, operational procedures, records, and/or other related items</p> <ul style="list-style-type: none"> <li>• Writing the facility/hospital After Action Report and Improvement Plan</li> <li>• Participation in external (community and governmental) meetings and other post-incident discussion and after-action activities</li> <li>• Post-incident media briefings and facility/hospital status updates</li> <li>• Post-incident public education and information</li> <li>• Stress management activities and services for staff</li> </ul> |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 201 – Incident Briefing Form</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 252 – Section Personnel Time Sheet</li> <li>• HICS Form 261 – Incident Action Plan Safety Analysis</li> <li>• Hospital emergency operations plan and other plans as cited in the JAS</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |

## PUBLIC INFORMATION OFFICER

**Mission:** Serve as the conduit for information to internal and external stakeholders, including staff, visitors and families, and the news media, as approved by the Incident Commander.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initials: \_\_\_\_\_

**Position Reports to: Incident Commander** Signature \_\_\_\_\_:

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Incident Commander.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Activate the facility communications and risk communications plan, policies and procedures.   |             |                |
| Establish a designated media staging and media briefing area located away from the HCC and patient care activity areas. Inform on-site media of the physical areas to which they have access and those which are restricted. Coordinate designation of such areas with the Safety Officer and the Security Branch Director. |             |                |
| Contact external Public Information Officers from community and governmental agencies to ascertain and collaborate public information and media messages being developed by those entities to ensure consistent and collaborative messages from all entities.   |             |                |
| Consider need to deploy PIO to local Joint Information Center, if activated.  |             |                |
| Develop public information and media messages to be reviewed and approved by the Incident Commander before release to the news media and the public. Identify appropriate spokespersons to deliver the press briefings and public information announcements.  |             |                |
| Attend all command briefings and incident action planning meetings to gather and share incident and hospital information.   |             |                |
| Conduct or assign personnel to monitor and report to you incident and response information from sources such as the internet, radio, television and newspapers.   |             |                |
| Request one or more recorders and other support staff as needed from the Labor Pool & Credentialing Unit Leader, if activated, to perform all necessary activities and documentation.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>                                      | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to attend all Command briefings and incident action planning meetings to gather |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| and share incident and hospital information. Contribute media and public information activities and goals to the Incident Action Plan.   |             |                |
| Continue contact and dialogue with external Public Information Officers, in collaboration with the Liaison Officer, from community and governmental agencies to ascertain public information and media messages being developed by those entities to ensure consistent and collaborative messages from the hospital/facility. Coordinate translation of critical communications into multiple languages. |             |                |
| Determine whether a local, regional or State Joint Information Center (JIC) is activated, provide support as needed, and coordinate information dissemination.   |             |                |
| Continue to develop and revise public information and media messages to be reviewed and approved by the Incident Commander before release to the news media and the public.  |             |                |
| Ensure that media briefings are done in collaboration with JIC, when appropriate.  |             |                |
| Develop regular information and status update messages to keep staff informed of the incident and community and hospital/facility status in collaboration with the Employee Health and Well-Being Unit Leader, the Family Care Unit Leader and the Mental Health Unit Leader.  |             |                |
| Utilize internal hospital communications systems (e.g., email, intranet, internal TV, written report postings, etc.) to disseminate current information and status update messages to staff.   |             |                |
| Assess the need to activate a staff "hotline" for recorded information concerning the incident and facility status and establish the "hotline" if needed.  |             |                |
| Issue regular and timely incident information reports to the news media in collaboration with of the Situation Unit Leader and Liaison Officer, to be approved by the Incident Commander. Relay pertinent information received to the Situation Unit Leader and the Liaison Officer.   |             |                |
| Review the need for updates of critical information through in way finding and signage for staff, visitors and media. Assist in the development and dissemination of signage.  |             |                |
| Coordinate with the Patient Tracking Manager regarding: <ul style="list-style-type: none"> <li>• Receiving and screening inquiries regarding the status of individual patients.</li> <li>• Release of appropriate information to appropriate requesting entities.</li> </ul>   |             |                |
| Continue to document all actions and observations on the Operational Log (HICS Form 214) on a continual basis.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to receive regular progress reports from the Incident Commander, Section Chiefs and others, as appropriate.  |             |                |
| Coordinate with the Logistics Section Chief to determine requests for assistance to be released to the public via the media.  |             |                |
| With approval from Incident Commander and in collaboration with community and governmental PIOs, conduct ongoing news conferences, providing updates on casualty information and hospital operational status to the news media. Facilitate staff and patient interviews as appropriate. |             |                |
| Ensure ongoing information coordination with other agencies, hospitals, local EOC and the JIC.  |             |                |



| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Prepare and maintain records and reports as indicated or requested.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.                             |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.        |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for Public Information team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.  |             |                |
| Coordinate release of final media briefings and reports.  |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, submit Operational Logs (HICS Form 214) and all completed documentation to the Planning Section Chief.  |             |                |
| Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report. Topics include: <ul style="list-style-type: none"> <li>• Accomplishments and issues</li> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Crisis and emergency risk communication plan (Facility, and if available, community plan)</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Community and governmental PIO and Joint Information Center contact information</li> <li>• Local media contact information</li> </ul> |





## SAFETY OFFICER

**Mission:** Ensure safety of staff, patients, and visitors, monitor and correct hazardous conditions. Have authority to halt any operation that poses immediate threat to life and health.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initials: \_\_\_\_\_

**Position Reports to: Incident Commander** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| Immediate (Operational Period 0-2 Hours)   | Time | Initial |
|--|------|---------|
| Receive appointment and briefing from the Incident Commander.  |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |      |         |
| Notify your usual supervisor of your HICS assignment.  |      |         |
| Establish contact with the Communications Unit Leader and confirm your contact information.  |      |         |
| Appoint Safety team members and complete the Branch Assignment List (HICS Form 204).   |      |         |
| Brief team members on current situation and incident objectives; develop response strategy and tactics; outline action plan and designate time for next briefing.  |      |         |
| Determine safety risks of the incident to personnel, the hospital facility, and the environment. Advise the Incident Commander and Section Chiefs of any unsafe condition and corrective recommendations.  |      |         |
| Communicate with the Logistics Chief to procure and post non-entry signs around unsafe areas.  |      |         |
| Ensure the following activities are initiated as indicated by the incident/situation: <ul style="list-style-type: none"> <li>• Evaluate building or incident hazards and identify vulnerabilities</li> <li>• Specify type and level of PPE to be utilized by staff to ensure their protection, based upon the incident or hazardous condition</li> <li>• Establish a Hazardous Materials Command Post, in collaboration with the Operations Section's Hazardous Materials Branch Director</li> <li>• Monitor operational safety of decontamination operations</li> <li>• Ensure that Safety staff identify and report all hazards and unsafe conditions to the Operations Section Chief</li> </ul> |      |         |
| Assess hospital operations and practices of staff, and terminate and report any unsafe operation or practice, recommending corrective actions to ensure safe service delivery.   |      |         |
| Initiate the Incident Action Plan Safety Analysis (HICS Form 261).   |      |         |
| Ensure implementation of all safety practices and procedures in the hospital.  |      |         |
| Initiate environmental monitoring as indicated by the incident or hazardous condition.   |      |         |
| Attend all command briefings and Incident Action Planning meetings to gather and share incident and hospital/facility safety requirements.   |      |         |
| Request one or more recorders as needed from the Labor Pool & Credentialing Unit   |      |         |



| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Leader, if activated, to perform documentation and tracking.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Attend all command briefings and Incident Action Planning meetings to gather and share incident and hospital/facility information. Contribute safety issues, activities and goals to the Incident Action Plan.     |             |                |
| Continue to assess safety risks of the incident to personnel, the hospital facility, and the environment. Advise the Incident Commander and Section Chiefs of any unsafe condition and corrective recommendations. |             |                |
| Ensure proper equipment needs are met and equipment is operational prior to each operational period.   |             |                |
| Continue to document all actions and observations on the Operational Log (HICS Form 214) on a continual basis.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Re-assess the safety risks of the extended incident to personnel, the hospital facility, and the environment and report appropriately. Advise the Incident Commander and Section Chiefs of any unsafe condition and corrective recommendations. |             |                |
| Continue to update the Incident Action Plan Safety Analysis (HICS Form 261) for possible inclusion in the facility/hospital Incident Action Plan.   |             |                |
| Continue to assess hospital operations and practices of staff, and terminate and report any unsafe operation or practice, recommending corrective actions to ensure safe service delivery.  |             |                |
| Continue to attend all command briefings and incident action planning meetings to gather and share incident and hospital/facility information. Contribute safety issues, activities and goals to the Incident Action Plan.                      |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit.  |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.   |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Safety team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner. |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.                              |             |                |
| Upon deactivation of your position, brief the Incident Commander on current problems,  |             |                |



| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, submit Operational Logs (HICS Form 214) and all completed documentation to the Planning Section Chief.  |             |                |
| Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report. Topics include: <ul style="list-style-type: none"> <li>• Accomplishments and issues</li> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 261 – Incident Action Plan Safety Analysis</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Material safety data sheets (MSDS) or other information regarding involved chemicals (ATSDR, CHEMTREC, NIOSH handbook)</li> </ul> |



## LIAISON OFFICER

**Mission:** Function as the incident contact person in the Hospital Command Center for representatives from other agencies.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

Position Reports to: **Incident Commander** Signature: \_\_\_\_\_ Initial: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Incident Commander.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Appoint Liaison team members and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Liaison team members on current situation and incident objectives; develop response strategy and tactics; outline action plan and designate time for next briefing.   |             |                |
| Establish contact with the Communications Unit Leader, and confirm your contact information.  |             |                |
| Establish contact with local, county and/or state emergency organization agencies to ascertain current status, appropriate contacts and message routing.  |             |                |
| Consider need to deploy a Liaison Officer to local EOC; make recommendation to the Incident Commander.  |             |                |
| Communicate information obtained and coordinate with Public Information Officer.  |             |                |
| Obtain initial status and information from the Planning Section Chief to provide as appropriate to the inter-hospital emergency communication network and local and/or county EOC, upon request: <ul style="list-style-type: none"> <li>• Patient Care Capacity – The number of “immediate (red),” “delayed (yellow),” and “minor (green)” patients that can be received and treated immediately, and current census.</li> <li>• Hospital's Overall Status – Current condition of hospital structure, security, and utilities.</li> <li>• Any current or anticipated shortage critical resources including personnel, equipment, supplies, medications, etc.</li> <li>• Number of patients and mode of transportation for patients requiring transfer to other hospitals, if applicable.</li> <li>• Any resources that are requested by other facilities (e.g., personnel, equipment, supplies, medications, etc.).</li> <li>• Media relations efforts being initiated, in conjunction with the PIO.</li> </ul> |             |                |
| Establish communication with other hospitals, local Emergency Operations Center (EOC), and/or local response agencies (e.g., public health). Report current hospital status.  |             |                |
| Establish contact with liaison counterparts of each assisting and cooperating agency (e.g., local EOC, Red Cross), keeping governmental Liaison Officers updated on changes in  |             |                |



| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| facility/hospital status, initial hospital response to incident, critical issues and resource needs.  |             |                |
| Request one or more recorders as needed from the Labor Pool and Credentialing Unit Leader, if activated, to perform all necessary documentation.                        |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Attend all command briefings and Incident Action Planning meetings to gather and share incident and hospital/facility information. Contribute inter-hospital information and community response activities and provide Liaison goals to the Incident Action Plan.  |             |                |
| Request assistance and information as needed through the inter-hospital emergency communication network or from the local and/or regional EOC.   |             |                |
| Consider need to deploy a Liaison Officer to the local EOC; make this recommendation to the Incident Commander.  |             |                |
| Obtain Hospital Casualty/Fatality Report (HICS Form 259) from the Public Information Officer and Planning Section Chief and report to appropriate authorities the following minimum data: <ul style="list-style-type: none"> <li>• Number of casualties received and types of injuries treated.</li> <li>• Current patient capacity (census)</li> <li>• Number of patients hospitalized, discharged home, or transferred to other facilities.</li> <li>• Number dead.</li> <li>• Individual casualty data: name or physical description, sex, age, address, seriousness of injury or condition.</li> </ul> |             |                |
| Respond to requests and issues from incident management team members regarding inter-organization (e.g., other hospitals, governmental entities, response partners) problems.  |             |                |
| Assist the Labor Pool & Credentialing Team Leader with problems encountered in the volunteer credentialing process.  |             |                |
| Report any special information obtained (e.g., identification of toxic chemical, decontamination or any special emergency condition) to appropriate personnel in the receiving area of the hospital (e.g., emergency department), HCC and/or other receiving facilities.   |             |                |
| Continue to document all actions and observations on the Operational Log (HICS Form 214) on a continual basis.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| In coordination with the Labor Pool & Credentialing Unit Leader and the local EOC, request physicians and other hospital staff willing to volunteer as Disaster Service Workers outside of the hospital, when appropriate. |             |                |
| Communicate with Logistics Section Chief on status of supplies, equipment and other resources that could be mobilized to other facilities, if needed or requested.   |             |                |
| Consider need to deploy/maintain a Liaison Officer to local EOC; make the  |             |                |



| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| recommendation to the Incident Commander.  |             |                |
| Prepare and maintain records and reports as appropriate.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.                             |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.        |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for Liaison team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, submit Operational Logs (HICS Form 214) and all completed documentation to the Planning Section Chief.  |             |                |
| Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report. Topics include: <ul style="list-style-type: none"> <li>• Accomplishments and issues</li> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 259 – Hospital Casualty/Fatality Report</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Municipal organization chart and contact numbers</li> <li>• County organization chart and contact numbers</li> </ul> |





## MEDICAL/TECHNICAL SPECIALIST – BIOLOGICAL/INFECTIOUS DISEASE

**Mission:** Advise the Incident Commander and/or Operations Section Chief, as assigned, on issues related to biological/infectious disease emergency response.

|  |  |
|--|--|
| Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____ |  |
| Position Reports to: _____ Signature: _____                                    |  |
| Hospital Command Center (HCC) Location: _____ Telephone: _____                 |  |
| Fax: _____ Other Contact Info: _____ Radio Title: _____                        |  |

| Immediate (Operational Period 0-2 Hours)   | Time | Initial |
|--|------|---------|
| Receive appointment and briefing from the Incident Commander.  |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |      |         |
| Notify your usual supervisor of your HICS assignment.  |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |      |         |
| Request staffing assistance from the Labor Pool and Credentialing Unit Leader to assist with rapid research as needed to determine hazard and safety information critical to treatment and decontamination concerns for the victims and personnel.   |      |         |
| Verify from the ED, infectious disease physicians and infection control staff and report the following information to the Incident Commander or Operations Section Chief and Medical Care Branch Director: <ul style="list-style-type: none"> <li>• Number and condition of patients affected, including the non-symptomatic</li> <li>• Type of biological/infectious disease involved</li> <li>• Medical problems present in addition biological/infectious disease involved</li> <li>• Measures taken (e.g., cultures, supportive treatment)</li> <li>• Potential for industrial, chemical, or radiological material exposure expected in addition to biological/infectious disease exposure and scope of communicability</li> </ul> |      |         |
| Collaborate with the Public Health Department in developing a case definition. Ensure that the case definition is communicated to the Medical Care Branch Director, Safety Officer and all patient care areas.   |      |         |
| Communicate with Operations Section Chief and Safety Officer regarding disease information and staff protection.   |      |         |
| Ensure that appropriate standard of isolation precautions are being used in all patient care areas. Arrange for just-in-time training regarding isolation precautions as required.   |      |         |
| Meet regularly with the Command staff, Operations Section Chief and Medical Care Branch Director to plan and project patient care needs.   |      |         |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.  |      |         |
| Recommend input for PIO press releases as requested.   |      |         |
| Contact the local Public Health Department, in collaboration with the Liaison Officer, as required, for notification, support, and investigation resources.  |      |         |

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Assist the Clinic Administration Medical/Technical Specialist and the Employee Health and Well-Being Unit in organizing Mass Dispensing Clinics or Point of Dispensing for antibiotic prophylaxis or mass vaccination, as indicated and if recommended by the Public Health Department. |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Establish regular meeting schedule with the Incident Commander or Operations Section Chief for updates on the situation regarding hospital operation needs.                 |             |                |
| Maintain communications with Medical Care Branch Director and other Command staff to co-monitor development of the incident and maintain information resource availability. |             |                |
| Direct collection of samples for analysis or evidence.  |             |                |
| Monitor and Ensure all samples are correctly packaged for shipment to the most appropriate testing location/laboratory.   |             |                |
| Continue to recommend and maintain appropriate isolation precautions and staff protection as the incident evolves.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with the Incident Commander or Operations Section Chief to update current status and conditions.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.   |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Ensure Employee Health and Well-Being Unit, ED physicians and infectious disease physicians and infection control staff are aware of any significant information resulting from exposure to biological/infectious agent. |             |                |
| Ensure the Security Branch Director has custody of all suspected contaminated evidence for release to proper (verified) authority in a proper container, properly sealed.  |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Upon deactivation of your position, brief the Incident Commander or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.                                       |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Operations Section Chief or Incident Commander, as appropriate.                                   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Submit comments to the Incident Commander or Operations Section Chief, as appropriate for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Local public health department reporting forms</li> </ul> |



## MEDICAL/TECHNICAL SPECIALIST – CHEMICAL

**Mission:** Advise the Incident Commander or Operations Section Chief, as assigned, on issues related to specific chemical incidents and emergency response. In conjunction with the Medical Care Branch Director, and Hazmat Branch Director organize and prepare the Emergency Department to receive chemical exposure casualties in a manner consistent with hospital procedures and best practices to preserve the operational integrity of the Emergency Department and other areas in the hospital receiving patients.

|  |  |
|--|--|
| Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____ |  |
| Position Reports to: _____ Signature: _____                                    |  |
| Hospital Command Center (HCC) Location: _____ Telephone: _____                 |  |
| Fax: _____ Other Contact Info: _____ Radio Title: _____                        |  |

| Immediate (Operational Period 0-2 Hours)  | Time | Initial |
|---|------|---------|
| Receive appointment and briefing from the Incident Commander.   |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |      |         |
| Notify your usual supervisor of your HICS assignment.   |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |      |         |
| Request staffing assistance from the Labor Pool and Credentialing Unit Leader to assist with rapid research as needed to determine hazard and safety information critical to treatment and decontamination concerns for the victims and personnel.  |      |         |
| Assess size and location of chemical exposure. Implement hospital decontamination and/or spill response plan. Coordinate activities with the Hazardous Materials Branch Director and the Medical Care Branch Director.  |      |         |
| Recommend decontamination procedures and staff personal protection, including respiratory protection.   |      |         |
| Verify from the ED Attending and report to the Incident Commander the following information from the scene: <ul style="list-style-type: none"> <li>• Number and condition of both uncontaminated and contaminated patients</li> <li>• Type and amount of chemical involved</li> <li>• Type of chemical incident:                             <ul style="list-style-type: none"> <li>○ External chemical exposure only</li> <li>○ External contamination only</li> <li>○ External contamination with internal exposure</li> </ul> </li> <li>• Time incident occurred</li> <li>• Medical problems present besides chemical contamination</li> <li>• Measures taken at the incident site (e.g., air monitors and skin contamination levels)</li> </ul> |      |         |
| Verify with the Safety Officer and the Security Branch Director that all access to the ED has been secured to prevent media or other non-authorized people from entering into the treatment area during treatment or the decontamination process.   |      |         |
| Ensure the monitoring and surveying of hospital staff providing patient decontamination   |      |         |



| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| in conjunction with Hazmat Branch Director and care from the arrival of the patients through the decontamination and medical care process, and post-event monitoring of all personnel after care is provided. |             |                |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.   |             |                |
| Coordinate activities with the Hazardous Materials Branch Director and the Medical Care Branch Director.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.                                       |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Regularly update the following on your actions and recommendations: <ul style="list-style-type: none"> <li>• Industrial hygienist</li> <li>• Employee Health and Well-Being Unit</li> <li>• Safety Officer</li> <li>• Hazardous Materials Branch Director</li> <li>• Victim Decontamination Unit Leader</li> <li>• Facility/Equipment Decontamination Unit Leader</li> </ul> |             |                |
| Respond to requests and concerns from incident personnel regarding chemical agents involved and treatment concerns for victims and personnel.  |             |                |
| Regularly meet with the Incident Commander and Operations Section Branch Directors for updates on the situation regarding chemical contamination/decontamination issues.   |             |                |
| Ensure staff use safe practices and procedures.  |             |                |
| Continue to communicate regularly with Command staff and the Medical Care Branch Director to co-monitor the delivery and quality of medical care in all patient areas.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to meet regularly with the Incident Commander or Operations Section Branch Directors to keep apprised of current conditions and monitor the quality of medical care.  |             |                |
| In collaboration with the Operations Section's HazMat Branch Director, oversee final personnel clearance checks and report clearance to the ED attending, Medical Care Branch Director, Employee Health and Well-Being Unit Leader and Operations Section Chief: <ul style="list-style-type: none"> <li>• Ambulances and staff</li> <li>• Assisting law enforcement personnel</li> </ul> |             |                |
| Direct monitoring of facility decontamination processes as needed, in collaboration with the HazMat Branch Director.   |             |                |
| In collaboration with Hazmat Branch Director and local law enforcement determine how contaminated personal vehicles used to bring patients to the hospital should be managed.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| concerns to the Mental Health Unit Leader. Provide for staff rest periods and relief.  |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Operations Section Chief or Incident Commander, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Incident Commander or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Incident Commander or Operations Section Chief, as appropriate, for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital decontamination plan</li> <li>• Hospital spill response plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Material safety data sheets</li> <li>• NIOSH Pocket Guide</li> <li>• Emergency Response Guidebook</li> <li>• Managing Hazardous Materials Incidents, Volume II – Hospital Emergency Departments: A Planning Guide for the Management of Contaminated Patients</li> <li>• Managing Hazardous Materials Incidents, Volume III – Medical Management Guidelines (MMGs) for Acute Chemical Exposures</li> </ul> |





## MEDICAL/TECHNICAL SPECIALIST – RADIOLOGICAL

**Mission:** Advise the Incident Commander or Operations Section Chief, as assigned, on issues related to specific radiological incidents and emergency response. In conjunction with the Medical Care Branch Director, organize and prepare the Emergency Department to receive radiation exposure casualties in a manner consistent with hospital procedures and best practices to preserve the operational integrity of the Emergency Department.

|  |
|--|
| Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____ |
| <b>Position Reports to:</b> _____ Signature: _____                             |
| Hospital Command Center (HCC) Location: _____ Telephone: _____                 |
| Fax: _____ Other Contact Info: _____ Radio Title: _____                        |

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment and briefing from the Incident Commander.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Request staffing assistance from the Labor Pool and Credentialing Unit Leader to assist with rapid research as needed to determine hazard and safety information critical to treatment and decontamination concerns for the victims and personnel.   |             |                |
| Verify from the ED Attending and report to the Incident Commander the following information from the scene: <ul style="list-style-type: none"> <li>• Number and condition of both uncontaminated and contaminated patients</li> <li>• Type and amount of radioactive isotopes involved</li> <li>• Type of radiation incident:                             <ul style="list-style-type: none"> <li>○ External radiation exposure only</li> <li>○ External contamination only</li> <li>○ External contamination with internal exposure</li> </ul> </li> <li>• Time incident occurred</li> <li>• Medical problems present besides radionuclide contamination</li> <li>• Measures taken at the incident site (e.g., air monitors, fixed radiation monitors, nasal smear counts, and skin contamination levels)</li> <li>• Potential for industrial, biological, or chemical material exposures expected in addition to radionuclide.</li> </ul> |             |                |
| Direct the preparation of the emergency department for the arrival of victims using PPE dress-out for radiological decontamination response  |             |                |
| Designate a person with a survey meter at the entrance of the decontamination room to monitor personnel and equipment leaving the radiation decontamination room.  |             |                |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.  |             |                |
| Verify with the Safety Officer and the Security Branch Director that all access to the ED has been secured to prevent media or other non-authorized people from entering into  |             |                |

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| the treatment area during treatment or the decontamination process.   |             |                |
| Ensure the monitoring and surveying of hospital staff providing patient decontamination and care from the arrival of the patient through the decontamination and care process, and post-event monitoring of all personnel after care is provided. |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with the Incident Commander or Operations Section Chief and Branch Directors to update current situation and conditions.  |             |                |
| Continue to ensure appropriate decontamination processes including: <ul style="list-style-type: none"> <li>• Monitoring patients and decontamination team during and after the care of the patient(s).</li> <li>• Surveying of the contaminated areas, patients and exposed personnel.</li> <li>• Collecting samples for subsequent analysis.</li> <li>• Collecting and managing any radioactive wastes (solid and liquid) generated during the decontamination process.</li> <li>• Evaluating staff dosimeters and ensuring proper follow-up if indicated.</li> </ul> | E           |                |
| Ensure use of all safety practices and procedures.   |             |                |
| Prepare and maintain records and reports.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| In collaboration with the Operations Section’s HazMat Branch Director, oversee final personnel clearance checks and report clearance to the ED attending, Medical Care Branch Director, Employee Health and Well-Being Unit Leader and Operations Section Chief: <ul style="list-style-type: none"> <li>• Ambulance and attendants</li> <li>• Route from ambulance entrance to radiation decontamination room</li> <li>• Radiation decontamination room</li> <li>• Patient(s) and staff</li> </ul> |             |                |
| Direct monitoring of facility decontamination processes as needed, in collaboration with the HazMat Branch Director.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief.   |             |                |
| Upon shift change, brief replacement on the status of all ongoing operations, issues and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Ensure analysis of all specimens taken from potentially contaminated items or water. |             |                |
| Ensure staff and Employee Health and Well-Being Unit Leader is aware of any          |             |                |



| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| significant information resulting from exposure to radiation and recommendations for follow up care and monitoring.   |             |                |
| Ensure the Security Officer has custody of all suspected contaminated evidence for release to proper (verified) authority in a proper container, properly sealed.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Operations Section Chief or Incident Commander, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Incident Commander or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to the Incident Commander or Operations Section Chief, as appropriate for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |



## MEDICAL/TECHNICAL SPECIALIST – CLINIC ADMINISTRATION

**Mission:** Maintain hospital-based clinic’s capabilities and services to the best of staff’s and facility’s capabilities. Advise the Incident Commander or Operations Section Chief, as assigned, on issues related to clinic operations.

|   |              |                           |                             |                    |
|---|--------------|---------------------------|-----------------------------|--------------------|
| Date: _____                                   | Start: _____ | End: _____                | Position Assigned to: _____ | Initial: _____     |
| <b>Position Reports to:</b> _____             |              | Signature: _____          |                             |                    |
| Hospital Command Center (HCC) Location: _____ |              |                           | Telephone: _____            |                    |
| Fax: _____                                    |              | Other Contact Info: _____ |                             | Radio Title: _____ |

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Incident Commander.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Oversee staffed Mass Dispensing Clinic or Point of Dispensing for antibiotic prophylaxis or vaccination, as indicated or if recommended by the Public Health Department.  |             |                |
| Regularly meet with Operations and Logistics Section Chiefs to determine current status of operations and needs to continue operations.   |             |                |
| Request staffing assistance from the Labor Pool and Credentialing Unit Leader to assist with rapid research as needed to determine hazard and safety information critical to treatment and decontamination concerns for the victims and personnel.  |             |                |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.   |             |                |
| Notify appropriate clinic managers and staff of emergency and brief on current status.  |             |                |
| Obtain outpatient/clinic census and status and emphasize proactive actions. Request projection reports on clinical activities as appropriate (e.g., 4, 8, 24, and 48 hours from start of incident).   |             |                |
| Assess clinical resources (staff, supplies, equipment, and facilities) that could be mobilized to assist as needed during emergency.  |             |                |
| Maintain routine flow of clinic patients, materials, and information while emergency is being addressed and respond promptly to issues that may disrupt that flow.  |             |                |
| Implement interim measures to maintain critical clinic operations, as necessary, in response to disruption of patient services. Implement business continuity/recovery plans for affected clinics.  |             |                |
| For emergencies directly affecting hospital operations due to being damaged/overwhelmed (including evacuation): <ul style="list-style-type: none"> <li>• Determine which clinic sites could support acute patient care (immediate or delayed).</li> <li>• Provide clinic resources (staff, supplies, and facilities) to assist hospital operations as requested.</li> </ul> |             |                |

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| For emergencies directly affecting clinic operations due to being damaged/overwhelmed: <ul style="list-style-type: none"> <li>• Determine extent of continuation of normal clinic activities based on emergency.</li> <li>• Authorize rescheduling/cancellation of clinic appointments.</li> <li>• Consider activation of an alternate care site for clinic operations.</li> <li>• Update the Incident Commander and request assistance as needed.</li> </ul> |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue regular meetings with the Incident Commander, Operations Section Chief or Branch Directors for updates on the situation regarding hospital operations needs.           |             |                |
| Continue communications with Medical Care Branch Director, Operations and Logistics Section Chiefs to co-monitor the delivery and quality of medical care in all patient areas. |             |                |
| Receive updates from the clinic managers of issues which may be pertinent to the emergency.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to meet regularly with the Incident Commander or Operations Section Chief, as assigned, to keep apprised of current conditions.                                      |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Mental Health Team Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to ensure business recovery plans are being followed.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Operations Section Chief or Incident Commander, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Operations Section Chief or Incident Commander, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Operations Section Chief or Incident Commander, as appropriate, for discussion and possible inclusion in the After-Action Report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |



| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Clinic emergency plan</li> <li>• Department and facility business continuity plans</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |





## MEDICAL/TECHNICAL SPECIALIST – HOSPITAL ADMINISTRATION

**Mission:** Maintain hospital's capability and services. Advise the Incident Commander or Operations Section Chief, as assigned, on issues related to hospital operations.

|  |                    |
|--|--------------------|
| Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____ |                    |
| Position Reports to: _____ Signature: _____                                    |                    |
| Hospital Command Center (HCC) Location: _____                                  | Telephone: _____   |
| Fax: _____ Other Contact Info: _____   | Radio Title: _____ |

| Immediate (Operational Period 0-2 Hours)  | Time | Initial |
|---|------|---------|
| Receive appointment and briefing from the Incident Commander or Section Chiefs.   |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |      |         |
| Notify your usual supervisor of your HICS assignment.   |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |      |         |
| Meet with Command staff and Section Chiefs to determine current status of operations, critical issues and resource needs to continue operations.  |      |         |
| Request staffing assistance from the Labor Pool and Credentialing Unit Leader to assist with rapid research as needed to determine hazard and safety information critical to treatment and decontamination concerns for the victims and personnel.  |      |         |
| Notify appropriate hospital administrators/managers of the emergency.   |      |         |
| Assess hospital resources (staff, supplies, and facilities) to assist as needed during the emergency.   |      |         |
| Maintain the routine flow of hospital patients, materials, and information while the emergency is being addressed and respond promptly to issues that may disrupt that flow.  |      |         |
| Collaborate with the Operations Section's Medical Care Branch Director and Operations Section Chief to implement altered (austere) standards of patient care as needed. Ensure the change in patient care standards is communicated to hospital staff and physicians.   |      |         |
| Implement interim measures, as necessary, in response to disruption of patient services.  |      |         |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.   |      |         |
| For emergencies directly affecting hospital operations due to being damaged/overwhelmed (including evacuation): <ul style="list-style-type: none"> <li>• Determine extent of continuation of normal hospital activities based on emergency.</li> <li>• Update the Incident Commander and request assistance as needed.</li> </ul> |      |         |
| For emergencies directly affecting clinic operations due to being damaged/overwhelmed: <ul style="list-style-type: none"> <li>• Provide hospital resources (staff, supplies, and facilities) to assist clinic operations as requested.</li> </ul>   |      |         |

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Coordinate with Business Continuity Unit Leader to facilitate the implementation of business recovery plans in hospital departments. Continue to monitor and evaluate continuity plan use. |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.                    |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Establish regular meetings with the Incident Commander or Section Chiefs, as appropriate, for updates on the situation regarding hospital operations needs.                       |             |                |
| Continue to maintain communications with Command staff and Medical Care Branch Director to co-monitor the delivery and quality of medical care in all patient areas.              |             |                |
| Continue to receive updates from the hospital administrators/managers regarding critical response and recovery issues and update Section Chiefs and Command Staff as appropriate. |             |                |
| Coordinate with Business Continuity Unit Leader to monitor and evaluate business continuity plan use.   |             |                |
| Provide input to the Public Information Officer regarding media releases.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.           |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to meet regularly with the Incident Commander to keep apprised of current conditions.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Mental Health Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Incident Commander or assigned Section Chief, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Incident Commander or assigned Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Incident Commander or assigned Section Chief, as appropriate for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>Review of pertinent position descriptions and operational checklists</li> </ul> |             |                |

| Demobilization/System Recovery  | Time | Initial |
|---|------|---------|
| <ul style="list-style-type: none"> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |      |         |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.                 |      |         |

| Documents/Tools  |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |



## MEDICAL/TECHNICAL SPECIALIST – LEGAL AFFAIRS

**Mission:** Organize and provide legal advice to Command and Section staff on issues related to incident action planning and response.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Incident Commander or assigned Section Chief.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Research legal issues related to incident response and report to Command Staff as appropriate.  |             |                |
| Request staffing assistance from the Labor Pool and Credentialing Unit Leader to assist with rapid research and clerical activities as needed.                          |             |                |
| Provide requested recommendations from a legal perspective to Command staff or Section Chiefs.  |             |                |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.   |             |                |
| Communicate medical-legal questions to appropriate local/state authorities, in collaboration with the Liaison Officer.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to work with Command staff and Section Chiefs to resolve medical-legal issues.                 |             |                |
| Update local/state legal authorities on hospital legal issues, in conjunction with the Liaison Officer. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b> | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue medical-legal advising and notifications.   |             |                |

| <b>Demobilization/System Recovery</b> | <b>Time</b> | <b>Initial</b> |
|---------------------------------------|-------------|----------------|
|                                       |             |                |



| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Provide legal guidance on system recovery issues.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to your assigned Section Chief or Incident Commander, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Incident Commander or your assigned Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to your assigned Section Chief or Incident Commander, as appropriate.   |             |                |
| Submit comments to the Incident Commander or your assigned Section Chief, as appropriate, for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• PC with internet access, as available</li> </ul> |

## MEDICAL/TECHNICAL SPECIALIST – RISK MANAGEMENT

**Mission:** Recommend to Command staff and Section Chiefs, any changes to risk-management and loss-prevention program policies to comply with emergency safety legislation and industry practices. Advise on the most cost effective plans to minimize asset liability. Act as the liaison to attorneys, insurance companies and individuals, investigating any incidences that may result in asset loss.

|  |  |
|--|--|
| Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____ |  |
| Position Reports to: _____ Signature: _____                                    |  |
| Hospital Command Center (HCC) Location: _____ Telephone: _____                 |  |
| Fax: _____ Other Contact Info: _____ Radio Title: _____                        |  |

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Incident Commander.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Request staffing assistance from the Labor Pool and Credentialing Unit Leader to assist with rapid research and clerical activities as needed.  |             |                |
| Coordinate internal and external messages with Public Information Officer.  |             |                |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.   |             |                |
| Communicate regularly with Finance/Administration Section's Claims/Compensation Unit and Employee Health and Well-Being Unit on risk management issues.   |             |                |
| Continuously monitor response practices and identify for the Command Staff appropriate modifications or changes working in conjunction with Safety Officer, Security Branch Director and appropriate technical specialists. |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue monitoring for and reporting high risk activities to the Safety Officer or other appropriate Section Chief. |             |                |
| Brief Incident Command staff of potential practice issues and needed modifications and changes.                      |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b> | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue monitoring for high risk activities.        |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Brief Command staff and Section Chiefs of potential practice issues and needed modifications and changes. |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Coordinate staff injury medical follow up, in conjunction with Employee Health and Well-Being Unit and Claims/Compensation Unit.  |             |                |
| Coordinate staff injury reports, documentation and related issues with Finance Section Chief.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to your assigned Section Chief or the Incident Commander, as appropriate.   |             |                |
| Upon deactivation of your position, brief your assigned Section Chief or the Incident Commander, as appropriate on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to your assigned Section Chief or the Incident Commander, as appropriate, for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• PC with internet access, as available</li> </ul> |



## MEDICAL/TECHNICAL SPECIALIST – MEDICAL STAFF

**Mission:** Advise the Incident Commander or Operations Section Chief, as assigned, on issues related to the medical staff.

|  |  |
|--|--|
| Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____ |  |
| Position Reports to: _____ Signature: _____                                    |  |
| Hospital Command Center (HCC) Location: _____ Telephone: _____                 |  |
| Fax: _____ Other Contact Info: _____ Radio Title: _____                        |  |

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Incident Commander.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Request staffing assistance from the Labor Pool and Credentialing Unit Leader to assist with rapid research and clerical assistance as needed.                          |             |                |
| Assist Labor Pool & Credentialing Unit Leader with medical staff credentialing issues.  |             |                |
| Assist the Support Branch Director with completion of the Medical Staff Plan (HICS Form 206)  |             |                |
| Meet regularly with Medical Care Branch Director and Support Branch Director to plan and project patient care needs.  |             |                |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with the Incident Commander or the Operations Section Chief, as appropriate, to brief on medical staff status and projected needs.  |             |                |
| Maintain regular communications with the Medical Care Branch Director to co-monitor the delivery and quality of medical care in all patient areas. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to ensure medical staff related response issues are identified and effectively managed. Report critical issues to the Medical Care Branch Director and Operations Section Chief, as appropriate. |             |                |
| Continue to meet regularly with the Operations Section Chief or Incident Commander, as assigned, to update current conditions and status.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.   |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Operations Section Chief or Incident Commander, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Operations Section Chief or Incident Commander, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Operations Section Chief or the Incident Commander, as appropriate, for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |

## MEDICAL/TECHNICAL SPECIALIST – PEDIATRIC CARE

**Mission:** Advise the Incident Commander or Operations Section Chief, as assigned, on issues related to pediatric emergency response.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to:** \_\_\_\_\_ Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| Immediate (Operational Period 0-2 Hours)   | Time | Initial |
|--|------|---------|
| Receive appointment and briefing from the Incident Commander or Operations Section Chief, as assigned.   |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |      |         |
| Notify your usual supervisor of your HICS assignment.  |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |      |         |
| Meet with the Command staff, Operations and Logistics Section Chiefs and the Medical Care Branch Director to plan for and project pediatric patient care needs.  |      |         |
| Communicate with the Operations Section Chief to obtain: <ul style="list-style-type: none"> <li>• Type and location of incident</li> <li>• Number and condition of expected pediatric patients</li> <li>• Estimated arrival time to facility</li> <li>• Unusual or hazardous environmental exposure</li> </ul> |      |         |
| Request staffing assistance from the Labor Pool and Credentialing Unit Leader, as needed, to assist with rapid research as needed to determine hazard and safety information critical to treatment and decontamination concerns for the pediatric victims.   |      |         |
| Provide pediatric care guidance to Operation Section Chief and Medical Care Branch Director based on incident scenario and response needs  |      |         |
| Ensure pediatric patient identification and tracking practices are being followed.   |      |         |
| Communicate and coordinate with Logistics Section Chief to determine pediatric: <ul style="list-style-type: none"> <li>• Medical care equipment and supply needs</li> <li>• Medications with pediatric dosing</li> <li>• Transportation availability and needs (carts, cribs, wheel chairs, etc.)</li> </ul>   |      |         |
| Communicate with Planning Section Chief to determine pediatric: <ul style="list-style-type: none"> <li>• Bed availability</li> <li>• Ventilators</li> <li>• Trained medical staff (MD, RN, PA, NP, etc.)</li> <li>• Additional short and long range pediatric response needs</li> </ul>                        |      |         |
| Ensure that appropriate pediatric standards of care are being followed in all clinical areas.  |      |         |
| Collaborate with the PIO to develop media and public information messages specific to pediatric care recommendations and treatment.  |      |         |

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to communicate and coordinate with Logistics Section Chief the availability of pediatric equipment and supplies.   |             |                |
| Coordinate with Logistics and Planning Section Chiefs to expand/create a Pediatric Patient Care area, if needed.  |             |                |
| Continue to monitor pediatric care activities to Ensure needs are being met.  |             |                |
| Meet regularly with the Operations Section Chief and Medical Care Branch Director for updates on the situation regarding hospital operations and pediatric needs. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Ensure the provision of resources for pediatric mental health and appropriate event education for children and families.  |             |                |
| Continue to ensure pediatric related response issues are identified and effectively managed   |             |                |
| Continue to meet regularly with the Operations Section Chief or Incident Commander, as appropriate, for situation status updates and to communicate critical pediatric care issues. |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Mental Health Unit Leader. Provide for staff rest periods and relief.       |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Operations Section Chief or Incident Commander, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Operations Section Chief or Incident Commander, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Operations Section Chief or Incident Commander, as appropriate, for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> </ul> |             |                |



| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| <ul style="list-style-type: none"> <li>• Section accomplishments and issues</li> </ul>                                  |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Local public health reporting forms</li> </ul> |



## MEDICAL/TECHNICAL SPECIALIST — MEDICAL ETHICIST

**Mission:** Assist Command staff and Section Chiefs to address management issues with ethical implications.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to:** Incident Commander Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Incident Commander.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Evaluate key ethical issues such as standards of care, priority of care, use of limited resources, etc. and develop recommendations for addressing the issues.          |             |                |
| Coordinate with Command Staff, Section Chiefs and other Medical/Technical Specialists as appropriate.   |             |                |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to evaluate implemented programs or recommendations that have ethical impacts to staff, patients, visitors and the facility. |             |                |
| Brief Incident Command staff of potential practice issues and needed modifications and changes.                                       |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue monitoring issues that have potential ethical implications and assist with identifying practice considerations |             |                |
| Brief Command Staff and Section Chiefs of potential practice issues and recommended modifications and changes.          |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Upon deactivation of your position, insure all documentation and Operational Logs (HICS Form 214) are submitted to your assigned Section Chief or the Incident Commander, as appropriate.   |             |                |
| Upon deactivation of your position, brief your assigned Section Chief or the Incident Commander, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to your assigned Section Chief or the Incident Commander, as appropriate, for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• PC with internet access, as available</li> </ul> |



## OPERATIONS SECTION CHIEF

**Mission:** Develop and implement strategy and tactics to carry out the objectives established by the Incident Commander. Organize, assign, and supervise Staging, Medical Care, Infrastructure, Security, Hazardous Materials, and Business Continuity Branch resources.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Incident Commander** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Incident Commander. Obtain packet containing Operations Section Job Action Sheets.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Determine need to appoint Staging Manager, Branch Directors, and Unit Leaders in Operations Section; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204). |             |                |
| Brief Operations Section Branch Directors and Staging Manager on current situation and incident objectives; develop response strategy and tactics; outline Section action plan and designate time for next briefing.              |             |                |
| Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements.   |             |                |
| Obtain information and updates regularly from Operations Section Branch Directors and Staging Manager; maintain current status of all areas; inform Situation Unit Leader of status information.                                  |             |                |
| Maintain communications with Logistics Section Chief and Staging Manager to ensure the accurate movement and tracking of personnel and resources to Staging Area.   |             |                |
| Ensure Operations Section personnel comply with safety policies and procedures.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Communicate regularly with the Incident Commander, Public Information Officer and Liaison Officer; brief regularly on the status of the Operations Section. |             |                |
| Designate time(s) for briefings and updates with Operations Section leadership to develop or update the Section action plan.                                |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Ensure the following are being addressed: <ul style="list-style-type: none"> <li>• Section Staff health and safety</li> <li>• Patient tracking</li> <li>• Patient care</li> <li>• Patient family support</li> <li>• Interfacility transfers (into and from facility)</li> <li>• Fatality management</li> <li>• Information sharing with local EOC, public health, and law enforcement in coordination with the Liaison Officer</li> <li>• Personnel and resource movement through Staging Area</li> <li>• Documentation</li> </ul> |             |                |
| Initiate the Resource Accounting Record (HICS Form 257) to track equipment used during the response.   |             |                |
| Schedule planning meetings with Branch Directors and Staging Manager to update the Section action plan and demobilization procedures.  |             |                |
| Coordinate patient care treatment standards and case definitions with public health officials, as appropriate.   |             |                |
| Ensure that the Operations Section is adequately staffed and supplied.   |             |                |
| Coordinate personnel needs with Labor Pool & Credentialing Unit Leader, supply and equipment needs with the Supply Unit Leader, projections and needs with the Planning Section, and financial matters with the Finance/Administration Section.  |             |                |
| Ensure coordination with any assisting or cooperating agency.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to monitor Operations Section personnel's ability to meet workload demands, staff health and safety, resource needs and documentation practices.   |             |                |
| Continue to maintain the Resource Accounting Record (HICS Form 257) to track equipment used during the response.  |             |                |
| Conduct regular situation briefings with Operations Section Branch Directors and Staging Manager.   |             |                |
| Address issues related to ongoing patient care: <ul style="list-style-type: none"> <li>• Ongoing patient arrival</li> <li>• Bed availability</li> <li>• Patient transfers</li> <li>• Patient tracking</li> <li>• Staff health and safety</li> <li>• Mental health for patients, families, staff, incident management personnel</li> <li>• Fatality management</li> <li>• Staffing</li> <li>• Staff prophylaxis</li> <li>• Medications</li> <li>• Medical equipment and supplies</li> <li>• Personnel and resource movement through Staging Area</li> <li>• Linkages with the medical community, area hospitals, and other healthcare facilities</li> <li>• Documentation</li> </ul> |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.   |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs decrease, return Operations Section staff to their usual jobs and combine or deactivate positions in a phased manner, in coordination with the Demobilization Unit Leader.  |             |                |
| Coordinate patient care restoration to normal services.  |             |                |
| Coordinate final reporting of patient information with external agencies through Liaison Officer and Public Information Officer.   |             |                |
| Work with Planning and Finance/Administration Sections to complete cost data information.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Documentation Unit.   |             |                |
| Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment Sheet</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 257 – Resource Accounting Record</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |



## STAGING MANAGER

**Mission:** Organize and manage the deployment of supplementary resources, including personnel, vehicles, equipment, supplies, and medications.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Operations Section Chief**      Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment and briefing from the Operations Section Chief. Obtain Staging Unit Job Action Sheets.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Determine need for and appropriately appoint Staging Team Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Brief the Staging Team Leaders on current situation; outline branch action plan and designate time for next briefing.  |             |                |
| Identify an appropriate area to serve as Staging Area for the receipt and distribution of personnel and equipment resources.   |             |                |
| Coordinate delivery of needed resources to requesting area: <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Vehicles</li> <li>• Equipment and supplies</li> <li>• Medications</li> </ul>                                     |             |                |
| Regularly report Staging Area status to Operation Section Chief.   |             |                |
| Assess problems and needs; coordinate resource management.   |             |                |
| Instruct all Staging Team Leaders to evaluate on-hand equipment, supply, and medication inventories and staff needs in collaboration with Logistics Section Supply Unit Leader; report status to Operations Section Chief and Supply Unit. |             |                |
| Meet with the Operations Section Chief and Logistics Section Chief, as appropriate to discuss plan of action and staffing in all activities.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Operations Section Chief for status reports, and relay important information to Staging Team staff. |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue coordinating delivery of needed personnel, equipment/supplies, medications, and facility support services, working with the Logistics Section and Operations Section Branch Directors, as needed.          |             |                |
| Ensure prioritization of problems when multiple issues are presented.   |             |                |
| Coordinate use of external resources.   |             |                |
| Develop and submit a Staging Area action plan to the Operations Section Chief when requested.   |             |                |
| Ensure documentation is completed correctly and collected.  |             |                |
| Advise the Operations Section Chief immediately of any operational issue you are not able to correct or resolve. Make notification of resource problems encountered to the Logistics Section Chief, as appropriate. |             |                |
| Ensure staff health and safety issues being addressed; resolve with the Safety Officer.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Staging Team's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Coordinate assignment and orientation of external personnel sent to assist.  |             |                |
| Work with the Operations Section Chief and Logistics Section Chief, as appropriate on the assignment of external resources.  |             |                |
| Rotate staff on a regular basis.   |             |                |
| Document actions and decisions on a continual basis.   |             |                |
| Continue to provide the Operations Section Chief with periodic situation updates.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Staging Area decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner, in coordination with the Demobilization Unit Leader. |             |                |
| Assist the Operations Section Chief and Branch Directors with restoring hospital resources to normal operating condition.  |             |                |
| Ensure the return/retrieval of equipment/supplies/personnel.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Upon deactivation of your position, ensure all documentation and Staging Unit  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Operational Logs (HICS Form 214) are submitted to the Operations Section Chief.   |             |                |
| Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |





## PERSONNEL STAGING TEAM LEADER

**Mission:** Organize and manage the deployment of supplementary personnel resources.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Staging Manager** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| Immediate (Operational Period 0-2 Hours)  | Time | Initial |
|---|------|---------|
| Receive appointment and briefing from Staging Manager. Read the Job Action Sheet and put on position identification.  |      |         |
| Develop initial action plan with other Staging Team Leaders. Designate time for follow-up meeting.  |      |         |
| Notify your usual supervisor of your HICS assignment.   |      |         |
| Appoint Personnel Staging Team members and complete the Branch Assignment List (HICS Form 204).   |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |      |         |
| Coordinate delivery of needed personnel resources to requesting areas in coordination with Labor Pool & Credentialing Unit and Transportation Unit Leader.                                  |      |         |
| Brief Team on current situation. Designate time for follow-up meeting.  |      |         |
| Establish and maintain contact with Planning Section's Personnel Tracking Manager and Logistics Section's Labor Pool & Credentialing Unit Leader to share information and personnel status. |      |         |
| Instruct all Team members to evaluate personnel needs; report status to Staging Manager and Labor Pool & Credentialing Unit Leader.   |      |         |
| Assess problems and needs in each unit area; coordinate resource management.  |      |         |
| Establish regular meetings with Staging Manager to discuss plan of action, critical issues and staffing.  |      |         |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.                     |      |         |

| Intermediate (Operational Period 2-12 Hours)   | Time | Initial |
|--|------|---------|
| Continue coordinating delivery of needed personnel, working with the Logistics Section.              |      |         |
| Ensure prioritization of problems when multiple issues are presented.                                |      |         |
| Ensure documentation is done correctly and collected.  |      |         |
| Report resource problems and issues Logistics Section.   |      |         |
| Coordinate use of external resources.  |      |         |
| Continue to meet regularly with Staging Manager for status reports, and relay important information. |      |         |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Advise Staging Manager immediately of any operational issue you are not able to correct or resolve.  |             |                |
| Ensure staff health and safety issues being addressed; resolve with Safety Officer, Staging Manager and Employee Health & Well-Being Unit, as appropriate. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to monitor Personnel Staging Team members' ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |             |                |
| Coordinate assignment and orientation of external personnel assigned to Staging Team.   |             |                |
| Work with Staging Manager and Logistics Section on the assignment of external resources.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Staging Manager and Employee Health & Well-Being Unit.  |             |                |
| Rotate staff on a regular basis.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Staging Manager at assigned intervals and as needed.     |             |                |
| Continue to provide Staging Manager with periodic situation updates.  |             |                |
| Request mental health assistance for staff from Employee Health & Well-Being Unit as needed.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Personnel Staging Team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.  |             |                |
| Continue to participate in briefings and meetings as requested.  |             |                |
| Assist Staging Manager, Operations Section Chief and Team members with restoring hospital resources to normal operating condition.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, brief the Staging Manager and Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to Staging Manager or Operations Section Chief, as appropriate.  |             |                |
| Submit comments to the Staging Manager for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |

| <b>Demobilization/System Recovery</b>        | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Participate in stress management activities. |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |



## VEHICLE STAGING TEAM LEADER

**Mission:** Organize and manage the deployment of supplementary vehicle resources.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Staging Manager** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from Staging Manager. Read the Job Action Sheet and put on position identification.  |             |                |
| Obtain briefing from Staging Manager; develop initial action plan with other Staging Team Leaders. Designate time for follow-up meeting.                                |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Identify vehicle holding area within the Staging Area, as appropriate.  |             |                |
| Appoint Vehicle Staging Team members and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Coordinate delivery and assignment of needed vehicles, working with the Logistics Section's Transportation Unit.  |             |                |
| Regularly report Team status to Staging Manager.  |             |                |
| Brief Team on current situation. Designate time for follow-up meeting.  |             |                |
| Instruct all Team members to evaluate vehicular needs; report status to Staging Manager and Logistics Section's Support Branch Units.                                   |             |                |
| Report vehicle resource inventories to Planning Section's Materiel Tracking Manager.  |             |                |
| Assess problems and needs in each unit area; coordinate resource management.  |             |                |
| Meet with Staging Manager to discuss plan of action and staffing in all activities.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue coordinating delivery and assignment of needed vehicles, working with the Logistics Section's Transportation Unit. |             |                |
| Coordinate use of external resources.   |             |                |
| Ensure prioritization of problems when multiple issues are presented.   |             |                |
| Ensure documentation is done correctly and collected.   |             |                |
| Make notification of resource problems encountered to Staging Manager and Logistics Section, as appropriate.                |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.                |             |                |
| Advise Staging Manager immediately of any operational issue you are not able to correct or resolve.                           |             |                |
| Meet regularly with Staging Manager for status reports, and relay important information.                                      |             |                |
| Ensure staff health and safety issues being addressed; resolve with Safety Officer/Operations Section Chief when appropriate. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor Vehicles Staging Team members' ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |             |                |
| Work with Staging Manager and Logistics Section's Units on the assignment of external resources.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Staging Manager and Employee Health & Well-Being Unit. |             |                |
| Rotate staff on a regular basis.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Staging Manager at assigned intervals and as needed.    |             |                |
| Continue to provide Staging Manager with regular situation updates.  |             |                |
| Request mental health assistance for staff from the Employee Health & Well-Being Unit and report to Staging Manager.                                       |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Vehicle Staging Team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.  |             |                |
| Assist Operations Section Chief and Team members with restoring hospital resources to normal operating condition.  |             |                |
| Ensure appropriate final records are sent to Staging Manager or Operations Section Chief, as appropriate.  |             |                |
| Ensure return/retrieval of vehicles and assigned equipment.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, brief the Staging Manager and Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to Staging Manager or Operations Section Chief, as appropriate.  |             |                |
| Submit comments to the Staging Manager for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |

| <b>Demobilization/System Recovery</b>               | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Participate in briefings and meetings as requested. |             |                |
| Participate in stress management activities.        |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |





## EQUIPMENT/SUPPLY STAGING TEAM LEADER

**Mission:** Organize and manage the deployment of supplementary equipment and supplies.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Staging Manager** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from Staging Manager. Read the Job Action Sheet (JAS) and put on position identification.  |             |                |
| Obtain briefing from Staging Manager; develop initial action plan with other Staging Team Leaders. Designate time for follow-up meeting.                                |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Identify equipment holding area within Staging Area, as appropriate.  |             |                |
| Coordinate, in collaboration with Transportation Unit Leader in Logistics Section, the delivery of needed equipment and supplies to requesting area.                    |             |                |
| Appoint Equipment/Supply Staging Team members and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Team on current situation. Designate time for follow-up meeting.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Instruct all Team members to evaluate equipment and resource needs; report status to Staging Manager and Logistics Section's Support Branch.                            |             |                |
| Report equipment and supply resource inventories to Planning Section's Materiel Tracking Manager.   |             |                |
| Regularly report status to Staging Manager, discuss plan of action, critical issues and staffing.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue coordinating delivery of needed equipment and supplies, working with the Support Branch Director, Supply Unit Leader or others, as appropriate in the Logistics Section. |             |                |
| Ensure prioritization of problems when multiple issues are presented.   |             |                |
| Ensure documentation is done correctly and collected.   |             |                |
| Report resource problems and issues to Staging Manager, Support Branch Director, Supply Unit Leader or Logistics Section Units, as appropriate.                                   |             |                |
| Coordinate use of external resources.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Advise Staging Manager immediately of any operational issue you are not able to correct or resolve.  |             |                |
| Continue to meet regularly with Staging Manager for status reports, and relay important information.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Ensure staff health and safety issues being addressed; resolve with Safety Officer/Operations Section Chief when appropriate. Provide for staff rest periods and relief. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor Equipment/Supplies Staging Team members' ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |             |                |
| Work with Staging Manager and Logistics Section Branches and Units on the assignment of external resources.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Staging Manager and Employee Health & Well-Being Unit.           |             |                |
| Rotate staff on a regular basis.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Staging Manager at assigned intervals and as needed.              |             |                |
| Continue to provide Staging Manager with regular situation updates.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Equipment/Supplies Staging Team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.   |             |                |
| Assist Staging Manager and Operations Section Chief with restoring hospital resources to normal operating condition.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Upon deactivation of your position, brief the Staging Manager and Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to Staging Manager or Operations Section Chief, as appropriate.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Submit comments to the Staging Manager for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |

| <b>Demobilization/System Recovery</b>               | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Participate in briefings and meetings as requested. |             |                |
| Participate in stress management activities.        |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |



## MEDICATION STAGING TEAM LEADER

**Mission:** Organize and manage the deployment of supplementary equipment and supplies.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

Position Reports to: **Staging Manager** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| Immediate (Operational Period 0-2 Hours)  | Time | Initial |
|---|------|---------|
| Receive appointment and briefing from Staging Manager. Read the Job Action Sheet (JAS) and put on identification.   |      |         |
| Obtain briefing from Staging Manager; develop initial action plan with other Staging Team Leaders. Designate time for follow-up meeting.                                |      |         |
| Notify your usual supervisor of your HICS assignment.   |      |         |
| Identify medication and pharmaceutical holding area in Staging Area, as appropriate.  |      |         |
| Appoint Medication Staging Team members and complete the Branch Assignment List (HICS Form 204).  |      |         |
| Brief Team on current situation. Designate time for follow-up meeting.  |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |      |         |
| Regularly report status to Staging Manager.   |      |         |
| Instruct all Team members to evaluate medication inventories and needs; report status to Staging Manager and Logistics Branch's Support Branch.                         |      |         |
| Report medication inventories to Planning Section's Materiel Tracking Manager.  |      |         |
| Coordinate delivery of needed medication resources to requesting area.  |      |         |
| Assess problems and needs in each unit area; coordinate resource management.  |      |         |
| Meet with Staging Manager to discuss plan of action and staffing in all activities.   |      |         |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |      |         |

| Intermediate (Operational Period 2-12 Hours)  | Time | Initial |
|---|------|---------|
| Ensure prioritization of problems when multiple issues are presented.                                   |      |         |
| Ensure medications are maintained at proper temperatures.   |      |         |
| Continue coordinating delivery of needed medications, working with the Logistics Section's Supply Unit. |      |         |
| Ensure documentation is done correctly and collected.   |      |         |
| Report resource problems and issues to Staging Manager and Logistics Section Support Branch.            |      |         |
| Coordinate use of external resources.   |      |         |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.        |             |                |
| Advise Staging Manager immediately of any operational issue you are not able to correct or resolve.                   |             |                |
| Meet regularly with Staging Manager for status reports and relay important information.                               |             |                |
| Ensure staff health and safety issues being addressed; resolve with Staging Manager/ Safety Officer when appropriate. |             |                |
| Brief your shift replacement on the situation and actions being taken.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to monitor Medications Staging Team members' ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |             |                |
| Work with Operations Section Chief and Logistics Support Branch on the assignment of external resources.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Staging Manager.  |             |                |
| Rotate staff on a regular basis.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Staging Manager at assigned intervals and as needed.       |             |                |
| Continue to provide Staging Manager with periodic situation updates.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Medication Staging Team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.   |             |                |
| Assist Staging Manager and Operations Section Chief with restoring hospital resources to normal operating condition.   |             |                |
| Ensure return/retrieval of unused medications.   |             |                |
| Return all equipment and supplies, including incident command equipment.   |             |                |
| Upon deactivation of your position, brief the Staging Manager and Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to Staging Manager or Operations Section Chief, as appropriate.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Submit comments to the Staging Manager for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in briefings and meetings as requested.  |             |                |

| <b>Demobilization/System Recovery</b>        | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Participate in stress management activities. |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |





## MEDICAL CARE BRANCH DIRECTOR

**Mission:** Organize and manage the delivery of emergency, inpatient, outpatient, and casualty care, and clinical support services.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Operations Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment and briefing from the Operations Section Chief. Obtain packet containing Medical Care Branch Job Action Sheets.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Determine need for and appropriately appoint Medical Care Branch Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).   |             |                |
| Collaborate with Medical/Technical Specialist(s) concerning medical care guidance.   |             |                |
| Brief the Medical Care Branch Unit Leaders on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing.  |             |                |
| Evaluate Medical Care Branch capacity to perform: <ul style="list-style-type: none"> <li>• Inpatient</li> <li>• Outpatient</li> <li>• Casualty Care</li> <li>• Mental Health</li> <li>• Clinical Support Services (lab, diagnostic radiology, pharmacy)</li> <li>• Patient Registration</li> </ul> |             |                |
| Ensure new patients are being rapidly assessed and moved to definitive care locations (i.e., admission, surgery, discharge, transfer.)   |             |                |
| Ensure pre-existing patients receive needed care and reassurance.  |             |                |
| Assess problems and needs in Branch areas; coordinate resource management.   |             |                |
| Ensure Branch personnel comply with safety policies and procedures.  |             |                |
| Instruct all Unit Leaders to evaluate on-hand equipment, supply, and medication inventories and staff needs in collaboration with Logistics Section Branches; report status to the Operations Section Chief.   |             |                |
| Determine need for surge capacity plan implementation and/or modification of existing plan.  |             |                |
| Coordinate with Inpatient and Casualty Care Unit Leaders to prioritize patient transfer needs.   |             |                |

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Determine if communicable disease risk exists; implement appropriate response procedure(s). Collaborate with the appropriate Medical/Technical Specialist, if activated. |             |                |
| Regularly meet with the Operations Section Chief to discuss plan of action and staffing in all service areas.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff.  |             |                |
| Continue coordinating patient care, disposition of patients, and clinical services support.  |             |                |
| Ensure patient transfer coordination and tracking is being done according to the Emergency Operations Plan and hospital procedures.  |             |                |
| Ensure patient records are being done correctly and collected.   |             |                |
| Ensure patient care needs are being met and policy decisions to institute austere care (altered level of care) practices are determined and communicated effectively.  |             |                |
| Advise the Operations Section Chief immediately of any operational issue you are not able to correct or resolve.   |             |                |
| Assess environmental services (housekeeping) needs in all clinical care and clinical support areas; contact the Infrastructure Branch Leader or Environmental Services Unit Leader, as appropriate, with identified needs. |             |                |
| Review personnel protection practices; revise as needed.   |             |                |
| Ensure patient safety issues are identified and addressed.   |             |                |
| Report equipment and supply needs to Operations and Logistics Section Chiefs.  |             |                |
| Continue to provide updated clinical information and situation reports to Unit Leaders and staff.  |             |                |
| Ensure patient data is collected and shared with appropriate internal and external officials, in collaboration with the Liaison Officer.   |             |                |
| Ensure staff health and safety issues are being addressed; resolve with the Safety Officer and Employee Health & Well-Being Unit, as appropriate.  |             |                |
| Develop and submit a Branch action plan to the Operations Section Chief when requested.  |             |                |
| Communicate with Clinical Support Services Unit Leader to ensure accurate routing of test results.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to monitor Medical Care Branch's ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |             |                |
| Continue to ensure patient transfer coordination and tracking; mitigate identified issues.  |             |                |
| Rotate staff on a regular basis.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214)  |             |                |



| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| and submit to the Operations Section Chief at assigned intervals and as needed.  |             |                |
| Continue to provide the Operations Section Chief with regular situation updates.   |             |                |
| Provide Branch Unit Leaders with situation update information and revised patient care practice standards.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for Medical Care Branch staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.  |             |                |
| Assist Operations Section Chief and Unit Leaders with restoring patient care and clinical support areas to normal operations. Notify the Operations Section Chief when restoration is complete.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Operations Section Chief.  |             |                |
| Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |





## INPATIENT UNIT LEADER

**Mission:** Assure treatment of inpatients, manage the inpatient care area(s), and provide for a controlled patient discharge.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Medical Care Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| Immediate (Operational Period 0-2 Hours)   | Time | Initial |
|--|------|---------|
| Receive appointment, briefing, and appropriate forms and materials from the Medical Care Branch Director.  |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |      |         |
| Notify your usual supervisor of your HICS assignment.  |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |      |         |
| Appoint Inpatient Unit team members and complete the Branch Assignment List (HICS Form 204).   |      |         |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.   |      |         |
| Assist with establishment of inpatient care areas in additional/new locations as necessary.  |      |         |
| Instruct Inpatient Unit team members to begin patient priority assessment and to designate those eligible for early discharge; initiate discharges at the direction of the Incident Commander and in coordination with the Medical Care Branch Director, according to the Emergency Operations Plan. |      |         |
| Assess critical issues and treatment needs in inpatient care areas; coordinate the staffing and supplies between each area to meet needs.  |      |         |
| Regularly meet with Medical Care Branch Director to discuss medical care plan of action and staffing in all inpatient care areas.  |      |         |
| Coordinate with Situation Unit Leader/Bed Tracking Manager for bed availability and tracking, as appropriate.  |      |         |
| Receive, coordinate, and forward requests for personnel and supplies to the Medical Care Branch Director.  |      |         |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |      |         |

| Intermediate (Operational Period 2-12 Hours)                       | Time | Initial |
|--|------|---------|
| Continue coordination of rapid care and disposition of patients.   |      |         |
| Ensure patient records are being prepared correctly and collected. |      |         |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Ensure patient care is being prioritized effectively when austere conditions are present.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Advise Medical Care Branch Director immediately of any operational issue you are not able to correct or resolve.   |             |                |
| Assess environmental services (housekeeping) needs in all inpatient care areas; contact Environmental Services Unit Leader for assistance.   |             |                |
| Report equipment and supply needs to Medical Branch Director and Support Branch Director of Supply Unit Leader, as appropriate.  |             |                |
| Ensure staff health and safety issues are being addressed; resolve with Medical Care Branch Director and Employee Health and Well-Being Unit Leader, when appropriate.   |             |                |
| Develop and submit an action plan to Medical Care Branch Director when requested.  |             |                |
| Ensure that patient status and location information is being regularly submitted to the Patient Tracking Manager.  |             |                |
| In collaboration with the Medical Care Branch Director, prioritize and coordinate patient transfers to other hospitals with the Logistics Section's Support Branch Director or Transportation Unit Leader, as appropriate. |             |                |
| Upon shift change, brief your replacement on the situation, ongoing operations, issues and other relevant incident information.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue inpatient care supervision, including monitoring quality of care, document completion, and safety practices.  |             |                |
| Observe all staff, volunteers, and patients for signs of stress and inappropriate behavior. Report concerns to Medical Care Branch Director and Employee Health & Well-Being Unit. |             |                |
| Rotate staff on a regular basis.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214). and send to the Medical Care Branch Director at assigned intervals and as needed.                |             |                |
| Continue to provide Medical Care Branch Director with regular situation updates.   |             |                |
| Provide staff with situation update information and revised patient care practice standards.   |             |                |
| Continue to ensure mental health needs of patient and family are being met.  |             |                |
| Report mental health needs of staff to Employee Health & Well-Being Unit.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for Inpatient Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner. |             |                |
| Assure treatment of inpatients, manage the inpatient care area(s), and provide for a controlled patient discharge.                    |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Assist Medical Care Branch Director and Unit Leaders with restoring inpatient care areas to normal operating condition.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to Medical Care Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Medical Care Branch Director and Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to Medical Care Branch Director for discussion and possible inclusion in after action report. Comments should include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Procedures for recommended changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 254 – Disaster Victim/Patient Tracking Form</li> <li>• HICS Form 255 – Master Patient Evacuation Tracking Form</li> <li>• HICS Form 260 – Patient Evacuation Tracking Form</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |





## OUTPATIENT UNIT LEADER

**Mission:** Prepare outpatient service areas to meet the needs of in-house and newly admitted patients.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Medical Care Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| Immediate (Operational Period 0-2 Hours)   | Time | Initial |
|--|------|---------|
| Receive appointment, briefing, and any appropriate materials from the Medical Care Branch Director.  |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |      |         |
| Notify your usual supervisor of your HICS assignment.  |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |      |         |
| Appoint Outpatient Unit team members and complete the Branch Assignment List (HICS Form 204).  |      |         |
| Brief team members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.   |      |         |
| Assess current capabilities. Project immediate and prolonged capacities to provide outpatient services based on current data.  |      |         |
| Conduct outpatient priority assessment; designate those eligible for immediate discharge; admit those patients unable to be discharged.  |      |         |
| Regularly report status to Medical Care Branch Director; ensure hospital staff are aware of available outpatient services.   |      |         |
| Brief Outpatient Unit team members on current status. Designate time for follow-up meeting.  |      |         |
| Ensure that: <ul style="list-style-type: none"> <li>• Outpatient service admissions and dispositions are tracked and documented.</li> <li>• Patients are triaged and prioritized to receive care.</li> <li>• All discharged patients receive written and verbal discharge instructions, including next physician follow up.</li> </ul> |      |         |
| Ensure staff are using recommended PPE and following other safety recommendations.   |      |         |
| Resolve problems and needs; coordinate resource management.  |      |         |
| Meet with Medical Care Branch Director to discuss plan of action and staffing in all outpatient service areas.   |      |         |
| Receive, coordinate, and submit requests for personnel to the Logistics Section's Support Branch Director or Labor Pool & Credentialing Unit Leader, and supplies to the Supply Unit Leader, as appropriate.   |      |         |

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue coordinating discharge of patients to home or transfer to another facility.  |             |                |
| Advise Medical Care Branch Director immediately of any operational issue you are not able to correct or resolve.  |             |                |
| Ensure patient records and documentation are being prepared correctly and collected.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Meet regularly with team members for status reports, and report important information to Medical Care Branch Director.  |             |                |
| Assess environmental services (housekeeping) needs in all outpatient care areas; contact Infrastructure Branch Director or Environmental Services Unit Leader, as appropriate for assistance. |             |                |
| Report equipment, supply, personnel and medication needs to Medical Branch Director.  |             |                |
| Ensure staff health and safety issues are being addressed; resolve with Medical Care Branch Director, Safety Officer and Employee Health & Well-Being Unit, as appropriate.                   |             |                |
| Communicate with Patient Tracking Manager to ensure accurate routing of test results.   |             |                |
| Upon shift change, brief your replacement on the situation, ongoing operations, issues and other relevant incident information.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor outpatient services personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.                                |             |                |
| Observe all staff, volunteers, and patients for signs of stress and inappropriate behavior. Report concerns to the Medical Care Branch Director and the Employee Health & Well-Being Unit. |             |                |
| Rotate staff on a regular basis.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Medical Care Branch Director at assigned intervals and as needed.                         |             |                |
| Continue to provide the Medical Care Branch Director with regular situation updates.   |             |                |
| Continue to provide staff with situation updates and revised patient care practice standards.  |             |                |
| Report mental health needs of staff to Employee Health & Well-Being Unit.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Outpatient Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner. |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Assist Medical Care Branch Director and Unit Leaders with restoring outpatient areas to normal operating condition.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Medical Care Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Medical Care Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Submit comments to Medical Care Branch Director for discussion and possible inclusion in after action report. Comments should include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Procedures for recommended changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Discharge instruction sheets</li> </ul> |



## CASUALTY CARE UNIT LEADER

**Mission:** Assure delivery of emergency care to arriving patients.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

Position Reports to: **Medical Care Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| Immediate (Operational Period 0-2 Hours)  | Time | Initial |
|---|------|---------|
| Receive appointment, briefing, and appropriate materials from the Medical Care Branch Director.   |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |      |         |
| Notify your usual supervisor of your HICS assignment.   |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |      |         |
| Identify patient receiving area and implement patient triage procedures with designated locations for patients with Immediate, Delayed, Minor and Expectant needs.                                |      |         |
| Appoint Casualty Care Unit team members and complete the Branch Assignment List (HICS Form 204).  |      |         |
| Brief team members on current situation, incident objectives and strategy; outline team action plan and designate time for next briefing.   |      |         |
| Brief Casualty Care Unit team members on current status: <ul style="list-style-type: none"> <li>• Triage</li> <li>• Immediate</li> <li>• Delayed</li> <li>• Minor</li> <li>• Expectant</li> </ul> |      |         |
| Assist with establishment of treatment areas in additional/new locations if necessary.  |      |         |
| Instruct all Casualty Care Unit team members to begin patient priority assessment and to designate those eligible for early discharge.  |      |         |
| Assess problems and treatment needs in each area; coordinate the staffing and supplies between each area to meet needs.   |      |         |
| Meet with Medical Care Branch Director to discuss medical care plan of action and staffing in all treatment areas.  |      |         |
| Receive, coordinate, and forward requests for personnel to the Labor Pool & Credentialing Unit and supplies to the Supply Unit. Report requests to the Medical Care Branch Director.              |      |         |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.                           |      |         |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with Operations Section Chief for status reports, and relay important information to team.   |             |                |
| Continue coordinating needed facility support services.   |             |                |
| Continue coordination of rapid care and disposition of patients.  |             |                |
| Ensure patient records and documentation are being prepared correctly and collected.  |             |                |
| Ensure patient care is being prioritized effectively when altered care (austere) standards of practice are implemented.   |             |                |
| Ensure that the mass fatality plan is being effectively implemented and the following is addressed: <ul style="list-style-type: none"> <li>• Family notification (with law enforcement and medical examiner/coroner assistance)</li> <li>• Family support center</li> <li>• Safe and respectful storage</li> <li>• Security</li> <li>• Proper handling of personal effects</li> <li>• Evidence preservation/chain of custody</li> <li>• Documentation</li> <li>• Integration with medical examiner/coroner/law enforcement</li> </ul> |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Advise Medical Care Branch Director immediately of any operational issue you are not able to correct or resolve.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue emergency care supervision, including monitoring quality of care, document completion, and safety practices.   |             |                |
| Observe all staff, volunteers, and patients for signs of stress and inappropriate behavior. Report concerns to Medical Care Branch Director and Employee Health & Well-Being Unit. Provide for staff rest periods and relief. |             |                |
| Rotate staff on a regular basis.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Medical Care Director at assigned intervals and as needed.   |             |                |
| Continue to provide Medical Care Branch Director with regular situation updates.  |             |                |
| Continue to provide Unit staff with situation update information.   |             |                |
| Report mental health needs of patient and family to the Mental Health Unit Leader.  |             |                |
| Report mental health needs of staff to the Employee Health & Well-Being Unit.   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for Casualty Care Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner. |             |                |
| Assist Medical Care Branch Director and Unit Leaders with restoring emergency treatment areas and the morgue to normal operations.        |             |                |



| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Upon deactivation of your position, brief the Medical Care Branch Director and Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to Medical Care Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Submit comments to Medical Care Branch Director for discussion and possible inclusion in after action report. Comments should include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Procedures for recommended changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment Sheet</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 254 – Disaster Victim /Patient Tracking Form</li> <li>• HICS Form 260- Patient Evacuation Tracking Form</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |





## MENTAL HEALTH UNIT LEADER

**Mission:** Address issues related to mental health emergency response, manage the mental health care area, and coordinate mental health response activities.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Medical Care Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| Immediate (Operational Period 0-2 Hours)   | Time | Initial |
|--|------|---------|
| Receive appointment, briefing, and appropriate forms and materials from the Medical Care Branch Director.  |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |      |         |
| Notify your usual supervisor of your HICS assignment.  |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |      |         |
| Appoint Mental Health team members and complete the Branch Assignment List (HICS Form 204).  |      |         |
| Brief Unit team members on current situation, incident objectives and strategy; outline Unit action plan and designate time for next briefing.   |      |         |
| Meet with the Command staff and Employee Health & Well-Being Unit Leader to plan, project, and coordinate mental health care needs of patients, their family, and staff. The plan should include addressing the mental health needs of people who arrive at the hospital with concerns that they are or may be victims of the disaster.  |      |         |
| Participate in briefings and meetings, as requested.   |      |         |
| Communicate with the Medical Care Branch Director and obtain information, as follows: <ul style="list-style-type: none"> <li>• Type and location of incident.</li> <li>• Number and condition of expected patients.</li> <li>• Estimated arrival time to facility.</li> <li>• Unusual or hazardous environmental exposure.</li> <li>• Location(s) of surge of people (who may or may not be victims of the disaster) who have arrived at the facility or who are calling to ask for assistance (e.g., facility phones, reception area, ED, decontamination area, isolation area, etc.).</li> <li>• Any special circumstances that must be addressed due to the nature of the incident, such as special languages, cultural needs, or security concerns.</li> </ul> |      |         |
| Provide mental health guidance and recommendations to Medical Care Branch Director based on response needs and potential triggers of psychological effects (trauma exposure, perceived risk to staff and family, restrictions on movement, resource limitations, information unavailability).  |      |         |
| Communicate and coordinate with Logistics Section Chief to determine <ul style="list-style-type: none"> <li>• Available staff (mental health, nursing, chaplains, experienced volunteers, etc.) that can be deployed to key areas of the facility to provide psychological support, and intervention.</li> </ul>   |      |         |

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| <ul style="list-style-type: none"> <li>• Location and type of resources that can be used to assist with a mental health response, such as toys and coloring supplies for children, mental health disaster recovery brochures, fact sheets on specific hazards (e.g., information on chemical agents that include symptoms of exposure), private area in the facility where family members can wait for news regarding their loved ones, etc.</li> <li>• Availability of psychotropic medications (particularly anxiolytics).</li> </ul> |             |                |
| Communicate with Planning Section Chief to determine: <ul style="list-style-type: none"> <li>• Bed availability in inpatient psychiatry units, if applicable.</li> <li>• Additional short and long range mental health response needs.</li> <li>• Need to provide mental health care guidance to medical community.</li> </ul>  |             |                |
| Establish an overall mental health treatment plan for the disaster including priorities for mental health response for patients, families, and staff; staffing recommendations; recommended mental health activities/interventions; resources available and needed; and problems to be addressed in the next operational period.  |             |                |
| Regularly meet with Medical Care Branch Director to discuss medical care plan of action and staffing in all mental health areas.  |             |                |
| Receive, coordinate, and forward requests for personnel and supplies to the Medical Care Branch Director.   |             |                |
| Request clerical support from the Labor Pool and Credentialing Unit Leader, if necessary.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Communicate and coordinate with Logistics Section Chief on the availability of: <ul style="list-style-type: none"> <li>• Mental health staff needed to deliver psychological support and intervention</li> <li>• Availability of psychotropic medications (particularly anxiolytics)</li> </ul> |             |                |
| Coordinate with Logistics and Planning Section Chiefs to expand/create a recognized provisional Mental Health Patient Care Area, if necessary.  |             |                |
| Ensure that appropriate mental health standards of care are being followed and mental health needs are being met.   |             |                |
| Establish regular meeting schedule with mental health staff responding to the incident and the Medical Care Branch Director for updates on the situation regarding hospital operation needs.  |             |                |
| Maintain communication with Logistics and Planning Sections to monitor situation updates and maintain information resource availability.  |             |                |
| Communicate with local governmental mental health department, in collaboration with the Liaison Officer, to ascertain community mental health status and assess available resources.  |             |                |
| Participate in development of risk communication and public information that addresses mental health concerns.  |             |                |
| Ensure patient records are being prepared correctly and collected.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Advise Medical Care Branch Director immediately of any operational issue you are not able to correct or resolve.   |             |                |
| Assess environmental services (housekeeping) needs in all mental health care areas; contact the Environmental Services Unit Leader for assistance.                 |             |                |
| Report equipment and supply needs to the Medical Care Branch Director and Supply Unit Leader.  |             |                |
| Ensure staff health and safety issues are being addressed; resolve with Medical Care Branch Director and Employee Health and Safety Unit Leader, when appropriate. |             |                |
| Develop and submit an action plan to Medical Care Branch Director when requested.  |             |                |
| Ensure that patient status and location information is being regularly submitted to the Patient Tracking Officer.  |             |                |
| In collaboration with the Medical Care Branch Director, prioritize and coordinate patient transfers to other hospitals with Transportation Unit Leader.            |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue mental health care supervision, including monitoring quality of care, document completion, and safety practices.   |             |                |
| Continue to meet regularly with the mental health staff responding to the incident and the Medical Care Branch Director to keep apprised of current conditions.   |             |                |
| Continue to ensure the provision of resources for mental health and recovery, and education to children and families.   |             |                |
| Observe staff, volunteers, and patients for signs of stress and inappropriate behavior. Report concerns to the Medical Care Branch Director and the Employee Health and Well-Being Unit. Provide for staff rest periods and relief. |             |                |
| Rotate staff on a regular basis.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Medical Care Branch Director at assigned intervals and as needed.  |             |                |
| Continue to provide Medical Care Branch Director with regular situation updates.  |             |                |
| Provide staff with situation update information and revised patient care practice standards.  |             |                |
| Continue to ensure mental health needs of patient and family are being met.   |             |                |
| Respond to reports or concerns from other staff regarding signs of staff stress and inappropriate behavior. Report mental health needs of staff to Employee Health and Well-Being Unit.   |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for Mental Health Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner. |             |                |
| Coordinate a plan to address the ongoing mental health needs of patients, families, and   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| staff, in conjunction with the Employee Health & Well-Being Unit.   |             |                |
| Assist Medical Care Branch Director and Unit Leaders with restoring mental health care areas to normal operating condition.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Upon deactivation of your position, brief the Medical Care Branch Director and Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to Medical Care Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Submit comments to Medical Care Branch Director for discussion and possible inclusion in after action report. Comments should include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Procedures for recommended changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Coordinate stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Local public health department reporting forms</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |

## CLINICAL SUPPORT SERVICES UNIT LEADER

**Mission:** Organize and manage clinical support services. Assist in providing the optimal functioning of these services. Monitor the use and conservation of these resources.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Medical Care Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| Immediate (Operational Period 0-2 Hours)  | Time | Initial |
|---|------|---------|
| Receive appointment, briefing, and any appropriate materials from the Medical Care Branch Director.   |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |      |         |
| Notify your usual supervisor of your HICS assignment.   |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |      |         |
| Appoint Clinical Support Services Unit team members and complete the Branch Assignment List (HICS Form 204).  |      |         |
| Brief team members on current situation, incident objectives and strategy; outline team action plan; and designate time for next briefing.  |      |         |
| Appoint teams for: <ul style="list-style-type: none"> <li>• Pharmacy services</li> <li>• Diagnostic radiology services</li> <li>• Laboratory services</li> <li>• Morgue services</li> <li>• Blood donor services</li> <li>• Patient mental health/social work</li> </ul>  |      |         |
| Brief Clinical Support Services Unit team members on current status. Designate time for follow-up meeting.  |      |         |
| Assist in maximizing capability of service areas to meet work demands.  |      |         |
| Instruct all Clinical Support Services Unit team members, in collaboration with the Logistic Section Units to evaluate on-hand equipment, supply, medication inventories and staff needs; report status to Medical Care Branch Director, Logistics Section's Supply Unit Leader and Planning Section's Materiel Tracking Manager. |      |         |
| Assess critical issues and needs in each clinical support services areas; coordinate resource management.   |      |         |
| Meet with Medical Care Branch Director to discuss plan of action/cancellation of routine services and staffing in all clinical support areas.   |      |         |
| Receive, coordinate, and forward requests for personnel and supplies to the Medical Care Branch Director.   |      |         |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |      |         |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue coordination of rapid care and disposition of patients.  |             |                |
| Ensure patient records are being prepared correctly and collected.  |             |                |
| Ensure patient care is being prioritized effectively when austere conditions are implemented.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.                                |             |                |
| Advise Medical Care Branch Director immediately of any operational issue you are not able to correct or resolve.                              |             |                |
| Meet regularly with Clinical Support Services Unit staff for status reports, and relay important information to Medical Care Branch Director. |             |                |
| Assess environmental services (housekeeping) needs in all ancillary care areas; contact Environmental Services Unit Leader for assistance.    |             |                |
| Report equipment needs to Medical Branch Director.  |             |                |
| Ensure staff health and safety issues are being addressed; resolve with Medical Care Branch Director when appropriate.                        |             |                |
| Upon shift change, brief your replacement on the situation, ongoing operations, issues and other relevant incident information.               |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to monitor Clinical Support Services Unit's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.  |             |                |
| Observe all staff, volunteers, and patients for signs of stress and inappropriate behavior. Report concerns to the Medical Care Branch Director and the Employee Health and Well-Being Unit Leader. |             |                |
| Rotate staff on a regular basis.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Medical Care Branch Director at assigned intervals and as needed.                                |             |                |
| Continue to provide Medical Care Branch Director with regular situation updates.  |             |                |
| Continue to provide staff with situation updates and revised patient care practice standards.   |             |                |
| Report mental health needs of staff to Employee Health & Well-Being Unit.   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for Clinical Support Services Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner. |             |                |
| Assist Medical Care Branch Director and Unit Leaders with restoring service areas to normal operations.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Upon deactivation of your position, brief the Medical Care Branch Director and Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to Medical Care Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Submit comments to Medical Care Branch Director for discussion and possible inclusion in after action report. Comments should include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Procedures for recommended changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment Sheet</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |





## PATIENT REGISTRATION UNIT LEADER

**Mission:** Coordinate inpatient and outpatient registration.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Infrastructure Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Medical Care Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Patient Registration Unit members and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Unit staff on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.                                |             |                |
| In coordination with the Patient Tracking Manager, track inpatient and outpatient admissions and discharges.  |             |                |
| Work with the Situation Unit Leader to document, and track all incoming and outgoing patients.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with the Medical Care Branch Director for status reports, and relay important information to Unit members.                    |             |                |
| Maintain regular communications and provide patient registration information and updates to the Planning Section's Patient Tracking Manager. |             |                |
| Ensure all documentation and patient registration information is completed to ensure timely payment of patient bills.                        |             |                |
| Identify need for assistance or equipment and report to the Medical Care Branch Director.  |             |                |
| Develop and submit an action plan to the Medical Care Branch Director when requested.  |             |                |
| Advise the Medical Care Branch Director immediately of any operational issue you are not able to correct or resolve.                         |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to update the Medical Care Branch Director regularly on current condition of all operations; communicate needs in advance.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Medical Care Branch Director at assigned intervals and as needed.                         |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Upon deactivation of your position, brief the Staging Manager and Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to Medical Care Branch Director or Operations Section Chief, as appropriate.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Submit comments to Medical Care Branch Director for discussion and possible inclusion in after action report. Comments should include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 254 – Disaster Victim/Patient Tracking Form</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Hospital emergency operations plan</li> </ul> |



## INFRASTRUCTURE BRANCH DIRECTOR

**Mission:** Organize and manage the services required to sustain and repair the hospital's infrastructure operations, including: power/lighting, water/sewer, HVAC, buildings and grounds, medical gases, medical devices, structural integrity, environmental services, and food services.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Operations Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Operations Section Chief. Obtain packet containing Infrastructure Branch Job Action Sheets.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Appoint Infrastructure Branch Unit Leaders and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief the Infrastructure Branch on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Assess Infrastructure Branch capacity to deliver needed: <ul style="list-style-type: none"> <li>• Facility heating and air conditioning</li> <li>• Power</li> <li>• Telecommunications</li> <li>• Potable and non-potable water</li> <li>• Medical gas delivery</li> <li>• Sanitation</li> <li>• Road clearance</li> <li>• Damage assessment and repair</li> <li>• Facility cleanliness</li> <li>• Vertical transport</li> <li>• Facility access</li> </ul> |             |                |
| Assess problems and needs in Branch area; coordinate resource management.   |             |                |
| Ensure Branch personnel comply with safety policies and procedures.   |             |                |
| Instruct all Unit Leaders to evaluate on-hand equipment, supply, and medication inventories and staff needs, in collaboration with Logistics Section's Service and Support Branches or Units, as appropriate; report status to the Operations Section Chief and the Support Branch or Supply Unit Leader, as appropriate.   |             |                |
| Meet regularly with the Operations Section Chief to discuss plan of action and staffing.  |             |                |
| Initiate facility damage assessment in collaboration with Logistics Section's Facilities Unit, if warranted; repair problems encountered, and update the Operations Section   |             |                |



| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Chief of the situation. Assist in completion of the Facility System Status Report (HICS Form 251)   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue coordinating facility support services.   |             |                |
| Ensure prioritization of problems when multiple issues are presented.  |             |                |
| Ensure documentation records are completed correctly and collected.  |             |                |
| Coordinate use of external resources to assist with maintenance and repairs.   |             |                |
| Report equipment needs to the Supply Unit Leader.  |             |                |
| Supervise salvage operations with the Operations Section Chief, if indicated.  |             |                |
| Ensure staff health and safety issues are being addressed; resolve with Infrastructure Branch Director, Safety Officer and Employee Health and Well-Being Unit Leader. |             |                |
| Develop and submit a Branch action plan to the Operations Section Chief when requested.  |             |                |
| Advise the Operations Section Chief immediately of any operational issue you are not able to correct or resolve.   |             |                |
| Meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff.  |             |                |
| Continue coordinating facility support services.   |             |                |
| Ensure documentation and records are being completed correctly and collected.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Infrastructure Branch's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.                                      |             |                |
| Rotate staff on a regular basis.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Operations Section Chief at assigned intervals and as needed.                               |             |                |
| Continue to provide the Operations Section Chief with regular situation updates.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for Infrastructure Branch staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.  |             |                |
| Assist the Operations Section Chief and Branch Directors with restoring hospital infrastructure services to normal operating condition.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Operations Section Chief.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed  |             |                |
| Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Facility maps and ancillary services schematics</li> <li>• Vendor support and repair directory</li> </ul> |



## POWER/LIGHTING UNIT LEADER

**Mission:** Maintain power and lighting to the hospital and campus facilities. Ensure adequate generator fuel.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Infrastructure Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Infrastructure Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Power/Lighting Unit team members and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Unit team members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.                         |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Ensure security of power plant in conjunction with Security Branch.   |             |                |
| Evaluate and communicate the operational status of power/lighting to the Infrastructure Branch Director.  |             |                |
| Place emergency repair order(s) for power/lighting as indicated; advise Infrastructure Branch Director of issues.   |             |                |
| Coordinate supply needs with Logistics Section's Support Branch Director or Supply Unit Leader, as appropriate.   |             |                |
| Provide power/lighting support to patient care areas and alternate care sites, etc.   |             |                |
| Coordinate with Infrastructure Branch Director to request external resource assistance.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Infrastructure Branch Director for status reports, and relay important information to Unit members. |             |                |
| Continue to monitor and evaluate power/lighting usage and supply.   |             |                |
| Anticipate and react to recognized shortage/failure using appropriate emergency procedure(s).                               |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct or resolve. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to provide regular situation updates to Unit members.   |             |                |
| Continue effective power/lighting sustainment measures.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Infrastructure Branch Director at assigned intervals and as needed.                   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Power/Lighting Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.   |             |                |
| Notify Infrastructure Branch Director when clean-up/restoration is complete.   |             |                |
| Coordinate resupply ordering and restocking of used equipment.   |             |                |
| Repair/replace broken equipment.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Coordinate reimbursement issues with Finance/Administration Section Chief.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Infrastructure Branch Director or Operations Section Chief, as appropriate.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to Medical Care Branch Director or Operations Section Chief, as appropriate.   |             |                |
| Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes and mitigation efforts</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |



### **Documents/Tools**

- Incident Action Plan
- HICS Form 204 – Branch Assignment List
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- PC with internet access, as available
- Power plan schematics
- Inventory list and vendor supply list



## WATER/SEWER UNIT LEADER

**Mission:** Evaluate and monitor the patency of existing water, sewage, and sanitation systems. Enact pre-established alternate methods of waste disposal if necessary.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Infrastructure Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Infrastructure Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Water/Sewer Unit members and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.                              |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Coordinate the inspection of the hospital's water and sewer systems with Buildings/Grounds Damage Unit Leader and Facilities Unit Leader.                               |             |                |
| Establish and communicate the operational status of the water/sewer systems to the Infrastructure Branch Director.  |             |                |
| Place emergency repair order(s) for the water and sewer systems as indicated; advise Infrastructure Branch Director of any issues encountered and all actions.          |             |                |
| Repair/correct hazards, leaks or contamination with the assistance of the Safety Officer and the Buildings/Grounds Damage Unit Leader and Facilities Unit Leader.       |             |                |
| Coordinate with Infrastructure Branch Director to request external resource assistance.   |             |                |
| Coordinate with Liaison Officer for contacting external authorities (e.g. public health, water or environmental services), as appropriate.                              |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Infrastructure Branch Director for status reports, and relay important information to Unit members. |             |                |
| Implement pre-established alternative waste disposal/collection plan, if necessary.   |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Inform all Sections and areas of the hospital when implementing the alternative waste disposal/collection plan.                                       |             |                |
| Position portable toilets in accessible areas; away from patient care and food preparation, as needed.  |             |                |
| Ensure an adequate number of hand washing areas are operational near patient care/food preparation areas, and adjacent to portable toilet facilities. |             |                |
| Inform hospital infection control personnel of actions and enlist assistance where necessary.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor levels of all supplies, equipment and needs relevant to all water and sanitation operations.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to Infrastructure Branch Director at assigned intervals and as needed.                                 |             |                |
| Brief Infrastructure Branch Director regularly on current condition of all water/sewer operations; communicate needs in advance.   |             |                |
| Obtain support staff as necessary from Labor Pool & Credentialing Unit.  |             |                |
| Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Water/Sewer Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.  |             |                |
| Notify Infrastructure Branch Director when clean-up/restoration is complete.   |             |                |
| Coordinate resupply ordering and restocking of used equipment.   |             |                |
| Repair/replace broken equipment.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Coordinate reimbursement issues with Finance/Administration Section Chief.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Infrastructure Branch Director or Operations Section Chief, as appropriate.   |             |                |
| Upon deactivation, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> </ul> |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| <ul style="list-style-type: none"> <li>• Recommendations for procedure changes and mitigation efforts</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• PC with internet access, as available</li> <li>• Inventory list and vendor supply list</li> </ul> |



## HVAC UNIT LEADER

**Mission:** Maintain heating and air conditioning to the facility and adjacent facilities.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Infrastructure Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Infrastructure Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint HVAC Unit members and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.                              |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Ensure security of HVAC in conjunction with Security Branch.  |             |                |
| Establish and communicate the operational status of the HVAC to the Infrastructure Support Branch Director.   |             |                |
| Initiate emergency repair order(s) for the HVAC systems as indicated; advise Infrastructure Branch Director of issues.  |             |                |
| Provide HVAC support to patient care areas and alternate treatment sites, and other critical areas.   |             |                |
| Evaluate positive and negative pressure status of isolation rooms, in collaboration with the Facilities Unit Leader.  |             |                |
| Anticipate air flow response needs for internal and external environmental hazards (e.g., climate, air plume, spills, etc.)   |             |                |
| Coordinate with Infrastructure Branch Director to request external resource assistance.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Infrastructure Branch Director for status reports, and relay important information to Unit members. |             |                |
| Continue to closely monitor HVAC operations.  |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Respond to and correct HVAC shortage/failure using appropriate emergency procedure(s).                             |             |                |
| Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct or resolve. |             |                |
| Maintain operability of isolation rooms in collaboration with the Facilities Unit Leader.                          |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to provide regular situation briefings to Unit members.   |             |                |
| Continue effective HVAC management measures.   |             |                |
| Continue to maintain operational status of isolation rooms, in collaboration with Facilities Unit Leader.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest and stress management techniques.  |             |                |
| Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for HVAC Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.   |             |                |
| Notify Infrastructure Branch Director when clean-up/restoration is complete.   |             |                |
| Coordinate resupply ordering and restocking of used equipment.   |             |                |
| Repair/replace broken equipment.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Coordinate reimbursement issues with Finance/Administration Section Chief.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Infrastructure Branch Director or Operations Section Chief, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes and mitigation efforts</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other  |             |                |



| <b>Demobilization/System Recovery</b> | <b>Time</b> | <b>Initial</b> |
|---------------------------------------|-------------|----------------|
| briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• PC with internet access, as available</li> <li>• HVAC schematics</li> <li>• Inventory list and vendor supply list</li> </ul> |



## BUILDINGS/GROUNDS DAMAGE UNIT LEADER

**Mission:** Organize and manage the services required to sustain and repair the hospital's buildings and grounds.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Infrastructure Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Infrastructure Branch Director.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Appoint Building/Grounds Damage Unit members and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.   |             |                |
| Ensure Unit members comply with safety policies and procedures.  |             |                |
| Collect data from Buildings/Grounds Damage Unit and prepare a comprehensive report on the status of buildings, in conjunction with the Facilities Unit Leader. Report information to the Infrastructure Branch Director. |             |                |
| Establish and communicate the status of the buildings and grounds to the Infrastructure Support Branch Director and Facilities Unit Leader.  |             |                |
| Anticipate immediate and short-term events and subsequent impacts to facility status (e.g., earthquake after shocks).  |             |                |
| Implement facility emergency plan if appropriate.  |             |                |
| Coordinate with Infrastructure Branch Director to request external resource assistance.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with the Infrastructure Branch Director for status reports, and relay important information to Unit members.                  |             |                |
| Prepare for the possibility of evacuation and/or the relocation/expansion of medical services outside of existing structure, if appropriate. |             |                |
| Coordinate internal repair activities, consulting when needed with external experts.   |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Provide updated reports to the Infrastructure Branch Director.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.     |             |                |
| Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct or resolve. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continuously monitor facility operations and prepare damage reports and report to Infrastructure Branch Director.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214)   |             |                |
| Continue to provide periodic situation updates to Infrastructure Branch Director.  |             |                |
| Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Buildings/Grounds Damage Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.   |             |                |
| Notify Infrastructure Branch Director when clean-up/restoration is complete.   |             |                |
| Coordinate buildings and grounds repairs and restoration activities.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Coordinate reimbursement issues with Finance/Administration Section Chief.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Infrastructure Branch Director or Operations Section Chief, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes and mitigation efforts</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

### **Documents/Tools**

- Incident Action Plan
- HICS Form 204 – Branch Assignment Sheet
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- HICS Form 251 – Facility Systems Status Report
- HICS Form 258 – Hospital Resource Directory
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Facility drawings, diagrams, architectural plans



## MEDICAL GASES UNIT LEADER

**Mission:** Organize and distribute medical gases to requesting clinical care areas.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Infrastructure Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Infrastructure Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Medical Gases Unit members and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.                              |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Coordinate activities and inventories with Logistics Section's Supply Unit Leader.  |             |                |
| Dispatch pre-designated medical gases to casualty care areas. Enlist the assistance of the Transportation Unit Leader.  |             |                |
| Establish and communicate the operational status of medical gases to the Infrastructure Branch Director.  |             |                |
| Place emergency order(s) for the medical gases as indicated; advise Infrastructure Branch Director of any issues encountered.   |             |                |
| Regularly report inventories of medical gases to Materiel Tracking Manager.   |             |                |
| Check security of all medical gas depots in conjunction with Security Branch.   |             |                |
| Coordinate with Infrastructure Branch Director to request external resource assistance.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Infrastructure Branch Director for status reports, and relay important information to Unit members. |             |                |
| Continue to closely monitor medical gases usage and supply.   |             |                |
| Continue to ensure medical gas depots are kept secure in conjunction with Security Branch.                                  |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Ensure minimum of 3 day supply of medical gases available.  |             |                |
| Restock treatment areas per request and at least every 8 hours.   |             |                |
| Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to provide periodical situation updates to personnel.   |             |                |
| Continue effective inventory control and replacement measures.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest and stress management techniques.  |             |                |
| Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Medical Gases Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.  |             |                |
| Notify Infrastructure Branch Director when clean-up/restoration is complete.   |             |                |
| Coordinate resupply ordering and restocking of used equipment.   |             |                |
| Repair/replace broken equipment.   |             |                |
| Return all borrowed equipment. Return all assigned incident command equipment.   |             |                |
| Coordinate reimbursement issues with Finance/Administration Section Chief.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Infrastructure Branch Director or Operations Section Chief, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes and mitigation efforts</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |



### **Documents/Tools**

- Incident Action Plan
- HICS Form 204 – Branch Assignment List
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- PC with internet access, as available
- Facility maps and ancillary services schematics
- Inventory list and vendor supply list



## MEDICAL DEVICES UNIT LEADER

**Mission:** Organize and distribute medical devices to requesting clinical care areas.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Infrastructure Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Infrastructure Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Medical Devices Unit members and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.                              |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Distribute pre-designated medical devices to casualty care areas. Enlist the assistance of the Transportation Unit Leader.  |             |                |
| Evaluate and communicate the operational status of the medical devices to the Infrastructure Branch Director.   |             |                |
| Initiate emergency order(s) for the medical devices as indicated; advise Infrastructure Branch Director of any issues encountered.                                      |             |                |
| Coordinate with Infrastructure Branch Director to request external resource assistance.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Infrastructure Branch Director for status reports, and relay important information to Unit members. |             |                |
| Continue to closely monitor medical device usage and supply.  |             |                |
| Coordinate activities and inventories with the Logistics Section's Supply Unit Leader.                                      |             |                |
| Regularly report medical device inventories to the Planning Section's Materiel Tracking Manager.                            |             |                |
| Restock treatment areas per request at least every 8 hours.   |             |                |
| Advise Infrastructure Branch Director immediately of any operational issue you are not                                      |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b> | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| able to correct or resolve.                         |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to provide periodical situation updates to personnel.   |             |                |
| Continue effective inventory control and replacement measures. Coordinate receipt and distribution of medical devices obtained through external sources.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest and stress management techniques.  |             |                |
| Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization /System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Medical Devices Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.  |             |                |
| Notify Infrastructure Branch Director when clean-up/restoration is complete.   |             |                |
| Coordinate resupply ordering and restocking of used equipment.   |             |                |
| Repair/replace broken equipment.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Coordinate reimbursement issues with Finance/Administration Section Chief.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Infrastructure Branch Director or Operations Section Chief, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes and mitigation efforts</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> </ul> |



### **Documents/Tools**

- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- PC with internet access, as available
- Inventory list and vendor supply list



## ENVIRONMENTAL SERVICES UNIT LEADER

**Mission:** Ensure proper cleaning and disinfection of hospital environment.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Infrastructure Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Infrastructure Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Environmental Services Unit members and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.  |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Ensure the safety and health of environmental services personnel; provide personal protective equipment to appropriate staff and coordinate with Employee Health & Well-Being Unit for medical surveillance for exposed workers.                            |             |                |
| In collaboration with hospital infection control personnel, ensure disinfection of reusable equipment, according to the appropriate method of equipment disinfection, per its intended use, manufacturer's recommendations, and existing hospital policies. |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Infrastructure Branch Director for status reports, and relay important information to Unit members. |             |                |
| Ensure prioritization of problems when multiple issues are presented.   |             |                |
| Determine need for additional staff and request additional staffing from the Labor Pool and Credentialing Unit Leader.      |             |                |
| Report resource issues and needs to the Logistics Section's Unit Leaders and Infrastructure Branch Director.                |             |                |
| Coordinate activities with other Operations Section Branches and Units.   |             |                |
| Coordinate use of external resources.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress                                     |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| management techniques.   |             |                |
| Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct or resolve.   |             |                |
| Report situation and resource status, and resource needs to Infrastructure Branch Director and Logistics Section's Units.  |             |                |
| Report hazardous incidents and coordinate mediation efforts with Hazardous Materials Branch.   |             |                |
| Ensure staff health and safety issues being addressed; resolve with Safety Officer, Infrastructure Branch Director and Employee Health and Well-Being Unit when appropriate. |             |                |
| Develop and submit an incident action plan to Infrastructure Branch Director when requested.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Coordinate orientation of external personnel sent to assist.   |             |                |
| Work with Infrastructure Branch Director on the assignment of external resources.  |             |                |
| Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Rotate staff on a regular basis.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Infrastructure Branch Director at assigned intervals and as needed.                               |             |                |
| Continue to regularly report submit situation and resource status updates to Infrastructure Branch Director.   |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Environmental Services Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.         |             |                |
| Notify Infrastructure Branch Director when clean-up/restoration is complete.   |             |                |
| Assist with restoration of hospital resources to normal operating condition.   |             |                |
| Ensure all documentation and Operational Logs (HICS Form 214) are submitted to Infrastructure Branch Director or Operations Section Chief, as appropriate. |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs  |             |                |



| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| (HICS Form 214) are submitted to the Infrastructure Branch Director or Operations Section Chief, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes and mitigation efforts</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |



## FOOD SERVICES UNIT LEADER

**Mission:** Organize and maintain food preparation and delivery services for patients, families and visitors.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Infrastructure Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Infrastructure Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Food Services Unit members and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.  |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Coordinate all activities with the Logistics Section's Staff Food & Water Unit.   |             |                |
| Estimate the number of patient meals which can be served utilizing existing food stores. In conjunction with Staff Food & Water Unit Leader, implement rationing if situation dictates. |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.                 |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Infrastructure Branch Director for status reports, and relay important information to Unit members.                 |             |                |
| Coordinate with Labor Pool & Credentialing Unit Leader and Support Branch Director to position personnel refreshment and nutritional areas. |             |                |
| Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct or resolve.                          |             |                |
| Communicate status and potential need for rapid restocking with vendors, as appropriate.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b> | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Maintain normal patient food service if possible.    |             |                |



| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Coordinate external food service support.  |             |                |
| Continue to provide regular situation updates to the Infrastructure Branch Director.   |             |                |
| Coordinate with Logistics Section to provide food service support to HCC, family support center, Labor Pool & Credentialing Unit, and other areas, as appropriate.                                 |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest and stress management techniques.  |             |                |
| Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Food Services Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.  |             |                |
| Notify Infrastructure Branch Director when clean-up/restoration is complete.   |             |                |
| Coordinate return to normal food service.  |             |                |
| Repair/replace used or broken items.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Infrastructure Branch Director or Operations Section Chief, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes and mitigation efforts</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> </ul> |

**Documents/Tools**

- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Food inventory



## HAZARDOUS MATERIALS BRANCH DIRECTOR

**Mission:** Organize and direct hazardous material incident response activities: detection and monitoring; spill response; victim, technical, and emergency decontamination; and facility and equipment decontamination.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Operations Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| Immediate (Operational Period 0-2 Hours)   | Time | Initial |
|--|------|---------|
| Receive appointment and briefing from the Operations Section Chief. Obtain packet containing Hazardous Materials Branch Job Action Sheets.   |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |      |         |
| Notify your usual supervisor of your HICS assignment.  |      |         |
| Determine need for and appropriately appoint Hazardous Materials Branch Unit Leaders; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).   |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |      |         |
| Brief the Hazardous Materials Branch on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing.  |      |         |
| Ensure Branch personnel comply with safety policies and procedures.  |      |         |
| Obtain hazardous materials agent information and notify Hazardous Materials Branch Unit Leaders, hospital emergency department, and other treatment areas.   |      |         |
| Evaluate special response needs to include: <ul style="list-style-type: none"> <li>• coordination with local or area external hazardous materials teams</li> <li>• level and type of decontamination needed (e.g., dry, radiological, technical, gross)</li> </ul> |      |         |
| Ensure hazard monitoring in open and enclosed spaces; coordinate with the Safety Officer.  |      |         |
| Ensure hospital's internal spill response plan is activated, as appropriate.   |      |         |
| Ensure the set-up and staffing of decontamination areas, as appropriate to incident.   |      |         |
| Ensure mass decontamination system is functional and meets decontamination needs.  |      |         |
| Ensure appropriate antidote supplies are delivered to the decontamination area. Coordinate with the Supply Unit Leader and Clinical Support Services Unit.   |      |         |
| Review antidote administration procedure(s) with decontamination personnel, if needed.   |      |         |
| Establish medical monitoring of decontamination team members; coordinate with the Employee Health & Well-Being Unit Leader.  |      |         |
| Document all communications (internal and external) on an Incident Message Form (HICS  |      |         |



| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |
| Ensure patient valuables are collected and secured; coordinate with the Security Branch Director.  |             |                |
| Determine special equipment and supply needs; request from the Supply Unit Leader and report of Operations Section Chief.  |             |                |
| Notify local water authority of situation, as appropriate, and determine if containment of any run-off is required.  |             |                |
| Ensure proper wastewater collection and disposal, in compliance with recommendations from water authority, emergency management, and/or local hazardous material team/fire department. |             |                |
| Make requests for external assistance as needed, in coordination with the Liaison Officer.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff.                           |             |                |
| Ensure staff are rotated and replaced as needed.  |             |                |
| Track results of medical monitoring of staff, in collaboration with the Employee Health and Well-Being Unit Leader.                         |             |                |
| Activate supplemental staffing plan as indicated.   |             |                |
| Ensure hazard monitoring continues and issues are addressed; coordinate with the Safety Officer.  |             |                |
| Continue to maintain chain of custody of all patient valuables and contaminated clothing in coordination with the Security Branch Director. |             |                |
| Ensure decontamination supplies and PPE are replaced as needed.   |             |                |
| Ensure contaminated materials are disposed of properly.   |             |                |
|   |             |                |
| Prepare for the possibility of evacuation and/or the relocation of the decontamination area as needed.                                      |             |                |
| Receive regularly updated reports from Hazardous Materials Branch Team Leaders.   |             |                |
| Consult with Medical/Technical Specialist as needed to provide updated clinical management information to appropriate areas as available.   |             |                |
| Communicate status with external authorities, as appropriate, in coordination with the Liaison Officer.                                     |             |                |
| Coordinate internal repair activities, consulting when needed with Infrastructure Branch Director.  |             |                |
| Develop and submit a Branch action plan to the Operations Section Chief when requested.   |             |                |
| Advise Operations Section Chief immediately of any operational issue you are not able to correct or resolve.                                |             |                |





| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Monitor levels of all supplies, equipment, and needs relevant to all hazardous material incident response operations, in collaboration with Supply Unit Leader.                              |             |                |
| Address patient valuables issues; coordinate with the Security Branch Director.  |             |                |
| Brief the Operations Section Chief regularly on current condition; communicate needs in advance.   |             |                |
| Continue to monitor facility operations and personnel reports impacting Branch status.   |             |                |
| Continue communication with appropriate external authorities; coordinate with the Liaison Officer.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Hazardous Material Branch staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.  |             |                |
| Manage and secure patient belongings and valuables according to hospital policy; consult with Safety officer, Security Branch Director and local fire and law enforcement, as appropriate. |             |                |
| Ensure the Hazardous Materials Branch Units are notified to terminate operations.  |             |                |
| Ensure the decontamination equipment is cleaned, repaired, and replaced as needed.   |             |                |
| Ensure proper disposal of waste material; coordinate cost issues with the Finance/Administration Section.  |             |                |
| Ensure disposable materials and waste are properly managed.  |             |                |
| Address the return of patient valuables with the Security Branch Director, local law enforcement, fire department, and hazardous materials teams.  |             |                |
| Ensure the decontamination areas are decontaminated, commensurate with agent and regulatory guidelines.  |             |                |
| Ensure medical monitoring data is collected and submitted to Employee Health & Well-Being Unit for review and entry into personnel health files.   |             |                |
| Ensure medical surveillance of staff is initiated as needed and/or per recommendations of internal/external experts, in collaboration with Employee Health & Well-Being Unit.              |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Notify Operations Section Chief when clean-up/restoration is complete.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Operations Section Chief.   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment Sheet</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• OSHA First Receiver’s Checklist</li> <li>• Decontamination area drawings, procedures, and documentation logs</li> </ul> |

**DETECTION AND MONITORING UNIT LEADER**

**Mission:** Coordinate detection and monitoring activities related to hazardous material incident response.

|  |              |                           |                             |                    |
|--|--------------|---------------------------|-----------------------------|--------------------|
| Date: _____  | Start: _____ | End: _____                | Position Assigned to: _____ | Initial: _____     |
| <b>Position Reports to: HazMat Branch Director</b> |              |                           | Signature: _____            |                    |
| Hospital Command Center (HCC) Location: _____      |              |                           | Telephone: _____            |                    |
| Fax: _____   |              | Other Contact Info: _____ |                             | Radio Title: _____ |

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Hazardous Materials Branch Director.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Detection and Monitoring Unit members and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.                              |             |                |
| Ensure Unit members comply with safety policies and procedures, including the use of personal protective equipment.   |             |                |
| Ensure the set-up and functioning of detection and monitoring equipment, appropriate to identified agent.   |             |                |
| Ensure ongoing staff rotation.  |             |                |
| Ensure hazard monitoring in open and enclosed spaces; coordinate with the Safety Officer.   |             |                |
| Coordinate any requests for external resources with Hazardous Materials Branch Director and Support Branch Director or Supply Unit Leader, as appropriate.              |             |                |
| Attend briefings and meetings as appropriate.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with the Hazardous Materials Branch Director for status reports, and relay important information to Unit members. |             |                |
| Ensure staff are rotated and replaced as needed.   |             |                |
| Track results of medical monitoring of staff; coordinate with the Employee Health & Well-Being Unit Leader.                      |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Activate supplemental staffing plan as needed; coordinate with the Labor Pool & Credentialing Unit Leader.   |             |                |
| Ensure hazard monitoring continues and issues are addressed; coordinate with the Safety Officer.   |             |                |
| Communicate status with external authorities, as appropriate through Hazardous Materials Branch Director and in coordination with the Liaison Officer. |             |                |
| Develop and submit an action plan to the Hazardous Materials Branch Director when requested  |             |                |
| Advise Hazardous Materials Branch Director immediately of any operational issue you are not able to correct or resolve.                                |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Monitor levels of all supplies, equipment, and needs relevant to all detection and monitoring operations.  |             |                |
| Brief Hazardous Materials Branch Director regularly on current condition of all operations; communicate needs in advance.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Hazardous Materials Branch Director at assigned intervals and as needed.                  |             |                |
| Continue communication with appropriate external authorities; coordinate with the Liaison Officer.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.  |             |                |
| Ensure equipment is cleaned, repaired, and replaced as warranted.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Ensure disposable materials and waste are properly managed.   |             |                |
| Notify Hazardous Materials Branch Director when clean-up/restoration is complete.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Hazardous Materials Branch Director or Operations Section Chief, as appropriate. |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Upon deactivation, brief the Hazardous Materials Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Hazardous Materials Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Hazmat agent reference materials</li> <li>• External resource directory (e.g., poison control center, ASTDR, Chemtrac, etc.)</li> </ul> |



## SPILL RESPONSE UNIT LEADER

**Mission:** Coordinate on-site activities related to implementation of hospital's internal hazardous material spill response plan.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: HazMat Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Hazardous Materials Branch Director.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Spill Response Unit members and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.  |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Ensure spill response plan is activated, as appropriate, including: <ul style="list-style-type: none"> <li>• Establish a safe perimeter</li> <li>• Contain the spill, if safe to do so</li> <li>• Contact spill response contract agency, if appropriate</li> <li>• Ensure decontamination team, if activated, is briefed on the situation</li> </ul> |             |                |
| Coordinate any requests for external resources with Hazardous Materials Branch Director and Liaison Officer.  |             |                |
| Attend briefings and meetings as needed.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with the Hazardous Materials Branch Director for status reports, and relay important information to Unit Members. |             |                |
| Ensure staff are rotated and replaced as needed.   |             |                |
| Ensure hazard monitoring continues and issues are addressed; coordinate with Safety Officer.                                     |             |                |
| Prepare for the possibility of evacuation and/or the relocation of personnel as needed.  |             |                |
| Communicate status with external authorities, as appropriate through Hazardous   |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Materials Branch Director and in coordination with the Liaison Officer.   |             |                |
| Develop and submit an action plan to the Hazardous Materials Branch Director when requested.                            |             |                |
| Advise Hazardous Materials Branch Director immediately of any operational issue you are not able to correct or resolve. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Coordinate with Detection and Monitoring Unit Leader to monitor levels of all supplies, equipment, and needs relevant to all decontamination operations.                                     |             |                |
| Brief Hazardous Materials Branch Director regularly on current condition of all decontamination operations; communicate needs in advance.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Hazardous Materials Branch Director at assigned intervals and as needed.                    |             |                |
| Continue communication with appropriate external authorities; coordinate with the Liaison Officer.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Ensure disposable materials and waste are properly managed.  |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Notify Hazardous Materials Branch Director when clean-up/restoration is complete.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Hazardous Materials Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Hazardous Materials Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to the Hazardous Materials Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> </ul> |             |                |





| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| <ul style="list-style-type: none"> <li>Section accomplishments and issues</li> </ul>                                    |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>Incident Action Plan</li> <li>HICS Form 204 – Branch Assignment List</li> <li>HICS Form 207 – Incident Management Team Chart</li> <li>HICS Form 213 – Incident Message Form</li> <li>HICS Form 214 – Operational Log</li> <li>Hospital emergency operations plan</li> <li>Hospital spill response plan</li> <li>Material Safety Data Sheets (MSDS)</li> <li>Hospital organization chart</li> <li>Hospital telephone directory</li> <li>Radio/satellite phone</li> </ul> |



## VICTIM DECONTAMINATION UNIT LEADER

**Mission:** Coordinate the on-site patient decontamination activities related to hazardous material incident response.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: HazMat Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Hazardous Materials Branch Director.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Victim Decontamination Unit members and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.  |             |                |
| Ensure Unit members comply with safety policies and procedures and use appropriate personal protective equipment.   |             |                |
| Oversee the set-up of decontamination area to perform patient, technical, and emergency decontamination for all ambulatory and non-ambulatory patients.                             |             |                |
| Ensure medical monitoring of decontamination team members through Employee Health & Well-Being Unit.  |             |                |
| Collect and secure patient valuables; coordinate with Security Branch Director.   |             |                |
| Ensure timely processing of patients through decontamination (consider 3-5 minutes for non-persistent viscous agent and 5-8 minutes for persistent/viscous or unknown agent).       |             |                |
| Ensure appropriate antidote supplies are delivered, coordinate with Clinical Support Services.  |             |                |
| Ensure proper wastewater collection and disposal, in compliance with recommendations from water authority, emergency management, and local hazardous material team/fire department. |             |                |
| Ensure mass decontamination system meets event needs.   |             |                |
| Ensure ongoing staff rotation.  |             |                |
| Coordinate any requests for external resources with Hazardous Materials Branch Director and Liaison Officer.  |             |                |
| Attend briefings and meetings as needed.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS   |             |                |



| <b>Immediate (Operational Period 0-2 Hours)</b>                                   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with the Hazardous Materials Branch Director for status reports, and relay important information to Unit Members.                       |             |                |
| Ensure staff are rotated and replaced as needed.   |             |                |
| Track results of medical monitoring of staff; coordinate with the Employee Health & Well-Being Unit Leader.  |             |                |
| Ensure hazard monitoring continues and issues are addressed; coordinate with the Safety Officer.   |             |                |
| Ensure chain of custody of personal valuables in coordination with the Security Branch.  |             |                |
| Ensure decontamination supplies are replaced as needed.  |             |                |
| Prepare for the possibility of evacuation and/or the relocation of the decontamination area, if needed.  |             |                |
| Communicate status with external authorities, as appropriate through Hazardous Materials Branch Director and in coordination with the Liaison Officer. |             |                |
| Develop and submit an action plan to the Hazardous Materials Branch Director when requested.   |             |                |
| Advise Hazardous Materials Branch Director immediately of any operational issue you are not able to correct or resolve.                                |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor Victim Decontamination Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.                          |             |                |
| Monitor levels of all supplies, equipment, and needs relevant to all decontamination operations, in coordination with Supply Unit.   |             |                |
| Address patient valuables issues; coordinate with the Security Branch Director.  |             |                |
| Brief Hazardous Materials Branch Director regularly on current condition of all decontamination operations; communicate needs in advance.  |             |                |
| Obtain support staff as necessary from Labor Pool & Credentialing Unit Leader.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Hazardous Materials Branch Director at assigned intervals and as needed.                    |             |                |
| Continue communication with appropriate external authorities; coordinate with the Liaison Officer.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |



| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information. |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Ensure Victim Decontamination Unit members are notified to terminate operations.   |             |                |
| Ensure decontamination equipment is cleaned, repaired, and replaced as warranted.  |             |                |
| Ensure disposable materials and waste are properly managed.  |             |                |
| Address return of patient valuables with the Security Branch Director, law enforcement, fire department, and hazardous material team.  |             |                |
| Ensure the decontamination area is decontaminated, commensurate with agent risks.  |             |                |
| Ensure medical monitoring data on decontamination staff is collected and submitted to Employee Health & Well-Being Unit for review and entry into personnel health files.  |             |                |
| Ensure medical surveillance of decontamination staff is initiated as needed and/or per recommendations of internal/external experts, in collaboration with Employee Health & Well-Being Unit.  |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Notify Hazardous Materials Branch Director when clean-up/restoration is complete.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Hazardous Materials Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Hazardous Materials Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to the Hazardous Materials Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> </ul> |



### **Documents/Tools**

- Hospital patient decontamination plan (e.g., decontamination area drawings, procedures, and documentation logs)
- Material Safety Data Sheets (MSDS)
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone

## FACILITY/EQUIPMENT DECONTAMINATION UNIT LEADER

**Mission:** Coordinate on-site facility and equipment decontamination activities related to hazardous material incident response.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: HazMat Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Hazardous Materials Branch Director.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Facility/Equipment Decontamination Unit members and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.  |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Identify areas and equipment requiring decontamination, and ensure appropriate resources are available to perform required tasks.   |             |                |
| Oversee the set-up of decontamination area to handle equipment and facility decontamination.  |             |                |
| Ensure Unit members utilize proper personal protective equipment.   |             |                |
| Ensure medical monitoring of decontamination team members through Employee Health & Well-Being Unit.  |             |                |
| Ensure ongoing staff rotation.  |             |                |
| Ensure proper wastewater collection and disposal, in compliance with recommendations from water authority, emergency management, and local hazardous material team/fire department. |             |                |
| Coordinate any requests for external resources with Hazardous Materials Branch Director and Liaison Officer.  |             |                |
| Attend briefings and meetings as needed.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.             |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with the Hazardous Materials Branch Director for status reports, and relay important information to Team Members.                       |             |                |
| Ensure staff are rotated and replaced as needed.   |             |                |
| Track results of medical monitoring of staff; coordinate with the Employee Health & Well-Being Unit Leader.  |             |                |
| Ensure hazard monitoring continues and issues are addressed; coordinate with Safety Officer.   |             |                |
| Ensure decontamination supplies are replaced as needed.  |             |                |
| Communicate status with external authorities, as appropriate through Hazardous Materials Branch Director and in coordination with the Liaison Officer. |             |                |
| Coordinate internal repair activities, consulting when needed with external experts.   |             |                |
| Develop and submit an action plan to the Hazardous Materials Branch Director when requested  |             |                |
| Advise Hazardous Materials Branch Director immediately of any operational issue you are not able to correct or resolve.                                |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor Facility/Equipment Decontamination Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.              |             |                |
| Continue to monitor levels of all supplies, equipment, and needs relevant to all decontamination operations.   |             |                |
| Continue to brief Hazardous Materials Branch Director regularly on current condition of all decontamination operations; communicate needs in advance.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Hazardous Materials Branch Director at assigned intervals and as needed.                    |             |                |
| Continue communication with appropriate external authorities; coordinate with the Liaison Officer.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |             |                |
| Ensure decontamination equipment is cleaned, repaired, and replaced as warranted.  |             |                |



| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Ensure disposable materials and waste are properly managed.  |             |                |
| Ensure the decontamination area is decontaminated, commensurate with agent risks.  |             |                |
| Ensure medical monitoring data on decontamination staff is collected and submitted to Employee Health & Well-Being for review and entry into personnel health files.   |             |                |
| Ensure medical surveillance of decontamination staff is initiated as needed and/or per recommendations of internal/external experts, in collaboration with Employee Health & Well-Being.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Notify Hazardous Materials Branch Director when clean-up/restoration is complete.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Hazardous Materials Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Hazardous Materials Branch Director or Operations Section Chief, as appropriate on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Hazardous Materials Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Hospital patient decontamination plan (e.g., decontamination area drawings, procedures, and documentation logs)</li> </ul> |



## SECURITY BRANCH DIRECTOR

**Mission:** Coordinate all of the activities related to personnel and facility security such as access control, crowd and traffic control, and law enforcement interface.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Operations Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment and briefing from the Operations Section Chief. Obtain packet containing Security Branch Job Action Sheets.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Determine need for and appropriately appoint Security Branch Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).  |             |                |
| Establish Security Command Post.   |             |                |
| Identify and secure all facility pedestrian and traffic points of entry, as appropriate.   |             |                |
| Consider need for the following, and report findings to the Operations Section Chief: <ul style="list-style-type: none"> <li>• Emergency lockdown</li> <li>• Security/bomb sweep of designated areas</li> <li>• Providing urgent security-related information to all personnel</li> <li>• Need for security personnel to use personal protective equipment</li> <li>• Removing unauthorized persons from restricted areas</li> <li>• Security of the HCC, triage, patient care, morgue, and other sensitive or strategic areas from unauthorized access</li> <li>• Rerouting of ambulance entry and exit</li> <li>• Security posts in any operational decontamination area</li> <li>• Patrol of parking and shipping areas for suspicious activity</li> <li>• Traffic Control</li> </ul> |             |                |
| Brief the Security Branch on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing.   |             |                |
| Ensure Branch personnel comply with safety policies and procedures and proper use of personal protective equipment, if applicable.   |             |                |
| Coordinate immediate security personnel needs from current staff, surrounding resources (police, sheriff, or other security forces), and communicate need for additional external resources through Operations Section Chief to the Liaison Officer.   |             |                |
| Assist in maximizing capability of the Branch to meet work demands. Assess problems and needs in Branch area; coordinate resource management.  |             |                |

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Participate in briefings and meetings as requested.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff.  |             |                |
| Communicate the need and take actions to secure unsafe areas; post non-entry signs.  |             |                |
| Ensure Security Branch staff identify and report all hazards and unsafe conditions.  |             |                |
| Ensure patient valuables are secure; initiate chain of custody procedures as necessary.  |             |                |
| Coordinate activities with local, state, and federal law enforcement, as appropriate; coordinate with the Liaison Officer and the Law Enforcement Interface Unit Leader.   |             |                |
| Confer with Public Information Officer to establish areas for the media.   |             |                |
| Ensure vehicular and pedestrian traffic control measures are working effectively.  |             |                |
| Consider security protection for the following, as indicated based on the nature/severity of the incident: <ul style="list-style-type: none"> <li>• Food</li> <li>• Water</li> <li>• Medical resources</li> <li>• Blood resources</li> <li>• Pharmaceutical resources</li> <li>• Personnel and visitors</li> </ul> |             |                |
| Ensure proper equipment needs are met and equipment is operational prior to each operational period.   |             |                |
| Develop and submit a Branch action plan to the Operations Section Chief when requested.  |             |                |
| Advise the Operations Section Chief immediately of any operational issue you are not able to correct or resolve.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor Security Branch personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.                          |             |                |
| Continue coordination with law enforcement officials.  |             |                |
| Prepare and maintain records and reports, as appropriate.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for Security Branch staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Determine when to resume normal security procedures; ensure removal of special signage after "all clear" is announced.  |             |                |
| Determine with the Hazardous Materials Branch Director and other appropriate authorities the final disposition of patient valuables.  |             |                |
| Coordinate completion of work with law enforcement and Liaison Officer.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Ensure personal protective equipment used by Security is cleaned, repaired, and/or replaced.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Operations Section Chief.  |             |                |
| Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment Sheet</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Facility blueprints and maps</li> </ul> |



## ACCESS CONTROL UNIT LEADER

**Mission:** Ensure the security of the facility and personnel by monitoring individuals entering and exiting the building.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Security Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Security Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Access Control Unit members and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.  |             |                |
| Ensure Unit members comply with safety policies and procedures including appropriate use of personal protective equipment.  |             |                |
| Implement the facility's emergency lockdown and personnel identification policies, as appropriate including identifying and securing all facility pedestrian and traffic points of entry. |             |                |
| Secure the HCC, triage, patient care, morgue, and other sensitive or strategic areas from unauthorized access.  |             |                |
| Identify and remove unauthorized persons from restricted areas.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.                   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Security Branch Director for status reports, and relay important information to Unit Members.                         |             |                |
| Regularly obtain information about progress on assigned tasks from Unit members and report important information to Security Branch Director. |             |                |
| Communicate with the Infrastructure Branch Director to secure and post non-entry signs around secure and unsafe areas.                        |             |                |
| Secure evacuation areas to limit unauthorized personnel access.   |             |                |
| Monitor use of personal protective equipment and any potential adverse impacts.   |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Assist in verification of press credentials and ensure only authorized media representatives are allowed inside facility. |             |                |
| Identify need for assistance or equipment and report to the Security Branch Director and Logistics Section Branches.      |             |                |
| Develop and submit an action plan to the Security Branch Director when requested.   |             |                |
| Advise Security Branch Director immediately of any operational issue you are not able to correct or resolve.              |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Unit's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Rotate staff on a regular basis.   |             |                |
| Document actions and decisions on a continual basis and send to Security Branch Director at assigned intervals and sooner when appropriate.  |             |                |
| Continue to provide the Security Branch Director with periodic situation updates.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Security Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Security Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to the Security Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |



**Documents/Tools**

- Incident Action Plan
- HICS Form 204 – Branch Assignment List
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Hospital emergency operations plan



## CROWD CONTROL UNIT LEADER

**Mission:** Maintain scene safety and ensure crowd control.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Security Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Security Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Crowd Control Unit members and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.                              |             |                |
| Ensure Unit members comply with safety policies and procedures including the appropriate use of personal protective equipment.  |             |                |
| In coordination with the Access Control Unit Leader, implement the facility's disaster plan emergency lockdown policy and personnel identification policy.              |             |                |
| In coordination with the Access Control Unit Leader, identify and remove unauthorized persons from restricted areas.  |             |                |
| Coordinate with local law enforcement, in collaboration with the Law Enforcement Interface Unit Leader and Liaison Officer, as necessary.                               |             |                |
| Prepare to manage large numbers of victims and uninjured/asymptomatic arriving on scene.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Security Branch Director for status reports, and relay important information to Unit Members.                         |             |                |
| Regularly obtain information about progress on assigned tasks from Unit members and report important information to Security Branch Director. |             |                |
| Prepare to manage families arriving at the facility.  |             |                |
| Monitor use of personal protective equipment and any potential adverse impacts  |             |                |
| Identify need for assistance or equipment and report to the Security Branch Director and  |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Logistic Section Units.  |             |                |
| Develop and submit an action plan to the Security Branch Director when requested.                            |             |                |
| Advise Security Branch Director immediately of any operational issue you are not able to correct or resolve. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Unit's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Rotate staff on a regular basis.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Security Branch Director at assigned intervals and as needed.                               |             |                |
| Continue to provide the Security Branch Director with periodic situation updates.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Security Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Security Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to the Security Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

**Documents/Tools**

- Incident Action Plan
- HICS Form 204 – Branch Assignment List
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Hospital emergency operations plan



## TRAFFIC CONTROL UNIT LEADER

**Mission:** Organize and enforce vehicular traffic security for facility.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Security Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Security Branch Director.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Appoint Traffic Control Unit members and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.   |             |                |
| Ensure Unit members comply with safety policies and procedures including the appropriate use of personal protective equipment.   |             |                |
| In coordination with the Access Control Unit Leader and Staging Manager, establish ambulance entry and exit routes.  |             |                |
| Establish emergency ingress and egress for emergency traffic.  |             |                |
| Provide traffic control of damaged areas and any appropriate patient care area.  |             |                |
| Consider the need for: <ul style="list-style-type: none"> <li>• Controlling access to campus</li> <li>• Coordination with local and regional traffic control and law enforcement</li> <li>• Potential use of personal protective equipment (PPE)</li> <li>• Potential triage at campus entrance</li> </ul> |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Security Branch Director for status reports, and relay important information to Team members.                         |             |                |
| Regularly obtain information about progress on assigned tasks from Unit members and report important information to Security Branch Director. |             |                |
| Provide vehicular traffic control.  |             |                |
| Monitor use of personal protective equipment and any adverse impacts.   |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Establish ingress and egress traffic patterns.   |             |                |
| Identify need for assistance or equipment and report to the Security Branch Director.                        |             |                |
| Develop and submit an action plan to the Security Branch Director when requested.                            |             |                |
| Advise Security Branch Director immediately of any operational issue you are not able to correct or resolve. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Unit's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Rotate staff on a regular basis.   |             |                |
| Document actions and decisions on a continual basis and send to Security Branch Director at assigned intervals and sooner when appropriate.  |             |                |
| Continue to provide the Security Branch Director with periodic situation updates.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Security Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Upon deactivation, brief the Security Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Security Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |



**Documents/Tools**

- Incident Action Plan
- HICS Form 204 – Branch Assignment List
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Hospital emergency operations plan



## SEARCH UNIT LEADER

**Mission:** Coordinate the search and rescue of missing staff, patients, and family members.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

Position Reports to: **Security Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Security Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Search Unit members and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.                              |             |                |
| Coordinate search activities with Building/Grounds Damage Unit Leader and Facilities Unit Leader.   |             |                |
| Ensure Unit members comply with safety policies and procedures including appropriate use of personal protective equipment.  |             |                |
| Assign tasks to Unit members by providing time requirements and specific geographic references.   |             |                |
| Determine if persons sustained injuries, and identify areas of damage to the Infrastructure Branch Director.  |             |                |
| In coordination with the Safety Officer and Security Branch Director, coordinate search efforts of missing patients, families, or staff.                                |             |                |
| Maintain a log of any reported missing persons; provide information to Resources Unit, Situation Unit and Claims/Compensation Unit.                                     |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Security Branch Director for status reports, and relay important information to Unit members.                         |             |                |
| Regularly obtain information about progress on assigned tasks from Unit members and report important information to Security Branch Director. |             |                |
| Assign security personnel to appropriate department to assist in search of missing  |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| person.  |             |                |
| Monitor the use of personal protective equipment and any adverse impacts.  |             |                |
| Identify need for assistance or equipment and report to the Security Branch Director and Logistics Branch Units. |             |                |
| Develop and submit an action plan to the Security Branch Director when requested.                                |             |                |
| Advise Security Branch Director immediately of any operational issue you are not able to correct or resolve.     |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Unit's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Rotate staff on a regular basis.   |             |                |
| Document actions and decisions on a continual basis and send to Security Branch Director at assigned intervals and sooner when appropriate.  |             |                |
| Continue to provide the Security Branch Director with regular situation updates.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Security Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Security Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to the Security Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

**Documents/Tools**

- Incident Action Plan
- HICS Form 204 – Branch Assignment List
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Hospital emergency operations plan



## LAW ENFORCEMENT INTERFACE UNIT LEADER

**Mission:** Coordinate security of facility with outside law enforcement agencies.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Security Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Security Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Law Enforcement Interface Unit members and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.  |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Serve as point of contact to outside law enforcement agencies; coordinate with the Liaison Officer.   |             |                |
| Coordinate and assure that information being given to outside law enforcement agencies regarding the facility and patient care status, has been approved by the Incident Commander and Liaison Officer. |             |                |
| Attend briefings and meetings as needed.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.                                 |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Security Branch Director for status reports, and relay important information to Unit Members.                         |             |                |
| Regularly obtain information about progress on assigned tasks from Unit members and report important information to Security Branch Director. |             |                |
| Initiate contact with fire and police agencies, if necessary; coordinate through Security Branch Director with Liaison Officer.               |             |                |
| Provide regular updates to Security Branch Director.  |             |                |
| Identify need for assistance or equipment and report to the Security Branch Director.   |             |                |
| Develop and submit an action plan to the Security Branch Director when requested.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Advise Security Branch Director immediately of any operational issue you are not able to correct or resolve. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Unit's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Rotate staff on a regular basis.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Security Branch Director at assigned intervals and as needed.                               |             |                |
| Continue to provide the Security Branch Director with regular situation updates.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Security Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Upon deactivation, brief the Security Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Security Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> </ul> |





**Documents/Tools**

- HICS Form 214 – Operational Log
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Hospital emergency operations plan



## BUSINESS CONTINUITY BRANCH DIRECTOR

**Mission:** Ensure business functions are maintained, restored or augmented to meet designated Recovery Time Objectives (RTO) and provide limited interruptions to continuity of essential business operations.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Operations Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Operations Section Chief. Obtain packet containing Business Continuity Branch Job Action Sheets.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Unit Leaders, as appropriate; distribute corresponding Job Action Sheets and identification.  |             |                |
| Brief the Business Continuity Branch on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing.   |             |                |
| Evaluate Business Continuity Branch capacity to: <ul style="list-style-type: none"> <li>• Perform department and facility business continuity plan activation</li> <li>• Determine ability to meet RTO for all impacted business functions</li> <li>• Ascertain continuity of business functions including assessment of impacted areas</li> <li>• Acquire access to essential business records (e.g., patient medical records, purchasing contracts, etc.)</li> <li>• Support needed movement or relocation to alternate business operation sites</li> </ul> |             |                |
| Assess problems and needs in Branch area; coordinate resource management with Support Branch Director, as appropriate.  |             |                |
| Instruct Unit Leaders to evaluate business capabilities, recovery plan actions, and progress in meeting RTOs; report status to the Operations Section Chief.  |             |                |
| Participate in briefings and meetings as requested.   |             |                |
| Regularly meet with the Operations Section Chief to discuss plan of action and staffing.  |             |                |
| Receive, coordinate, and forward requests for IT and communications support to the Communications Unit Leader and IT/IS Unit Leader.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff.  |             |                |
| Continue coordinating the Business Continuity Branch's ability to maintain or recover impacted business functions.                                       |             |                |
| Evaluate all activated business continuity plans and modify as necessary any predicted unmet RTOs.   |             |                |
| Identify specific activities or resources needed to ensure timely resumption of business functions.  |             |                |
| Coordinate with the Infrastructure Branch Director for access to critical power needs or building assessments.   |             |                |
| Coordinate with the Security Branch Director for building access and staff safety  |             |                |
| Coordinate with the Service Branch Director or Communications Unit Leader and the IT/IS Unit Leader to ensure shared strategies for business resumption. |             |                |
| Advise the Operations Section Chief immediately of any recovery issue you are not able to correct or resolve.  |             |                |
| Develop and submit a Branch action plan to the Operations Section Chief when requested.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor Business Continuity Branch's ability to maintain or recover impacted business functions  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for Business Continuity Branch staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.   |             |                |
| Assist Operations Section Chief and Branch Directors with restoring all business functions to normal operating condition. Notify the Operations Section Chief when restoration is complete. |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Operations Section Chief.  |             |                |
| Upon deactivation of your position, brief the Operations Section Chief on current   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment Sheet</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Facility blueprints and maps</li> <li>• PC with internet access, as available</li> <li>• Business continuity plans with contact information</li> </ul> |



## INFORMATION TECHNOLOGY UNIT LEADER

**Mission:** Ensure IT business functions are maintained, restored or augmented to meet designated Recovery Time Objectives (RTOs) and provide limited interruptions to continuity of essential business operations.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Business Continuity Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Business Continuity Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Appoint Unit members, as appropriate; distribute any appropriate forms or information to the Unit.   |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.   |             |                |
| Ensure Unit members comply with safety policies and procedures.  |             |                |
| Evaluate business capabilities, systems still on-line, recovery plan actions, projected minimum and maximum duration of disruption, and progress in meeting RTOs; report status to the Business Continuity Branch Director.                |             |                |
| With Unit members, identify priorities for system restoration for service maintenance/resumption. Initiate migration to secondary or replacement systems, if available, in cooperation with other Business Continuity Branch Unit Leaders. |             |                |
| Meet with the Business Continuity Branch Director to discuss plan of action and staffing in all alternate business sites.  |             |                |
| Receive, coordinate and forward requests for IT and Communications support to the Communications Unit Leader and IT/IS Unit Leader. Coordinate efforts with the IT Unit.   |             |                |
| Confirm off-site data backups are secure and available for system restoration.   |             |                |
| Participate in briefings and meetings as requested.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue coordinating the Unit's ability to maintain or recover impacted IT business functions. |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Evaluate all activated IT business continuity plans and modify as necessary any predicted unmet RTOs.  |             |                |
| Identify specific activities or resources needed to ensure timely resumption of IT business functions.   |             |                |
| Coordinate with Infrastructure Branch Director for access to critical power needs or building assessments. Report status to Business Continuity Branch Director.                       |             |                |
| Coordinate with Service Branch Director/Communications Unit Leader/IT Unit Leader and/or Business Function Relocation Unit Leader to ensure shared strategies for business resumption. |             |                |
| Develop and submit an action plan to the Business Continuity Branch Director when requested.   |             |                |
| Advise the Business Continuity Branch Director immediately of any operational issue you are not able to correct or resolve.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor Business Continuity Branch ability to maintain or recover impacted IT business functions.  |             |                |
| Brief the Business Continuity Branch Director regularly on current condition of all operations.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Business Continuity Branch Director at assigned intervals and as needed.                    |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.   |             |                |
| Notify the Business Continuity Branch Director when restoration is complete.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Business Continuity Branch Director or Operations Section Chief, as appropriate. |             |                |
| Upon deactivation of your position, brief the Business Continuity Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.     |             |                |
| Submit comments to the Business Continuity Branch Director for discussion and   |             |                |



| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| possible inclusion in the After-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• PC with internet access, as available</li> </ul> |



## SERVICE CONTINUITY UNIT LEADER

**Mission:** Ensure business/clinical/ancillary service functions are maintained, restored or augmented to meet designated Recovery Time Objectives (RTO) and provide limited interruptions to continuity of essential business operations.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Business Continuity Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Business Continuity Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Appoint Unit members, as appropriate; distribute any appropriate forms or information to the Unit.   |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.   |             |                |
| Ensure Unit members comply with safety policies and procedures.  |             |                |
| Evaluate business capabilities, recovery plan actions, projected minimum and maximum duration of disruption, and progress in meeting RTOs; report status to the Business Continuity Branch Director.                                       |             |                |
| With Unit members, identify priorities for system restoration for service maintenance/resumption. Initiate migration to secondary or replacement systems, if available, in cooperation with other Business Continuity Branch Unit Leaders. |             |                |
| Regularly meet with the Business Continuity Branch Director to discuss plan of action and staffing in all alternate business sites.  |             |                |
| Participate in briefings and meetings as requested.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Evaluate all activated business continuity plans and modify, as necessary any predicted unmet RTOs.   |             |                |
| Identify specific activities or resources needed to ensure timely resumption of business services.  |             |                |
| Through Business Continuity Branch Director, coordinate with Infrastructure Branch Director for access to critical power needs or building assessments. |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Develop and submit an action plan to the Business Continuity Branch Director when requested.                                |             |                |
| Advise the Business Continuity Branch Director immediately of any operational issue you are not able to correct or resolve. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Brief the Business Continuity Branch Director regularly on current condition of all operations; communicate needs in advance.  |             |                |
| Prepare and maintain records and reports, as appropriate.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.  |             |                |
| Notify the Business Continuity Branch Director when restoration is complete.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Business Continuity Branch Director.  |             |                |
| Upon deactivation of your position, brief the Business Continuity Branch Director on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Business Continuity Branch Director for discussion and possible inclusion in the After-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |



## RECORDS PRESERVATION UNIT LEADER

**Mission:** Ensure vital business/medical records are maintained and preserved to meet designated Recovery Time Objectives (RTO) and provide limited interruptions to continuity of essential business operations.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Business Continuity Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Business Continuity Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Appoint Unit members, as appropriate; distribute any appropriate forms or information to the Unit.   |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.   |             |                |
| Ensure Unit members comply with safety policies and procedures.  |             |                |
| Evaluate status of: <ul style="list-style-type: none"> <li>• Hospital records</li> <li>• Business/financial records</li> <li>• Billing records</li> <li>• Medical Records</li> </ul> |             |                |
| Initiate protection or move/relocate records, as appropriate; activate off-site storage plans.   |             |                |
| Contact external contractors for record protection or recovery, as appropriate.  |             |                |
| Evaluate business capabilities, recovery plan actions, and progress in meeting RTOs; report status to the Business Continuity Branch Director.                                       |             |                |
| Meet with the Business Continuity Branch Director to discuss plan of action and staffing in all alternate business sites.  |             |                |
| Participate in briefings and meetings as requested.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.              |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b> | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
|---|-------------|----------------|



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Evaluate all activated business continuity plans and modify, as necessary any predicted unmet RTOs.   |             |                |
| Identify specific activities or resources needed to ensure ongoing preservation of hospital records.  |             |                |
| Through Business Continuity Branch Director, coordinate with Infrastructure Branch Director for access to critical power needs or building assessments. |             |                |
| Initiate restoration of records, as appropriate.  |             |                |
| Develop and submit an action plan to the Business Continuity Branch Director when requested.  |             |                |
| Advise the Business Continuity Branch Director immediately of any operational issue you are not able to correct or resolve.                             |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue coordination of records preservation activities.  |             |                |
| Continue restoration of records,, as appropriate   |             |                |
| Brief the Business Continuity Branch Director regularly on current condition of all operations.  |             |                |
| Prepare and maintain records and reports, as appropriate.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.   |             |                |
| Notify the Business Continuity Branch Director when restoration is complete.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Business Continuity Branch Director or Operations Section Chief, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Business Continuity Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Security Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> </ul> |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| <ul style="list-style-type: none"> <li>• Section accomplishments and issues</li> </ul>                                  |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• PC with internet access, as available</li> </ul> |





## BUSINESS FUNCTION RELOCATION UNIT LEADER

**Mission:** Ensure business functions are moved to alternative work sites to maintain designated Recovery Time Objectives (RTO) and provide limited interruptions to continuity of essential business operations.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Business Continuity Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Business Continuity Branch Director.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Appoint Unit members, as appropriate; distribute any appropriate forms or information to the Unit.   |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.   |             |                |
| Ensure Unit members comply with safety policies and procedures.  |             |                |
| Evaluate business capabilities, systems still on-line, recovery plan actions, projected minimum and maximum duration of disruption, and progress in meeting RTOs; report status to the Business Continuity Branch Director.                |             |                |
| Identify appropriate alternative work sites for business operational needs. Coordinate with Service and Support Branch Directors and Unit Leaders, as appropriate.   |             |                |
| With Unit members, identify priorities for system restoration for service maintenance/resumption. Initiate migration to secondary or replacement systems, if available, in cooperation with other Business Continuity Branch Unit Leaders. |             |                |
| Meet with the Business Continuity Branch Director to discuss plan of action and staffing in all alternate business sites.  |             |                |
| Participate in briefings and meetings as requested.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Evaluate all activated business continuity plans and modify, as necessary any predicted unmet RTOs. |             |                |
| Identify specific activities or resources needed to ensure timely relocation of business functions. |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Through Business Continuity Branch Director, coordinate with Infrastructure Branch Director for access to critical power needs or building assessments. |             |                |
| Coordinate with the Security Branch Director of building access and staff safety.   |             |                |
| Develop and submit an action plan to the Business Continuity Branch Director when requested.  |             |                |
| Advise the Business Continuity Branch Director immediately of any operational issue you are not able to correct or resolve.                             |             |                |
| Coordinate with IT Unit Leader to bring alternate site(s) up (e.g., install additional hardware, connect to network, etc.).                             |             |                |
| Coordinate with Logistics Section's Transportation Unit Leader to arrange transportation of staff to alternate site(s) as necessary.                    |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Brief the Business Continuity Branch Director regularly on current condition of all operations; communicate needs in advance.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs and job sites. Combine or deactivate positions in a phased manner.  |             |                |
| Notify the Business Continuity Branch Director when restoration is complete.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Business Continuity Branch Director or Operations Section Chief, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Business Continuity Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to the Business Continuity Branch Director for discussion and possible inclusion in the After-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other  |             |                |

| <b>Demobilization/System Recovery</b> | <b>Time</b> | <b>Initial</b> |
|---------------------------------------|-------------|----------------|
| briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |



## PLANNING SECTION CHIEF

**Mission:** Oversee all incident-related data gathering and analysis regarding incident operations and assigned resources, develop alternatives for tactical operations, conduct planning meetings, and prepare the Incident Action Plan (IAP) for each operational period.

|  |
|--|
| Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____ |
| <b>Position Reports to: Incident Commander</b> Signature: _____                |
| Hospital Command Center (HCC) Location: _____ Telephone: _____                 |
| Fax: _____ Other Contact Info: _____ Radio Title: _____                        |

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment and briefing from the Incident Commander. Obtain packet containing Planning Section Job Action Sheets.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Determine need for and appropriately appoint Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Planning Section Unit Leaders and Managers on current situation and incident objectives; develop response strategy and tactics; outline Section action plan and designate time for next briefing.  |             |                |
| Distribute the Section Personnel Time Sheet (HICS Form 252) to Planning Section personnel and ensure time is recorded appropriately. Submit the Section Personnel Time Sheet to the Finance/Administration Section's Time Unit Leader at the completion of a shift or at the end of each operational period. |             |                |
| In consultation with the Incident Commander, establish the incident objectives and operational period. Initiate the Incident Objectives Form (HICS Form 202) and distribute to all activated HCC positions.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Establish and maintain communications with Logistics Section Chief and Staging Manager to ensure the accurate tracking of personnel and resources by the Personal Tracking and Materiel Tracking Managers.   |             |                |
| Facilitate and conduct incident action planning meetings with Command Staff, Section Chiefs and other key positions to plan for the next operational period. Coordinate preparation and documentation of the Incident Action Plan and distribute copies to the Incident Commander and all Section Chiefs.    |             |                |
| Ensure the Situation Unit Leader and staff regularly update and document status reports from all Section Chiefs and Unit Leaders.  |             |                |
| Ensure Planning Section personnel comply with safety policies and procedures.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Incident Commander to brief on the status of the Planning Section and the Incident Action Plan.   |             |                |
| Initiate the Resource Accounting Record (HICS Form 257) to track equipment used during the response.  |             |                |
| Attend command briefings and meetings.  |             |                |
| Continue to conduct regular planning meetings with Planning Section Unit Leaders, Section Chiefs, Command Staff, and the Incident Commander for continued update and development of the Incident Action Plan. |             |                |
| Ensure that the Planning Section is adequately staffed and supplied.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to monitor Planning Section personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.  |             |                |
| Conduct regular situation briefings with Planning Section.  |             |                |
| Continue to receive projected activity reports from Section Chiefs and Planning Section Unit Leaders at designated intervals to prepare HCC status reports and update the Incident Action Plan. |             |                |
| Continue to maintain the Resource Accounting Record (HICS Form 257) to track equipment used during the response.  |             |                |
| Ensure the Demobilization Unit Leader assesses ability to deactivate positions, as appropriate, in collaboration with Section Chiefs and develops and implements a demobilization plan.         |             |                |
| Ensure the Documentation Unit Leader is receiving and organizing all HCC documentation, including Operational Logs (HICS Form 214) and Incident Message Forms (HICS Form 213).                  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit. Provide for staff rest periods and relief.           |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs decrease, return Planning Section staff to their usual jobs and combine or deactivate positions in a phased manner.  |             |                |
| Continue to meet with Command Staff, Section Chiefs and Planning Section Unit Leaders to evaluate facility and personnel, review the demobilization plan and update the Incident Action Plan. |             |                |
| Ensure collection of all HCC documentation and Operational logs from Command and Sections as positions are deactivated and sections demobilized.  |             |                |
| Assist Section Chiefs in restoring hospital to normal operations.   |             |                |



| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Coordinate final reporting of patient information with external agencies through Liaison Officer and Public Information Officer.   |             |                |
| Work with Planning and Finance/Administration Sections to complete cost data information.  |             |                |
| Begin development of the Incident After-Action Report and Improvement Plan and assign staff to complete portions/sections of the report.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Documentation Unit.   |             |                |
| Upon deactivation, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Hospital Emergency Operations Plan</li> <li>• Incident Action Plan</li> <li>• HICS Form 202 – Incident Objectives Form</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 257 – Resource Accounting Record</li> <li>• HICS Form 254 – Disaster Victim/Patient Tracking Form</li> <li>• HICS Form 252 – Section Personnel Time Sheet</li> <li>• HICS Form 257 – Resource Accounting Record</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |





## RESOURCES UNIT LEADER

**Mission:** Maintain information on the status, location, and availability of personnel, teams, facilities, supplies, and major equipment to ensure availability of use during the incident. Maintain a master list of all resources assigned to incident operations.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Planning Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Planning Section Chief. Obtain packet containing Resources Unit Job Action Sheets.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Appoint Managers as appropriate; distribute corresponding Job Action Sheets and position identification. Complete Branch Assignment Sheet (HICS Form 204) <ul style="list-style-type: none"> <li>• Personnel Tracking Manager</li> <li>• Materiel Tracking Manager</li> </ul> |             |                |
| Brief Resources Unit Managers on current situation; outline team action plan and designate time for next briefing.  |             |                |
| Complete the Organization Assignment List (HICS Form 203) and distribute to all HCC staff. Consider posting a large size copy of the List in the HCC for reference and information.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).  |             |                |
| Establish contact with the Situation Unit Leader and hospital department heads to account for on-duty personnel, and equipment and supplies on hand.  |             |                |
| Coordinate activities and inventories with Logistics Section's Supply Unit Leader.  |             |                |
| Maintain contact and share information with Labor Pool & Credentialing Unit Leader and Personnel Staging Team Leader.   |             |                |
| Initiate Resource Accounting Record (HICS Form 257).  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with the Planning Section Chief for status reports, and relay important information to Team Members.  |             |                |
| Meet with the Public Information Officer, Liaison Officer, Situation Unit Leader, Service Branch Director, and Support Branch Director as necessary to update and maintain |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| resources tracking.   |             |                |
| Maintain and continually update the Resource Accounting Record (HICS Form 257) and normal resource tracking systems (if available). |             |                |
| Develop and submit an action plan to the Planning Section Chief when requested.   |             |                |
| Advise the Planning Chief immediately of any operational issue you are not able to correct or resolve.                              |             |                |
| Coordinate personnel resource needs with the Labor Pool & Credentialing Unit Leader, Staging Manager.                               |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Unit's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Planning Section Chief at assigned intervals and as needed.                                 |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for Resources Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.  |             |                |
| If IT systems were offline during the response, assure appropriate information from HICS Resource Accounting Record is transferred into the normal tracking systems.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Planning Section Chief or Documentation Unit, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Planning Section Chief on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Planning Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

**Documents/Tools**

- Incident Action Plan
- HICS Form 204 – Branch Assignment List
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- HICS Form 257 – Resource Accounting Record
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- IT systems, specially personnel, equipment, and supply tracking systems



## PERSONNEL TRACKING MANAGER

**Mission:** Maintain information on the status, location, and availability of on-duty staff and volunteer personnel.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Resources Unit Leader** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Resources Unit Leader.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint team members as needed and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief team members on current situation; outline team action plan and designate time for next briefing.   |             |                |
| Initiate the Disaster Victim/Patient Tracking Form (HICS Form 254) to track the number of victims received at the facility, basic information and location.                 |             |                |
| If patient evacuation is planned or in progress, initiate the Master Patient Evacuation Tracking Form (HICS Form 255) to track patient information and evacuation location. |             |                |
| Establish contact with Hospital Staffing Office/Coordinator and hospital department directors to obtain an accounting of all staff personnel on-duty or expected.           |             |                |
| Establish access to personnel tracking system. Compare the available information with that obtained from department and division directors. Reconcile variations.           |             |                |
| Assist the Labor Pool and Credentialing Unit to establish solicited and unsolicited volunteer credentialing process per the hospital's standard operating procedures.       |             |                |
| Initiate the Volunteer Staff Registration Form (HICS Form 253), in conjunction with the Labor Pool and Credentialing Unit Leader.   |             |                |
| Maintain regular contact with the Labor Pool & Credentialing Unit Leader and Personnel Staging Team Leader to share information and personnel status.                       |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.     |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with the Resources Unit Leader for status reports, and relay important information to Team Members. |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Maintain and continually update the Disaster Victim/Patient Tracking Form (HICS Form 254) to track the number of victims received at the facility, basic information and location.   |             |                |
| Request additional staffing resources to assist from the Labor Pool and Credentialing Unit, notify the Resource Unit Leader.   |             |                |
| Communicate regularly with the Labor Pool & Credentialing Unit to identify critical staff or skills in demand.   |             |                |
| Maintain a current census and accounting of on-duty and available off-duty staff, physicians and volunteers, in collaboration with the Labor Pool and Credentialing Unit Leader.   |             |                |
| Meet with Public Information Officer, Liaison Officer, Situation Unit Leader, and Labor Pool & Credentialing Unit Leader to update information about staffing needs, personnel on duty/available for assignment and project future staffing needs. |             |                |
| Centralize the receipt and posting of information about shift assignments.   |             |                |
| Provide personnel tracking information to the Finance/Administration Section's Time Unit Leader to assist in reconciliation of time and attendance.  |             |                |
| Develop and submit an action plan to the Resources Unit Leader when requested.   |             |                |
| Advise the Resources Unit Leader immediately of any operational issue you are not able to correct or resolve.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to maintain accounting of on-duty staff, labor pool members awaiting assignment, identifying each person and tracking assignments, verifying arrival at assigned duty station, and confirming release from assignment, return to labor pool, and readiness for another assignment. |             |                |
| Continue to communicate with Labor Pool & Credentialing Unit to monitor the emergency credentialing standard operating procedure; assist in resolving problems as necessary.  |             |                |
| Continue to monitor the team's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Employee Health and Well Being Unit Leader. Provide for staff rest periods and relief.  |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.   |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Personnel Tracking staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |             |                |
| Compile and submit final reports to the Planning Section Chief.  |             |                |



| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| If IT systems were offline due to the incident, ensure appropriate information from the Volunteer Registration Form (HICS Form 253) is transferred into the normal staff tracking systems.   |             |                |
| Finalize the Disaster Victim/Patient Tracking Form (HICS Form 254) and report to the Resources Unit Leader.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Resources Unit Leader or Planning Section Chief, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Resources Unit Leader or the Planning Section Chief, as appropriate on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Resources Unit Leader for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 253 – Volunteer Staff Registration</li> <li>• HICS Form 254 – Disaster Victim/Patient Tracking Form</li> <li>• HICS Form 255 – Master Patient Evacuation Tracking Form</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Access to IT systems, specially staff tracking systems</li> </ul> |





## MATERIEL TRACKING MANAGER

**Mission:** Maintain information on the status, location, and availability of equipment and supplies within the hospital inventory and additional materiel received from outside agencies in support of the incident.

|   |              |                           |                             |                    |
|---|--------------|---------------------------|-----------------------------|--------------------|
| Date: _____                                       | Start: _____ | End: _____                | Position Assigned to: _____ | Initial: _____     |
| Position Reports to: <b>Resources Unit Leader</b> |              | Signature: _____          |                             |                    |
| Hospital Command Center (HCC) Location: _____     |              |                           | Telephone: _____            |                    |
| Fax: _____  |              | Other Contact Info: _____ |                             | Radio Title: _____ |

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment and briefing from the Resources Unit Leader.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Appoint Team members as needed and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief team members on current situation; outline team action plan and designate time for next briefing.  |             |                |
| Establish initial inventory of equipment and supplies on hand, including materiel that has been received or ordered in support of the incident, in collaboration with: <ul style="list-style-type: none"> <li>• Operations Section                             <ul style="list-style-type: none"> <li>○ Staging Manager</li> <li>○ Vehicle Unit Leader</li> <li>○ Equipment Supply Unit Leader</li> <li>○ Medication Unit Leader</li> <li>○ Clinical Support Services</li> <li>○ Medical Gases Unit Leader</li> <li>○ Medical Devices Unit Leader</li> </ul> </li> <li>• Logistics Section – Supply Unit Leader</li> </ul> |             |                |
| Develop a consolidated list of all necessary materiel or alternatives that are not already on hand in the hospital supply system, in collaboration with the above Units.   |             |                |
| Establish a contact list with just-in-time supply vendors/contractors, in coordination with Finance/Administration's Procurement Unit.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with the Resources Unit Leader for status reports, and relay important information to team members. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| In conjunction with the Finance/Administration Section's Procurement Unit Leader, complete Procurement Summary Report (HICS Form 256) for newly obtained materiel. |             |                |
| Maintain regular contact with all Sections to ensure necessary materials are provided in a timely manner and returned when no longer needed.                       |             |                |
| Monitor and report to the Resources Unit Leader, projected shortages of critical supplies or equipment that may affect response capacity or strategy.              |             |                |
| Monitor incident status factors such as early discharge, evacuation, or contamination that may alter assumptions about materiel needs and impact supplies.         |             |                |
| Develop and submit an action plan to the Resources Unit Leader when requested.   |             |                |
| Advise the Resources Unit Leader immediately of any operational issue you are not able to correct or resolve.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Materiel Tracking team's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization /System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the Materiel Tracking team's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Resources Unit Leader or Planning Section Chief, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Resources Unit Leader or Planning Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to the Resources Unit Leader for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

### **Documents/Tools**

- Incident Action Plan
- HICS Form 204 – Branch Assignment List
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- HICS Form 256 – Procurement Summary Report
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Access to IT systems, specially materiel tracking systems



## SITUATION UNIT LEADER

**Mission:** Collect, process, and organize ongoing situation information; prepare situation summaries; and develop projections and forecasts of future events related to the incident. Prepare maps and gather and disseminate information and intelligence for use in the Incident Action Plan (IAP).

|  |  |
|--|--|
| Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____ |  |
| <b>Position Reports to: Planning Section Chief</b> Signature: _____            |  |
| Hospital Command Center (HCC) Location: _____ Telephone: _____                 |  |
| Fax: _____ Other Contact Info: _____ Radio Title: _____                        |  |

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment and briefing from the Planning Section Chief. Obtain packet containing Situation Unit Job Action Sheets.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Appoint Managers as appropriate and complete the Branch Assignment List (HICS Form 204); distribute corresponding Job Action Sheets and identification. <ul style="list-style-type: none"> <li>• Patient Tracking Manager</li> <li>• Bed Tracking Manager</li> </ul> |             |                |
| Obtain status report on Information Technology/Information systems.  |             |                |
| Establish a Planning information center in the HCC with a status/condition board and post information as it is received. Assign a recorder/documentation aide to keep the board updated with current information.  |             |                |
| Receive and record status reports as they are received.  |             |                |
| Assign a recorder to monitor, document and organize all communications sent and received via the inter-hospital emergency communication network or other external communication.   |             |                |
| Assure the status updates and information provided to Command Staff and Section Chiefs is accurate, complete, and current.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet regularly with the Planning Section Chief, Section Chiefs and Branch Directors to obtain situation and status reports, and relay important information to team Members. |             |                |
| Ensure that an adequate number of recorders are assigned to perform Situation Unit activities. Coordinate personnel requests with Labor Pool & Credentialing Unit Leader.    |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Ensure backup and protection of existing data for main and support computer systems, in coordination with Logistics Section's IT/IS Unit and Business Continuity Branch's Information Technology Unit.  |             |                |
| Publish an internal incident situation status report for employee information at least every 4 hours as indicated. Collaborate with the Public Information Officer, Support Branch Director, and Labor Pool & Credentialing Unit Leader to develop and distribute the internal incident situation report. |             |                |
| Ensure the security and prevent the loss of written and electronic HCC response documentation. Collaborate with the Security Officer and IT/IS Unit Leader as appropriate.  |             |                |
| Ensure development of a demobilization plan by the Demobilization Unit Leader, in collaboration with Section Chiefs and Command Staff.  |             |                |
| Assist the Planning Section Chief to develop the Incident Action Plan at designated intervals.  |             |                |
| Advise the Planning Section Chief immediately of any operational issue you are not able to correct or resolve.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Situation Unit staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the Situation Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Continue to revise and implement demobilization plan for all Sections.   |             |                |
| Compile incident summary data and reports, organize all HCC documentation and submit to Planning Section Chief.  |             |                |
| Assist with development of the incident After-Action Report and improvement plan.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Planning Section Chief.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Planning Section Chief.   |             |                |
| Submit comments to the Planning Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> </ul> |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| <ul style="list-style-type: none"> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.                 |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Access to IT systems (e-mail, internet, telecommunications, printers)</li> <li>• Chart-size facility plans and local area maps</li> </ul> |





## PATIENT TRACKING MANAGER

**Mission:** Monitor and document the location of patients at all times within the hospital's patient care system, and track the destination of all patients departing the facility.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Situation Unit Leader** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Situation Unit Leader.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Patient Tracking team members and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief team members on current situation; outline team action plan and designate time for next briefing.   |             |                |
| Obtain current in-patient census from Admitting personnel and/or other sources.   |             |                |
| Implement a system, using the Disaster/Victim Patient Tracking Form (HICS Form 254) to track and display patient arrivals, discharges, transfers, locations and dispositions. |             |                |
| Initiate the Hospital Casualty/Fatality Report (HICS Form 259), in conjunction with Operations Section's Patient Registration Unit Leader.                                    |             |                |
| Determine patient/victim tracking mechanism utilized by field providers and establish method to ensure integration and continuity with hospital patient tracking systems.     |             |                |
| If evacuation of the facility is required or is in progress, initiate the Master Patient Evacuation Tracking Sheet (HICS Form 255).   |             |                |
| Contact the Situation Unit Leader and Labor Pool & Credentialing Unit Leader for additional staffing.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.       |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with Public Information Officer, Liaison Officer and Patient Registration Unit Leader to update and exchange patient tracking information (within HIPAA and local guidelines) and census data. |             |                |
| Track patient movement outside of the facility with local authorities and other health systems through Liaison Officer and Staging Manager.   |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to track and display patient location and time of arrival for all patients; regularly report status to the Situation Unit Leader. |             |                |
| Develop and submit an action plan to the Situation Unit Leader when requested.   |             |                |
| Advise the Situation Unit Leader immediately of any operational issue you are not able to correct or resolve.                              |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Patient Tracking team's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the Patient Tracking staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Compile and finalize the Disaster/Victim Patient Tracking Form (HICS Form 254) and submit copies to the Finance/Administration Section Chief for patient billing/collections.  |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| If IT systems were offline due to the incident, assure appropriate information from Disaster/Victim Patient Tracking Form (HICS Form 254) is transferred into the normal patient tracking systems.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Situation Unit Leader or Planning Section Chief, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Situation Unit Leader or Planning Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to the Situation Unit Leader for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

**Documents/Tools**

- Incident Action Plan
- HICS Form 204 – Branch Assignment List
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- HICS Form 254 – Disaster/Victim Patient Tracking Form
- HICS Form 255 – Master Patient Evacuation Tracking Form
- HICS Form 259 -- Hospital Casualty/Fatality Report
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Access to IT systems, including hospital admissions/tracking systems



## BED TRACKING MANAGER

**Mission:** Maintain information on the status, location, and availability of all patient beds, including disaster cots and stretchers.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Situation Unit Leader**      Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment and briefing from the Situation Unit Leader.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Appoint team members as needed and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief team members on current situation; outline team action plan and designate time for next briefing.  |             |                |
| Obtain current census and bed status from Admitting personnel and other hospital sources.  |             |                |
| Establish contact with all patient treatment areas, Environmental Services and others to inform them of activation of your position and contact information. Develop a report of current bed status. |             |                |
| Initiate a Bed Tracking Log for disaster victims, using normal paper or electronic system  |             |                |
| Determine if improvised bed tracking protocols are required for mass casualty incidents due to additional beds and cots that may be added to the normal hospital census.                             |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.                              |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet with Public Information Officer, Liaison Officer, Patient Registration Manager and Patient Tracking Manager on a routine basis to update bed and census data. |             |                |
| Continue to maintain a current Bed Tracking log/system to document the location and status of all beds, including cots and stretchers.                             |             |                |
| Monitor incident status factors such as early discharge, evacuation, or contamination that may alter bed availability.   |             |                |
| Develop and submit an action plan to the Situation Unit Leader when requested.   |             |                |
| Advise the Situation Unit Leader immediately of any operational issue you are not able   |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b> | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| to correct or resolve.                              |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Bed Tracking staff’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for Bed Tracking staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.  |             |                |
| If IT systems were offline due to the incident, assure appropriate information from the hospital’s Bed Tracking Log is transferred into the normal bed tracking systems.                |             |                |
| Compile and finalize Bed Tracking Log and submit to Situation Unit Team Leader or Planning Section Chief, as appropriate.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Situation Unit Leader or Planning Section Chief, as appropriate. |             |                |
| Upon deactivation of your position, brief the Situation Unit Leader or Planning Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.     |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Hospital Bed Tracking Log/System</li> <li>• Radio/satellite phone</li> <li>• Access to IT systems, specially bed tracking or cleaning status tracking systems</li> </ul> |

## DOCUMENTATION UNIT LEADER

**Mission:** Maintain accurate and complete incident files, including a record of the hospital's/HCC's response and recovery actions and decisions; provide duplication services to incident personnel; and file, maintain, and store incident files for legal, analytical, and historical purposes.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Planning Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment and briefing from the Planning Section Chief.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Establish initial contact with all Section Chiefs to obtain status and history of all major events and actions that have occurred to date, critical issues, and concepts of operations and steps to be taken within the next operational period. |             |                |
| Appoint team members as needed and complete the Branch Assignment List (HICS Form 204).  |             |                |
| Coordinate with IT/IS Unit to ensure access to IT systems with e-mail/intranet communication to increase communication and document sharing with all Sections (if available).  |             |                |
| Prepare a system to receive documentation and completed forms from all Sections over the course of the HCC activation.   |             |                |
| Provide duplicates of forms and reports to authorized HCC requestors.  |             |                |
| Prepare incident documentation for the Planning Section Chief when requested.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Regularly meet with all Section Chiefs regarding incident and Section status, steps taken to resolve critical issues, and projected actions and needs for the next operational period. |             |                |
| Continue to accept and organize all documentation and forms submitted to the Documentation Unit.   |             |                |
| Check the accuracy and completeness of records submitted. Correct errors or omissions by contacting appropriate HCC Section staff.   |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>                | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Maintain all historical information and record consolidated plans. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to meet regularly with the Planning Section Chief for status reports.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Documentation Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.  |             |                |
| Ensure all documentation from HCC Command Staff and Sections is received and compiled.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Planning Section Chief.  |             |                |
| Upon deactivation of your position, brief the Planning Chief on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Planning Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Access to appropriate IT systems</li> </ul> |



## DEMOBILIZATION UNIT LEADER

**Mission:** Develop and coordinate an Incident Demobilization Plan that includes specific instructions for all staff and resources that will require demobilization.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Planning Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Planning Section Chief.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Establish initial contact with all Section Chiefs to obtain status of events and begin discussions about resources and personnel can be demobilized and when.           |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Monitor incident response activities and needs. Regularly meet with all Section Chiefs and staff to maintain information regarding changes in their resource needs. |             |                |
| Attend Incident Action Planning meetings and briefings.   |             |                |
| Continually update a consolidated Incident demobilization plan until a final version is prepared for approval.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to meet regularly with the Planning Section Chief for status reports.   |             |                |
| Continue to assess the status of the incident and recommend deactivation of positions and personnel as the magnitude of the incident decreases.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to assess the status of the incident and recommend to Section Chiefs and Command the deactivation of positions and personnel as the magnitude of the incident decreases.   |             |                |
| Submit incident demobilization plan(s) to the Planning Section Chief for approval. Upon approval, distribute copies to all Section Chiefs.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Planning Section Chief.  |             |                |
| Upon deactivation, brief the Planning Section Chief on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to the Planning Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |

## LOGISTICS SECTION CHIEF

**Mission:** Organize and direct those operations associated with maintenance of the physical environment and with the provision of human resources, materiel, and services to support the incident activities. Participate in Incident Action Planning.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Incident Commander** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment and briefing from the Incident Commander. Obtain packet containing Logistics Section Job Action Sheets.  |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Determine need to appoint Branch Directors and Unit Leaders in Logistics Section; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Logistics Section Branch Directors on current situation, incident objectives and strategy; outline Section action plan and designate time for next briefing.   |             |                |
| Distribute the Section Personnel Time Sheet (HICS Form 252) to Logistic Section personnel and ensure time is recorded appropriately. Submit the Section Personnel Time Sheet to the Finance/Administration Section's Time Unit Leader at the completion of a shift or at the end of each operational period. |             |                |
| Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements.  |             |                |
| Maintain communications with Operations Section Chief, Staging Manager and Branch Directors to assess critical issues and resource needs.  |             |                |
| Ensure resource ordering procedures are communicated to appropriate Sections and requests are timely and accurately processed.   |             |                |
| Ensure Logistics Section personnel comply with safety policies and procedures.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet regularly with the Incident Commander, Command Staff and other Section Chiefs to update status of the response and relay important information to Logistics Section's Staff. |             |                |
| Ensure the following are being addressed: <ul style="list-style-type: none"> <li>• Communications</li> </ul>  |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| <ul style="list-style-type: none"> <li>• Information technology/information services</li> <li>• Provision of food and water for staff</li> <li>• Employee health and well-being</li> <li>• Family care</li> <li>• Provision of supplies</li> <li>• Facility maintenance</li> <li>• Transportation services</li> <li>• Establishment of Labor Pool</li> <li>• Credentialing of staff and volunteers</li> <li>• Documentation</li> </ul> |             |                |
| Initiate the Resource Accounting Record (HICS Form 257) to track equipment used during the response.   |             |                |
| Obtain needed materiel and fulfill resource requests with the assistance of the Finance/Administration Section Chief and Liaison Officer.  |             |                |
| Ensure that the Logistics Section is adequately staffed and supplied.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to monitor Logistics Section staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Continue to conduct regular situation briefings with Logistics Section.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and on an Incident Message Form (HICS Form 213).   |             |                |
| Continue to maintain the Resource Accounting Record (HICS Form 257) to track equipment used during the response.  |             |                |
| Continue to meet regularly with Logistics Section Branch Directors to update the Section action plan and implement demobilization procedures, in coordination with Planning Section's Demobilization Unit Leader. |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit. Provide for staff rest periods and relief.                             |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs decrease, return Logistics Section staff to their usual jobs and combine or deactivate positions in a phased manner. |             |                |
| Coordinate return of all assigned equipment to appropriate locations and restock HCC supplies.                                |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.                         |             |                |
| Coordinate replacement of broken or misplaced items.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Work with Planning and Finance/Administration Sections to complete cost data information.  |             |                |
| Debrief Section staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Incident Commander.   |             |                |
| Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to the Planning Section Chief for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment Sheet</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 252 – Section Personnel Time Sheet</li> <li>• HICS Form 257 – Resource Tracking Record</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Master inventory control lists</li> </ul> |



## SERVICE BRANCH DIRECTOR

**Mission:** Organize and manage the services required to maintain the hospital's communication system, food and water supply for staff, and information technology and systems.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

Position Reports to: **Logistics Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Logistics Section Chief. Obtain packet containing Service Branch Job Action Sheets.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).  |             |                |
| Determine need for and appropriately appoint Logistics Section Service Branch Unit Leaders; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief the Service Branch Unit Leaders on current situation and incident objectives; outline Branch action plan and designate time for next briefing.  |             |                |
| Assess the Service Branch's capacity to deliver needed: <ul style="list-style-type: none"> <li>• Internal and external communication capability</li> <li>• Information technology hardware, software and support</li> <li>• Food and water for staff (Patient feeding is under Operations Section Infrastructure Branch)</li> </ul>   |             |                |
| Meet regularly with the Logistics Section Chief to discuss status, plan of action, critical issues and staffing in Service Branch.  |             |                |
| Instruct Unit Leaders to: <ul style="list-style-type: none"> <li>• Immediately set-up the HCC communications and IT systems to ensure connectivity</li> <li>• Evaluate on-hand communications equipment required for response and project need for repair and expanded inventory</li> <li>• Inventory on-hand food and water supply</li> <li>• Assess and evaluate IT/IS capability, and determine need for repair or expansion of service and support</li> <li>• Inventory and assessment of communications equipment and project need for repair and expanded inventory</li> <li>• Report inventories and needs to Logistics Section's Support Branch Supply Unit Leader</li> </ul> |             |                |
| Assess problems and needs in each Service Branch area; coordinate resource management.  |             |                |
| Ensure Service Branch personnel comply with safety policies and procedures.   |             |                |



| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Ensure prioritization of problems when multiple issues are presented.   |             |                |
| Continue coordinating the Service Branch's ability to provide needed communication and IT/IS support services.  |             |                |
| Coordinate use of external resources to assist with equipment, software and hardware maintenance and repairs.   |             |                |
| Advise Logistics Section Chief immediately of any operational issue you are not able to correct or resolve.   |             |                |
| Continue to meet regularly with the Logistics Section Chief for status reports and relay important information to Unit Leaders.   |             |                |
| Report equipment needs to Supply Unit Leader.   |             |                |
| Ensure staff health and safety issues are being addressed; resolve with the Logistics Section Chief, Safety Officer and Employee Health and Well-Being, as appropriate. |             |                |
| Develop and submit a Branch action plan to Logistics Section Chief when requested.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor Service Branch staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Conduct regular situation briefings with the Service Branch Unit Leaders and update operational action plan as needed.   |             |                |
| Continue to meet with the Logistics Section Chief to update the Service Branch action plan and implement demobilization procedures.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Logistics Section Chief at assigned intervals and as needed.                                |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Service Branch staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |             |                |
| Assist the Logistics Section Chief and Unit Leaders with restoring hospital infrastructure services to normal operations.            |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident   |             |                |



| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| command equipment.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Logistics Section Chief.  |             |                |
| Upon deactivation of your position, brief the Logistics Section Chief on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Logistics Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Facility maps and ancillary services schematics</li> <li>• Vendor support and repair directory</li> </ul> |



## COMMUNICATIONS UNIT LEADER

**Mission:** Organize and coordinate internal and external communications connectivity.

|  |  |
|--|--|
| Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____ |  |
| <b>Position Reports to: Service Branch Director</b>                            | Signature: _____                             |
| Hospital Command Center (HCC) Location: _____                                  | Telephone: _____                             |
| Fax: _____   | Other Contact Info: _____ Radio Title: _____ |

| Immediate (Operational Period 0-2 Hours)  | Time | Initial |
|---|------|---------|
| Receive appointment and briefing from the Service Branch Director. Obtain packet containing the Unit's Job Action Sheets.   |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |      |         |
| Notify your usual supervisor of your HICS assignment.   |      |         |
| Document all key activities, actions and decisions in an Operational Log (HICS Form 214) on a continual basis.  |      |         |
| Appoint Communications Unit team members and in collaboration with the Service Branch Director, complete the Branch Assignment List (HICS Form 204).  |      |         |
| Brief Communications Unit team members on current situation; outline Unit action plan and designate time for next briefing.   |      |         |
| Set up and maintain communication equipment and provide ongoing support for the HCC.  |      |         |
| Initiate the Incident Communications Log (HICS Form 205) and distribute to all HCC positions.   |      |         |
| Inventory and assess all available on-hand radios and report to the Service Branch Director and Support Branch's Supply Unit Leader.  |      |         |
| Determine radio channels for response and make radio assignments. Distribute two-way radios to pre-designated areas.  |      |         |
| Prepare for radio checks from personnel that are assigned hand-held radios and other portable communications equipment.   |      |         |
| Assess status of all on-site communications equipment, including two-way pagers, satellite phones, public address systems, data message boards, and inter and intra-net connectivity. Initiate repairs per the standard operating procedures. |      |         |
| Evaluate status of internal and external telephone/fax systems and report to Service Branch Director.   |      |         |
| Request the response of assigned amateur radio personnel to the facility, if indicated.   |      |         |
| Establish contact with the Liaison Officer.   |      |         |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |      |         |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Expand communication network capability and equipment as required to meet the needs of the hospital response.  |             |                |
| Ensure communication equipment maintains proper functioning.   |             |                |
| If primary communications systems fail, establish mechanism to alert Code team and fire suppression team to respond to internal patient and/or physical emergencies (e.g., cardiac arrest, fire, etc.) |             |                |
| Develop and submit an action plan to the Service Branch Director when requested.   |             |                |
| Receive and archive all documentation related to internal and external facility communication systems.   |             |                |
| Advise Service Branch Director immediately of any operational issue you are not able to correct or resolve.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Communications Unit staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.                                  |             |                |
| Review and update the Incident Communications Log (HICS Form 205) and distribute to all HCC positions.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Service Branch Director at assigned intervals and as needed.                                |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Communications Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Ensure that all radios and battery operated equipment is serviced and recharged.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, brief the Service Branch Director or Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.          |             |                |
| Upon deactivation of your position, ensure that Operational Logs (HICS Form 214) and all documentation are submitted to the Service Branch Director or Logistics Section Chief, as appropriate. |             |                |
| Submit comments to the Service Branch Director for discussion and possible inclusion in the after-action report; topics include:  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 205 – Incident Communications Log (Internal and External)</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan, including the Communications Plan and Auxiliary Communications Plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• PC with internet access, as available</li> </ul> |



## INFORMATION TECHNOLOGY/INFORMATION SERVICES UNIT LEADER

**Mission:** Provide computer hardware, software and infrastructure support to staff.

|  |                    |
|--|--------------------|
| Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____ |                    |
| <b>Position Reports to: Service Branch Director</b>                            | Signature: _____   |
| Hospital Command Center (HCC) Location: _____                                  | Telephone: _____   |
| Fax: _____ Other Contact Info: _____   | Radio Title: _____ |

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Service Branch Director. Obtain packet containing the Unit's Job Action Sheets.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint IT/IS Unit team members and in collaboration with the Service Branch Director, complete the Branch Assignment List (HICS Form 204).                             |             |                |
| Brief team members on current situation; outline Unit action plan and designate time for next briefing.   |             |                |
| Assign staff to the HCC to provide IT/IS support and maintain system. Respond immediately to requests for assistance from the HCC.                                      |             |                |
| Establish priorities for use of available IT/IS systems, as needed.   |             |                |
| Coordinate IT/IS activities with the Operations Section's IT Unit Leader.   |             |                |
| Inventory IT systems, hardware and software; identify potential needs and work with the Supply Unit Leader to obtain equipment and supplies.                            |             |                |
| Expand IT capability to pre-designated or additional/new areas per the hospitals Emergency Operations Plan.   |             |                |
| Make external requests for assistance in collaboration with the Supply Unit Leader, as needed; notify the Service Branch Director of all critical issues and requests.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet routinely with the Service Branch Director for status reports, and relay important information to Unit members. |             |                |
| Continue to evaluate IT system performance; troubleshoot issues as indicated.  |             |                |
| Maintain internal IT/IS and /LAN connectivity, consulting with external experts when needed.                         |             |                |



**INFORMATION TECHNOLOGY/INFORMATION SERVICES UNIT LEADER**

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Assess status and integrity of data back-up systems. For restoration activities see Operations Section Business Continuity Branch. |             |                |
| Develop and submit an action plan to the Service Branch Director when requested.   |             |                |
| Advise the Service Branch Director immediately of any operational issue you are not able to correct or resolve.                    |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the IT/IS Unit staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Coordinate information technology system support; expand and contract as warranted.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Service Branch Director at assigned intervals and as needed.                                |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the IT/IS Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Reorder supplies and equipment to restore normal inventory.  |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Service Branch Director or Logistics Section Chief, as appropriate.   |             |                |
| Upon deactivation of your position, brief the Service Branch Director or Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Service Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |



**Documents/Tools**

- Incident Action Plan
- HICS Form 204 – Branch Assignment List
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Computer hardware/software inventory



## STAFF FOOD & WATER UNIT LEADER

**Mission:** Organize food and water stores and prepare for rationing during periods of anticipated or actual shortage.

|   |              |                           |                             |                    |
|---|--------------|---------------------------|-----------------------------|--------------------|
| Date: _____   | Start: _____ | End: _____                | Position Assigned to: _____ | Initial: _____     |
| Position Reports to: <b>Service Branch Director</b> |              |                           | Signature: _____            |                    |
| Hospital Command Center (HCC) Location: _____       |              |                           | Telephone: _____            |                    |
| Fax: _____  |              | Other Contact Info: _____ |                             | Radio Title: _____ |

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment and briefing from the Service Branch Director. Obtain packet containing the Unit's Job Action Sheets.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Appoint Staff Food and Water Unit team members and in collaboration with the Service Branch Director, complete the Branch Assignment List (HICS Form 204).                                     |             |                |
| Brief Unit members on current situation; outline Unit action plan and designate time for next briefing.  |             |                |
| Inventory and estimate the number of meals that can be served utilizing existing food stores and report to the Service Branch Director. Implement rationing if situation dictates.             |             |                |
| Inventory the current emergency drinking water supply and estimate time when re-supply will be necessary and report to the Service Branch Director. Implement rationing if situation dictates. |             |                |
| Participate in damage assessment meeting between the Incident Commander and Logistics Chief to ascertain water supply status, if situation warrants.   |             |                |
| Make external requests for assistance as needed, coordinating with the Liaison Officer and the Supply Unit Leader.   |             |                |
| Coordinate Unit activities with the Operations Section's Food Services Unit Leader to insure appropriate monitoring and allocation of patient and staff food and water needs.                  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.                        |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet with the Labor Pool & Credentialing Unit Leader and Support Branch Director to discuss location of personnel refreshment and nutritional break areas for the HCC, Labor Pool and all staff. |             |                |
| Notify the Service Branch Director of incoming food deliveries; coordinate supply arrivals   |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| with the Staging Manager.   |             |                |
| Communicate facility status with food and water vendors as appropriate, to alert them to a possible need for supplies.                        |             |                |
| Prepare to receive donated food items from vendors, restaurants, and others. Consider appointment of a Unit staff member to manage donations. |             |                |
| Secure nutritional and water inventories with the assistance of the Security Branch Director.   |             |                |
| Advise the Service Branch Director immediately of any operational issue you are not able to correct or resolve.                               |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor the Staff Food and Water Unit's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.                                  |             |                |
| Maintain normal food service if possible for staff and implement rationing if indicated.   |             |                |
| Continue to coordinate external food service support and supplies and communicate with external vendors and suppliers, as necessary.   |             |                |
| Continue to project food and water needs and coordinate requests and procurement with the Service Branch Director.   |             |                |
| Continue to provide regular situation updates to the Service Branch Director.  |             |                |
| Continue food service support to the HCC, family support center, Labor Pool, and staff as appropriate.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Service Branch Director at assigned intervals and as needed.                                |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Staff Food and Water Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |             |                |
| Coordinate return to normal food and water service and operations.  |             |                |
| Reorder food and supplies to restore normal inventory.  |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Repair/replace used or broken items.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Service Branch Director or Logistics Section Chief, as appropriate.  |             |                |
| Upon deactivation of your position, brief the Service Branch Director or Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to the Service Branch for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Food inventory</li> </ul> |



## SUPPORT BRANCH DIRECTOR

**Mission:** Organize and manage the services required to maintain the hospital's supplies, facilities, transportation, and labor pool. Ensure the provision of logistical, psychological, and medical support of hospital staff and their dependents.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Logistics Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment and briefing from the Logistics Section Chief. Obtain packet containing Support Branch Job Action Sheets.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Document all key activities, actions and decisions in an Operational Log (HICS Form 214).  |             |                |
| Determine need for and appropriately appoint Unit Leaders; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief the Support Branch Unit Leaders on current situation and incident objectives; outline Branch action plan and designate time for next briefing.   |             |                |
| Assess Support Branch areas capacity to deliver needed: <ul style="list-style-type: none"> <li>• Employee health care</li> <li>• Mental health support to staff</li> <li>• Family support to staff</li> <li>• Medical equipment and supplies</li> <li>• Facility cleanliness</li> <li>• Internal and external transportation support</li> <li>• Supplemental personnel management</li> </ul> |             |                |
| Complete the Staff Medical Plan (HICS Form 206) and distribute to Command Staff, Section Chiefs and Documentation Unit Leader.   |             |                |
| In collaboration with the Safety Officer and the Operations Section's HazMat Branch Director, determine need for staff personal protective equipment; implement protective actions as required.  |             |                |
| Regularly report Service Branch status to the Logistics Section Chief.   |             |                |
| Instruct all Unit Leaders to evaluate on-hand equipment, supply, and medication inventories and staff needs; report status to the Supply Unit Leader.  |             |                |
| Assess mental health status concerns and; determine need for expanded support. Coordinate activities with the Operations Section's Mental Health Unit Leader.  |             |                |
| Assess problems and needs in each Unit area; coordinate resource management.   |             |                |
| Meet with the Logistics Section Chief to discuss plan of action and staffing in all Support  |             |                |



| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Branch activities.  |             |                |
| Receive, coordinate and forward requests for personnel to the Labor Pool and Credentialing Unit Leader and supplies to the Supply Unit Leader.                          |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue assessing and coordinating Support Branch's ability to provide needed personnel and support services.   |             |                |
| Ensure prioritization of problems when multiple issues are presented   |             |                |
| Continue to evaluate the need for staff personal protection measures, in coordination with the Safety Officer and Operations Section's HazMat Branch Director and implement actions as indicated.              |             |                |
| Update and revise the Staff Medical Plan (HICS Form 206) and distribute to Command Staff, Section Chiefs and Documentation Unit Leader.  |             |                |
| Assign mental health personnel to visit patient care areas and evaluate staff needs; in coordination with the Operations Section's Mental Health Unit Leader and report issues to the Logistics Section Chief. |             |                |
| Implement dependent care service support per the Emergency Management Plan.  |             |                |
| Coordinate use of external resources to assist with service delivery.  |             |                |
| Advise the Logistics Section Chief immediately of any operational issue you are not able to correct or resolve.  |             |                |
| Meet routinely with the Logistics Section Chief for status reports, and relay important information to staff.  |             |                |
| Assess environmental services (housekeeping) needs in all staff activity areas.  |             |                |
| Report equipment needs to the Supply Unit Leader.  |             |                |
| Supervise salvage operations with the Operations Section Chief when indicated.   |             |                |
| Ensure staff health and safety issues being addressed; resolve with the Safety Officer when appropriate.   |             |                |
| Develop and submit a branch action plan to the Logistics Section Chief when requested.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to monitor Support Branch staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.            |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Support Branch Director at assigned intervals and as needed. |             |                |
| Coordinate support to sick/injured staff. Collaborate and communicate with the Finance/Administration Section Compensation/Claims Unit Leader.                |             |                |
| Coordinate staff "line of duty death" response plan.  |             |                |





| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Expand dependent care capacity as situation warrants and resources allow.  |             |                |
| Continue to provide Logistics Section Chief with periodic situational updates.   |             |                |
| Assess staff medical health status regularly; note absenteeism trends and investigate; report findings and recommendations to the Logistics Section Chief and Employee Health and Well-Being Unit.   |             |                |
| Provide continuing mental health information and assistance for staff as needed; coordinate pastoral care and solicited volunteer's assistance, in coordination with Operations Section's Mental Health Unit Leader; update the Logistics Section Chief. |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief.   |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Support Branch staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Assist the Logistics Section Chief and Unit Leaders with addressing staff health and medical concerns.   |             |                |
| Assist the Logistics Section Chief and Unit Leaders with returning Support Branch operations to normal.  |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Logistics Section Chief.  |             |                |
| Upon deactivation of your position, brief the Logistics Section Chief on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Logistics Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 206 – Staff Medical Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> </ul> |

### **Documents/Tools**

- HICS Form 214 – Operational Log
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Facility maps and ancillary services schematics
- Vendor support and repair directory

## EMPLOYEE HEALTH & WELL-BEING UNIT LEADER

**Mission:** Ensure the availability of medical care for injured or ill staff. Ensure the availability of behavioral and psychological support services to meet staff needs during and following an incident. Coordinate mass prophylaxis/vaccination/immunization of staff, if required. Coordinate medical surveillance program for employees.

|  |  |
|--|--|
| Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____ |  |
| <b>Position Reports to: Support Branch Director</b>                            | Signature: _____                             |
| Hospital Command Center (HCC) Location: _____                                  | Telephone: _____                             |
| Fax: _____   | Other Contact Info: _____ Radio Title: _____ |

| Immediate (Operational Period 0-2 Hours)  | Time | Initial |
|---|------|---------|
| Receive appointment and briefing from the Support Branch Director. Obtain packet containing the Unit's Job Action Sheets.   |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |      |         |
| Notify your usual supervisor of your HICS assignment.   |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |      |         |
| Appoint Employee Health and Well-Being Unit team members and in collaboration with the Support Branch Director, complete the Branch Assignment List (HICS Form 204).  |      |         |
| Brief Unit team members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.   |      |         |
| Assess current capability to provide medical care and mental health support to staff members. Project immediate and prolonged capacities to provide services based on current information and situation.  |      |         |
| Ensure staff are using recommended PPE and following other safety recommendations.  |      |         |
| Implement staff prophylaxis plan if indicated. Steps to include: <ul style="list-style-type: none"> <li>• Determine medication, dosage and quantity</li> <li>• Prioritization of staff to receive medication or immunization</li> <li>• Point of Distribution (POD) location preparation</li> <li>• Acquire/distribute medication</li> <li>• Documentation</li> <li>• Educational materials for distribution</li> <li>• Track side effects and efficacy</li> <li>• Augmentation of Unit staffing to provide services</li> </ul> |      |         |
| Prepare for the possibility that a staff member or their family member may be a victim and anticipate a need for psychological support.   |      |         |
| Ensure prioritization of problems when multiple issues are presented.   |      |         |
| Anticipate increased Employee Health and Well Being service needs created by additional patients, longer staff work hours, exposure to sick persons, and concerns about family welfare and initiate actions to meet the needs.  |      |         |
| Meet with Support Branch Director to discuss plan of action and staffing patient care   |      |         |



| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| areas requiring assistance.   |             |                |
| Notify Safety Officer of any health risks or other clinical problems related to staff.  |             |                |
| Receive, coordinate, and forward requests for personnel to the Labor Pool & Credentialing Unit Leader and supplies to the Supply Unit Leader.                           |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Coordinate continuing support to staff members; strategically place personnel to assess staff in cafeteria, emergency department, staff lounges, and HCC.   |             |                |
| Assign mental health personnel to visit patient care areas and evaluate staff needs.  |             |                |
| Coordinate external request for resources with the Liaison Officer and Support Branch Director; follow community plan if available; develop plan for using outside mental and employee health resources.  |             |                |
| Notify Supply Unit Leader and Operations Section's Clinical Support Services Unit Leader of special medication needs.   |             |                |
| Continue to plan for a marked increase in employee health and wellness service needs for staff/family; announce options and program to staff.   |             |                |
| Coordinate staff "line of duty death" response plan.  |             |                |
| Monitor exposed staff for signs of illness or injury including infectious disease and exposure to other physical agents such as chemicals or radiation.   |             |                |
| Assign staff to support personnel in HCC and provide mental health intervention/advice; contact the Labor Pool & Credentialing Unit Leader for additional personnel, if needed.   |             |                |
| Ensure medical records of staff receiving services are prepared correctly and maintain confidentiality of records.  |             |                |
| Meet routinely with Unit Members for status reports, and relay important information to Support Branch Director.  |             |                |
| Address security issues as needed with the Security Branch Director; notify Support Branch Director.  |             |                |
| Report equipment and supply needs to the Supply Unit Leader.  |             |                |
| Ensure staff health and safety issues being addressed; resolve with Safety Officer and Support Branch Director as needed.   |             |                |
| Assess need to assign additional Unit staff to support employee health and wellness needs to high risk areas such as emergency department, critical care areas and Family Support Center. Request additional staffing from the Labor Pool and Credentialing Unit. |             |                |
| Develop and submit an action plan to the Support Branch Director when requested.  |             |                |
| Advise the Support Branch Director immediately of any operational issue you are not able to correct or resolve.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to monitor the Unit staff's ability to meet workload demands, staff health and safety, security and resource needs, and documentation practices.               |             |                |
| Continue to monitor exposed staff for signs of illness or injury including infectious disease and exposure to other physical agents such as chemicals or radiation.     |             |                |
| Investigate causes related to increased absenteeism; report concerns to the Support Branch Director.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Support Branch Director at assigned intervals and as needed.           |             |                |
| Continue to provide the Support Branch Director with periodic updates.  |             |                |
| Continue to provide Unit staff with regular situation briefings   |             |                |
| Coordinate support to sick and injured staff and report information to the Compensation/Claims Unit Leader.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Support Branch Director. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.                                     |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.  |             |                |
| Anticipate need to provide service to staff and their family for an extended period.  |             |                |
| Assist the Support Branch Director and Unit Leaders with restoring employee health to normal operations.  |             |                |
| Coordinate long term support needs with external resources including local, state and federal mental health officials.  |             |                |
| Provide education on normal stress reaction information sheets/education to staff.  |             |                |
| Identify staff at high risk for post-incident traumatic stress reactions and provide debriefing/stress management programs and activities.  |             |                |
| Plan to conduct stress debriefings for staff periodically for an extended period.   |             |                |
| Compile and finalize employee patient information and records and report to the Support and the Finance/Administration's Compensation/Claims Unit Leader. Ensure confidentiality of mental health interactions and related records. |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, brief the Support Branch Director or Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Upon deactivation of your position, ensure all documentation and Unit Operational Logs (HICS Form 214) are submitted to the Support Branch Director or Logistics Section Chief, as appropriate.  |             |                |
| Submit comments to the Support Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• PC with internet access, as available</li> <li>• Staff prophylaxis plan</li> </ul> |

## FAMILY CARE UNIT LEADER

**Mission:** Ensure the availability of medical, logistic and mental health and day care for the families of staff members. Coordinate mass prophylaxis/vaccination/immunization of family members if required.

|  |  |
|--|--|
| Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____ |  |
| <b>Position Reports to: Support Branch Director</b>                            | Signature: _____                             |
| Hospital Command Center (HCC) Location: _____                                  | Telephone: _____                             |
| Fax: _____   | Other Contact Info: _____ Radio Title: _____ |

| Immediate (Operational Period 0-2 Hours)  | Time | Initial |
|---|------|---------|
| Receive appointment and briefing from the Support Branch Director. Obtain packet containing the Unit's Job Action Sheets.   |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |      |         |
| Notify your usual supervisor of your HICS assignment.   |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |      |         |
| Appoint Family Care Unit team members and in collaboration with Support Branch Director, complete the Branch Assignment List (HICS Form 204).   |      |         |
| Brief Unit members on current situation, incident and strategy; outline Unit action plan; and designate time for next briefing.   |      |         |
| Coordinate activities with Operations Section's Clinical Support Services Unit.   |      |         |
| Assess current capability to provide medical logistical, mental health care and day care to staff member's families. Project immediate and prolonged capacities to provide services based on current information and situation.   |      |         |
| Activate and manager the staff member family support center per the Emergency Management Plan.  |      |         |
| Implement staff prophylaxis plan if indicated. Steps to include: <ul style="list-style-type: none"> <li>• Determine medication, dosage and quantity</li> <li>• Prioritization of staff to receive medication or immunization</li> <li>• Point of Distribution (POD) location preparation</li> <li>• Acquire/distribute medication</li> <li>• Documentation</li> <li>• Educational materials for distribution</li> <li>• Track side effects and efficacy</li> <li>• Augmentation of Unit staffing to provide services</li> </ul> |      |         |
| Ensure prioritization of problems when multiple issues are presented.   |      |         |
| Anticipate increased family care needs created by longer staff work hours, exposure to sick persons, and concerns about family welfare.   |      |         |
| Meet with the Support Branch Director to discuss plan of action and staffing patient care areas requiring assistance;   |      |         |
| Document all communications (internal and external) on an Incident Message Form (HICS   |      |         |

| <b>Immediate (Operational Period 0-2 Hours)</b>                                   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Coordinate provision of needed support to family members (physical, emotional, refreshment, food and water).   |             |                |
| Coordinate external request for resources with the Liaison Officer; per the community plan if available; develop plan for how outside expertise will be utilized.        |             |                |
| Notify Supply Unit Leader and Clinical Support Services Unit Leader of special medication needs.   |             |                |
| Continue to plan for provision for marked increase in family/dependent care services; announce options to staff.   |             |                |
| Advise the Support Branch Director immediately of any operational issue you are not able to correct or resolve.  |             |                |
| Meet routinely with Unit members for status reports, and relay important information to the Support Branch Director.   |             |                |
| Address security issues as needed with the Security Branch Director; notify Support Branch Director.   |             |                |
| Evaluate family members for medical needs, including medications, medical care and nutrition. Notify the Support Branch Director of needs.                               |             |                |
| Report equipment and supply needs to the Supply Unit Leader.   |             |                |
| Ensure staff health and safety issues being addressed; resolve with the Support Branch Director, Safety Officer and Employee Health and Well-Being Unit, as appropriate. |             |                |
| Develop and submit an action plan to the Support Branch Director when requested.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to monitor Unit's ability to meet workload demands, staff health and safety, security and resource needs, and documentation practices.               |             |                |
| Anticipate and assess for possible illness outbreak of family members/dependents in your care; consult with the Support Branch Director.                      |             |                |
| Provide regular situation briefings to Unit Staff and family/dependents under your care.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Support Branch Director at assigned intervals and as needed. |             |                |
| Ensure mental health support available; coordinate with Employee Health & Well-Being Unit Leader.   |             |                |
| Provide spiritual support when needed with assistance of the Employee Health & Well-Being Unit Leader.  |             |                |
| Continue to provide Support Branch Director with periodic situational updates.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report   |             |                |



| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief.                                |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information. |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Anticipate need to provide service to staff /family for an extended period.  |             |                |
| Coordinate long term support needs with local/state and federal mental health officials.   |             |                |
| Provide normal stress reaction information sheets/incident specific education to families/dependents, in coordination with Employee Health and Well-Being Unit and Operations Section's Mental Health Unit Leader.   |             |                |
| Compile Unit activity report and submit to the Support Branch Director.  |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, brief the Support Branch Director or Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Support Branch Director or Logistics Section Chief, as appropriate.   |             |                |
| Submit comments to the Support Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• PC with internet access, as available</li> <li>• Staff prophylaxis plan</li> </ul> |



## SUPPLY UNIT LEADER

**Mission:** Acquire, inventory, maintain, and provide medical and non-medical care equipment, supplies, and pharmaceuticals.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Support Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| Immediate (Operational Period 0-2 Hours)   | Time | Initial |
|--|------|---------|
| Receive appointment and briefing from the Support Branch Director. Obtain packet containing the Unit's Job Action Sheets.  |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |      |         |
| Notify your usual supervisor of your HICS assignment.  |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |      |         |
| Appoint Personnel Staging Team members and in collaboration with Support Branch Director, complete the Branch Assignment List (HICS Form 204).   |      |         |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.   |      |         |
| Meet with and brief the hospital's Materials Management, Procurement and Central/Sterile Supply Personnel, as appropriate.   |      |         |
| Dispatch pre-designated supply carts to activated triage and treatment areas. Request transportation assistance from the Transportation Unit Leader.   |      |         |
| Establish and communicate the operational status of the Supply Unit to the Support Branch Director and Procurement Unit Leader.  |      |         |
| Determine on hand inventory of the following, based on the type of event. May include, but is not limited to: <ul style="list-style-type: none"> <li>• Airway equipment</li> <li>• Dressings/bandages</li> <li>• Chest tubes</li> <li>• Burn kits</li> <li>• Suture material</li> <li>• IV equipment and supplies</li> <li>• Sterile scrub brushes, normal saline, anti-microbial skin cleanser</li> <li>• Waterless hand cleaner and gloves</li> <li>• Fracture immobilization, splinting and casting materials</li> <li>• Backboard, rigid stretchers</li> <li>• Non-rigid transporting devices (litters)</li> <li>• Oxygen, administration masks, ventilators and suction devices</li> <li>• Personal protective clothing/equipment/masks/respirators.</li> </ul> |      |         |
| Place emergency order(s) for the critical supplies, equipment and pharmaceuticals needed to the Supply Unit Leader and notify the Support Branch Director.   |      |         |

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Prepare to receive additional equipment, supplies, and pharmaceuticals. Collaborate with Staging Manager to track arriving supplies.                                    |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Work through the Support Branch Director, Logistics Section Chief and Liaison Officer to request external resource acquisition assistance. |             |                |
| Closely monitor equipment, supply, and pharmaceutical usage.   |             |                |
| Notify Security Branch Director to insure control of medications, equipment and supplies, as needed.                                       |             |                |
| Restock carts and treatment areas per request and at least every 8 hours.  |             |                |
| Advise the Support Branch Director immediately of any operational issue you are not able to correct or resolve.                            |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to monitor Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.  |             |                |
| Continue to provide regular situation briefings to Unit staff.  |             |                |
| Anticipate equipment, supplies, and pharmaceuticals that will be needed for the next operational periods, in consultation with the Medical Care Branch Director. Place orders in collaboration with the Procurement Unit Leader and notify the Support Branch Director. |             |                |
| Continue effective inventory control and replacement measures.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Support Branch Director at assigned intervals and as needed.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief.  |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.   |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |             |                |
| Coordinate re-supply ordering and restocking for the hospital.   |             |                |
| Repair/replace broken equipment.   |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident   |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| command equipment.   |             |                |
| Coordinate reimbursement issues with the Finance Section Chief.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, brief the Support Branch Director or Logistics Section Chief, as appropriate on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Support Branch Director or Logistics Section Chief, as appropriate.   |             |                |
| Submit comments to the Support Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 256 – Resource Accounting form</li> <li>• HICS Form 257 – Hospital Resource Directory Form</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• PC with internet access, as available</li> <li>• Inventory list and vendor supply list</li> </ul> |



## FACILITIES UNIT LEADER

**Mission:** Organize, manage and support building systems, equipment and supplies. Ensure proper cleaning and disinfection of hospital environment.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Support Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Support Branch Director. Obtain packet containing the Unit's Job Action Sheets.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Appoint Facilities Unit team members and in collaboration with the Support Branch Director, complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.  |             |                |
| Receive a comprehensive facility status report as soon as possible from the Infrastructure Branch Director and obtain a copy of the Facility System Status Report (HICS Form 251).  |             |                |
| Ensure monitoring and evaluation of isolation rooms/areas, including filter inspections, airflow rate checks, and room pressurization monitoring, if indicated, in coordination with the Operations Section's HVAC Unit Leader. |             |                |
| Determine on hand inventory of the following: <ul style="list-style-type: none"> <li>• Gasoline and other fuels</li> <li>• Medical gases</li> <li>• Power generators</li> <li>• Water (non-potable)</li> </ul>                  |             |                |
| Coordinate activities and inventories with the Operations Section's Unit Leaders including Power/Lighting, HVAC, Medical Gases and Environmental Services.  |             |                |
| Place emergency orders for the above items, or other critical supplies and equipment with the Supply Unit Leader, as needed. Notify the Support Branch Director.  |             |                |
| Meet regularly with and brief the Materiel Tracking Manager and Supply Unit Leader.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Work through the Support Branch Director, Logistics Section Chief and Liaison Officer to request assistance with external resource acquisition. |             |                |
| Closely monitor building system status, equipment and supply usage.   |             |                |
| Restock facility management and support areas per request and at least every 8 hours.   |             |                |
| Receive updated reports from the Infrastructure Branch Director.  |             |                |
| Advise the Support Branch Director immediately of any operational issue you are not able to correct or resolve.                                 |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Continue to monitor facility operations data and reports on hospital functional status.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Support Branch Director at assigned intervals and as needed.                                |             |                |
| Continue to provide periodical situational updates to the Support Branch Director.   |             |                |
| Continue communication with appropriate external vendors, suppliers and agencies.  |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for Facilities Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.   |             |                |
| Coordinate orders for supply and restocking for hospital building systems and equipment.   |             |                |
| Repair/replace broken facility equipment.  |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, brief the Support Branch Director or Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.     |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Support Branch Director or Logistics Section Chief, as appropriate. |             |                |



| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Submit comments to the Support Branch Director for discussion and possible inclusion in the After-Action Report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 251 – Facility System Status Report</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• PC with internet access, as available</li> <li>• Facility equipment inventory</li> </ul> |



## TRANSPORTATION UNIT LEADER

**Mission:** Organize and coordinate the transportation of all ambulatory and non-ambulatory patients. Arrange for the transportation of human and material resources within or outside the facility.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Support Branch Director**      Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Receive appointment and briefing from the Support Branch Director. Obtain packet containing the Unit's Job Action Sheets.  |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |             |                |
| Notify your usual supervisor of your HICS assignment.  |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |             |                |
| Appoint Transportation Unit team members and in collaboration with the Support Branch Director, complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.   |             |                |
| Assess transportation requirements and needs for patients, personnel and materials; request patient transporters from the Labor Pool & Credentialing Unit Leader to assist in the gathering of patient transport equipment.  |             |                |
| Inventory and assemble gurneys, litters, wheelchairs and stretchers in proximity to ambulance off-loading area and triage area.  |             |                |
| Establish ambulance loading area in cooperation with the Security Branch Director and Operations Section's Staging Manager and Vehicle Staging Team Leader. Advise EMS of location.  |             |                |
| Inventory available out of hospital transportation resources (buses, shuttles, ambulances)   |             |                |
| Receive requests for air lift medical evacuation from patient care areas and coordinate requests with Liaison Officer for use of outside air medical access resources for MEDEVAC with the local Emergency Operations Center (EOC) or directly with vendor per the plan. |             |                |
| Coordinate request for public/private sector ambulance transportation with the Liaison Officer to the local EOC or directly with provider per existing response plans and agreements.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue coordination of transportation/shipment of resources into and out of the facility with the vendor by phone/radio, on site supervisor, or local EOC.   |             |                |
| Continue coordination of transportation for patient transfers with: <ul style="list-style-type: none"> <li>• Personnel and Vehicle Staging Team Leaders</li> <li>• Discharge area</li> <li>• EMS (public and private providers)</li> <li>• Other hospitals</li> <li>• Local EOC</li> <li>• Military</li> </ul> |             |                |
| In the event of a hospital evacuation and/or the relocation of medical services outside of existing structure, anticipate and prepare for transportation needs.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to monitor Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.   |             |                |
| Maintain a transportation record in the Triage Area, Discharge Area, and Material Supply Pool.   |             |                |
| Continue communication on situation with appropriate external authorities, in coordination with the Liaison Officer.   |             |                |
| Request special transport equipment needs from the Supply Unit Leader.   |             |                |
| Address health and safety issues related to volume/location of transport vehicles with the Safety Officer.   |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Support Branch Director at assigned intervals and as needed.                                |             |                |
| Continue to provide regular status updates to the Support Branch Director.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |             |                |
| Coordinate cancellation of transport vehicles.   |             |                |
| Via the Liaison Officer, notify the local EOC that there is no further need for additional assistance.                           |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.                            |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Upon deactivation of your position, brief the Support Branch Director or Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Support Branch Director or Logistics Section Chief, as appropriate.   |             |                |
| Submit comments to the Support Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 257 – Resource Accounting Form</li> <li>• HICS Form 258 -- Hospital Resource Directory</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |



## LABOR POOL & CREDENTIALING UNIT LEADER

**Mission:** Collect and inventory available staff and volunteers at a central point (Labor Pool) for assignment by the Staging Officer. Maintain adequate numbers of both medical and non-medical personnel. Assist in the maintenance of staff morale.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Support Branch Director** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| Immediate (Operational Period 0-2 Hours)   | Time | Initial |
|--|------|---------|
| Receive appointment and briefing from the Support Branch Director. Obtain packet containing the Unit's Job Action Sheets.  |      |         |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.   |      |         |
| Notify your usual supervisor of your HICS assignment.  |      |         |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.  |      |         |
| Appoint Labor Pool and Credentialing Unit team members and complete the Branch Assignment List (HICS Form 204).  |      |         |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.   |      |         |
| Establish Labor Pool area in a designated location and communicate location and status to the Support Branch Director and Section Chiefs.  |      |         |
| Inventory the number and classify staff presently available by category:<br><br><b>MEDICAL PERSONNEL</b> <ul style="list-style-type: none"> <li>• Physician (In coordination with the Medical Staff Technical Specialist)                             <ul style="list-style-type: none"> <li>○ Critical care</li> <li>○ General care</li> </ul> </li> <li>• Residents</li> <li>• Students</li> <li>• Physician Assistants</li> <li>• Nurses                             <ul style="list-style-type: none"> <li>○ Critical care</li> <li>○ General care</li> </ul> </li> <li>• Fellows</li> <li>• Students</li> <li>• Nurse Practitioners</li> <li>• Medical technicians/specialists</li> <li>• Patient care (aides, technicians, EMTs, paramedics, etc.)</li> <li>• Diagnostics</li> <li>• Respiratory Therapists</li> </ul><br><b>NON-MEDICAL PERSONNEL</b> <ul style="list-style-type: none"> <li>• Engineering/maintenance/materiel management</li> </ul> |      |         |



| <b>Immediate (Operational Period 0-2 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| <ul style="list-style-type: none"> <li>• Environmental services/housekeeping/nutritional services</li> <li>• Business/financial</li> <li>• Volunteers</li> <li>• Others</li> </ul>   |             |                |
| Establish a registration desk to obtain Labor Pool personnel information including area normally assigned, licensure, specialty and contact information.   |             |                |
| Direct personnel to designated work assignment areas recording the information on Labor Pool log.  |             |                |
| <p>Anticipate need for and implement the facility's emergency credentialing standard operating procedure when volunteers present.</p> <ul style="list-style-type: none"> <li>• Establish a credentialing desk in the Labor Pool Area.</li> <li>• Initiate intake and processing procedures for solicited and unsolicited volunteers presenting to the facility, record information on the Volunteer Staff Registration form (HICS Form 253).</li> <li>• Obtain assistance from the Security Branch Director in the screening and identification of volunteer staff.</li> </ul> |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.  |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to prepare and maintain records and reports, as appropriate.  |             |                |
| Maintain a message center in Labor Pool area to inform staff and volunteers of the current situation in coordination with the Support Branch Director, Situation Unit Leader, and IT/IS Unit Leader. |             |                |
| Maintain contact with Operations Section's Personnel Staging Team Leader and Planning Section's Personnel Tracking Manager to share information and personnel status.                                |             |                |
| Assist the Situation Unit Leader in publishing an informational sheet to be distributed at frequent intervals to update the hospital staff.  |             |                |
| Monitor and evaluate the effectiveness of the emergency credentialing standard operating procedure; record and resolve problems as necessary.  |             |                |
| Advise the Support Branch Director immediately of any operational issue you are not able to correct or resolve.  |             |                |
| Contact the Staff Food & Water Unit Leader to arrange for nutrition and hydration for the Labor Pool area.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to monitor Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.                  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Support Branch Director at assigned intervals and as needed. |             |                |
| Brief Planning Section Chief regularly on the status of labor pool numbers and composition.   |             |                |



| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Provide regular situation briefings to Unit staff and to labor pool staff and volunteers waiting assignment.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Ensure complete documentation of volunteer information on the Volunteer Staff Registration Form (HICS Form 253)  |             |                |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, brief the Support Branch Director or Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Support Branch Director or Logistics Section Chief, as appropriate.   |             |                |
| Submit comments to the Support Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment Sheet</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 253 – Volunteer Staff Registration</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• PC with internet access, as available</li> </ul> |

## FINANCE/ADMINISTRATION SECTION CHIEF

**Mission:** Monitor the utilization of financial assets and the accounting for financial expenditures. Supervise the documentation of expenditures and cost reimbursement activities.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

Position Reports to: **Incident Commander** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment and briefing from the Incident Commander. Obtain packet containing Finance/Administration Section Job Action Sheets.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Determine need for and appropriately appoint Finance/Administration Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).  |             |                |
| Brief Finance/Administration Section Unit Leaders on current situation, incident objectives, and strategy; outline Section action plan; and designate time for next briefing.   |             |                |
| Participate in Incident Action Plan preparation, briefings, and meetings as needed and, <ul style="list-style-type: none"> <li>• Provide cost implications of incident objectives</li> <li>• Ensure that the Incident Action Plan is within financial limits established by the Incident Commander</li> <li>• Determine if any special contractual arrangements/agreements are needed.</li> </ul> |             |                |
| Obtain information and updates regularly from Finance/Administration Section Unit Leaders; maintain knowledge of current status of all Units; inform Situation Unit Leader of status information.   |             |                |
| Distribute the Section Personnel Time Sheet (HICS Form 252) to Finance/Administration Section staff and ensure time is recorded appropriately. Submit the Section Personnel Time Sheet to the Finance/Administration Section's Time Unit Leader at the completion of a shift or at the end of each operational period.  |             |                |
| Ensure Finance/Administration Section personnel comply with safety policies and procedures.   |             |                |
| Document all key activities, actions, and decisions on an Operational Log (HICS Form 214) on a continual basis.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Communicate frequently with the Incident Commander; brief routinely on the status of the Finance/Administration Section. |             |                |
| Initiate the Resource Accounting Record (HICS Form 257) to track equipment used during                                   |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| the response.   |             |                |
| Designate times for briefings and updates with Finance/Administration Section Unit Leaders to develop or update the Section action plan.  |             |                |
| Approve a "cost-to-date" incident financial status report submitted by the Cost Unit Leader every eight hours summarizing financial data relative to personnel, supplies and other expenditures and expenses. |             |                |
| Work with the Incident Commander and other Section Chiefs to identify short and long term issues with financial implications; establish needed policies and procedures  |             |                |
| Ensure that the Finance/Administration Section is adequately staffed and supplied.  |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Continue to monitor Finance/Administration Section staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.                    |             |                |
| Conduct regular situation update briefings with Finance/Administration Section.   |             |                |
| Continue to maintain the Resource Accounting Record (HICS Form 257) to track equipment used during the response.  |             |                |
| Schedule planning meetings with Finance/Administration Section staff to update the Section action plan and demobilization procedures.   |             |                |
| Ensure that required financial and administrative documentation is properly prepared. Collate and process invoices received.  |             |                |
| Present financial updates to the Incident Commander and Command Staff every 8 hours and as requested.   |             |                |
| Ensure that routine, non-incident related administrative oversight of hospital financial operations is maintained.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214).   |             |                |
| Coordinate emergency procurement requests with Supply Unit Leader.  |             |                |
| Maintain cash reserves on hand.   |             |                |
| Ensure automated teller machines (ATMs) located in the hospital (whether hospital- or other-owned are maintained and available to staff.  |             |                |
| Consult with local, state, and federal officials regarding reimbursement regulations and requirements; ensure required documentation is prepared according to guidance received.      |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs in the Finance/Administration Section decrease, return staff to their usual jobs |             |                |



| <b>Demobilization/System Recovery</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| and combine or deactivate positions in a phased manner.  |             |                |
| Collect and analyze all financial related data from Finance/Administration Section Units.  |             |                |
| Ensure processing and payment of invoiced costs.   |             |                |
| Submit required reimbursement paperwork and track payments.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.  |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Planning Section Chief.   |             |                |
| Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.  |             |                |
| Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.  |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 252 – Section Personnel Time Sheet</li> <li>• HICS Form 257 – Resource Accounting Record</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Hospital inventory</li> <li>• Hospital financial data forms</li> <li>• State and DHS/FEMA reimbursement forms</li> </ul> |



## TIME UNIT LEADER

**Mission:** Responsible for the documentation of personnel time records. Monitor and report on regular and overtime hours worked/volunteered.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initials: \_\_\_\_\_

**Position Reports to: Finance/Administration Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).  |             |                |
| Appoint Unit members and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing.   |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the hospital's emergency incident response. Confirm the utilization of the Section Personnel Time Sheet (HICS Form 252) by all Section Chiefs and/or Unit Leaders. Coordinate with Labor Pool & Credentialing Unit Leader. |             |                |
| Assist Personnel Tracking Manager in accounting for facility staff.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.   |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members.  |             |                |
| Collect all Section Personnel Time Sheets (HICS Form 252) from each work area for recording and tabulation every eight hours, or as specified by the Finance/Administration Section Chief. |             |                |
| Forward tabulated Section Personnel Time Sheets (HICS Form 252) to the Cost Unit Leader every eight hours or as requested.   |             |                |
| Develop and submit an action plan to the Finance/Administration Section Chief when requested.  |             |                |
| Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct or resolve.   |             |                |



| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to provide a summary of staff and volunteer personnel hours worked during the incident every 8 hours and as requested. Forward tabulated Section Personnel Time Sheets (HICS Form 252) to the Cost Unit Leader every eight hours or as requested. |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief.   |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Time Unit decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Submit all Section Personnel Time Sheets to the Cost Unit Leader.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Finance/Administration Section Chief.  |             |                |
| Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Finance/Administration Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment Sheet</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• HICS Form 252 – Section Personnel Time Sheet</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> <li>• Standard timekeeping/payroll procedures</li> </ul> |



## PROCUREMENT UNIT LEADER

**Mission:** Responsible for administering accounts receivable and payable to contract and non-contract vendors.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initials: \_\_\_\_\_

**Position Reports to: Finance/Administration Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).  |             |                |
| Appoint Unit members and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing.   |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Ensure the separate accounting of all contracts specifically related to the emergency incident and of all purchases within the enactment of the emergency incident management plan. |             |                |
| Establish a line of communication with the Supply Unit Leader to insure resource coordination.  |             |                |
| Obtain authorization to initiate and finalize purchases from the Finance/Administration Section Chief, or authorized representative.  |             |                |
| Interpret and initiate contracts/agreements to minimize costs (when possible) and resolve disputes.   |             |                |
| Establish and document emergency agreements for the sharing, transfer of material, supplies, etc., to other entities.   |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.             |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members. |             |                |
| Maintain log of all purchases related to the incident and initiate the Procurement Summary Report (HICS Form 256).                |             |                |





| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Collect invoices and other records to reconcile them with the procurement agreements before forwarding them to the Cost Unit Leader.   |             |                |
| Forward a summary accounting of purchases on the Procurement Summary Report (HICS Form 256) to the Cost Unit Leader every eight hours, or as determined by the Cost Unit Leader. |             |                |
| Coordinate with the Supply Unit Leader to ensure that procurements meet the needs of the requestors.   |             |                |
| Develop and submit an action plan to the Finance/Administration Section Chief when requested.  |             |                |
| Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct or resolve.   |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to maintain the Procurement Summary Report (HICS Form 256), identifying all contracts initiated during the incident.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.                   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Procurement Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.  |             |                |
| Ensure complete closure of contracts, agreements, purchases, etc, relating to the emergency incident.   |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Finance/Administration Section Chief.  |             |                |
| Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Finance/Administration Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

### **Documents/Tools**

- Incident Action Plan
- HICS Form 204 – Branch Assignment List
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- HICS Form 256 – Procurement Summary Report
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Standard procurement protocol, including coding information
- Contract and non-contract vendor lists



## COMPENSATION/CLAIMS UNIT LEADER

**Mission:** Responsible for receiving, investigating and documenting all claims reported to the hospital during the emergency incident, which are alleged to be the result of an accident or action on hospital property.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initials: \_\_\_\_\_

**Position Reports to: Finance/Administration Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).  |             |                |
| Appoint Unit members and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing.                             |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Receive, investigate and document claims issued by employees and non-employees. Use photographs or video documentation when appropriate.                                |             |                |
| Obtain statements as quickly as possible from all claimants and witnesses.  |             |                |
| Enlist the assistance of the Safety Officer, Security Branch Director and Employee Health and Well-Being Unit Leader, as needed.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members.             |             |                |
| Inform the Finance/Administration Section Chief of all claims as they are reported.   |             |                |
| Document claims on hospital risk/loss forms. Coordinate with hospital Risk Management.  |             |                |
| Ensure that records required by insurers, government and other agencies for loss recovery are accurately compiled, maintained, and available. |             |                |
| Develop and submit an action plan to the Finance/Administration Section Chief when requested.   |             |                |



| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct or resolve. |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Report any cost incurred as a result of a claim to the Cost Unit Leader as soon as possible.  |             |                |
| Prepare a summary of all claims reported during the incident every 8 hours and as requested.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.              |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.  |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.   |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Compensation/Claims Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.  |             |                |
| Compile final claims report(s) and submit to Finance/Administration Section Chief.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Finance/Administration Section Chief.  |             |                |
| Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Finance/Administration Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>  |
|---|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> </ul> |



**Documents/Tools**

- Hospital telephone directory
- Radio/satellite phone
- Standard claims protocol/procedure
- Insurer information
- Relevant government protocols
- Claims log form



## COST UNIT LEADER

**Mission:** Responsible for providing cost analysis data for the declared emergency incident and maintenance of accurate records of incident cost.

Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_ Position Assigned to: \_\_\_\_\_ Initial: \_\_\_\_\_

**Position Reports to: Finance/Administration Section Chief** Signature: \_\_\_\_\_

Hospital Command Center (HCC) Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Other Contact Info: \_\_\_\_\_ Radio Title: \_\_\_\_\_

| <b>Immediate (Operational Period 0-2 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Finance/Administration Section Chief.   |             |                |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.  |             |                |
| Notify your usual supervisor of your HICS assignment.   |             |                |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).  |             |                |
| Appoint Unit members and complete the Branch Assignment List (HICS Form 204).   |             |                |
| Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing.                             |             |                |
| Ensure Unit members comply with safety policies and procedures.   |             |                |
| Establish cost reporting procedures, including proper coding.   |             |                |
| Implement third-party billing procedures.   |             |                |
| Implement procedures for receiving and depositing funds.  |             |                |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |             |                |

| <b>Intermediate (Operational Period 2-12 Hours)</b>  | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Meet routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members.    |             |                |
| Maintain cost tracking and analysis.   |             |                |
| Collect copies, summaries, or original documentation of costs from all cost centers.   |             |                |
| Prepare a cost-to-date summary report for submission to the Finance/Administration Section Chief every eight hours and as requested. |             |                |
| Inform Section Chiefs of pertinent cost data at the direction of the Finance/Administration Section Chief or Incident Commander.     |             |                |
| Develop and submit an action plan to the Finance/Administration Section Chief when requested.  |             |                |
| Advise the Finance/Administration Section Chief immediately of any operational issue   |             |                |





| <b>Intermediate (Operational Period 2-12 Hours)</b> | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| you are not able to correct or resolve.             |             |                |

| <b>Extended (Operational Period Beyond 12 Hours)</b>   | <b>Time</b> | <b>Initial</b> |
|--|-------------|----------------|
| Continue to prepare a summary of all costs incurred during the incident every 8 hours and as requested.  |             |                |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Finance/Administration Section Chief at assigned intervals and as needed.                   |             |                |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.   |             |                |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |             |                |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.  |             |                |

| <b>Demobilization/System Recovery</b>   | <b>Time</b> | <b>Initial</b> |
|---|-------------|----------------|
| As needs for the Cost Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.   |             |                |
| Compile final cost accounting report(s) to Finance/Administration Section Chief.  |             |                |
| Debrief staff on lessons learned and procedural/equipment changes needed.   |             |                |
| Complete all cost records and prepare a report/summary of incident costs.   |             |                |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Finance/Administration Section Chief.  |             |                |
| Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements.   |             |                |
| Submit comments to the Finance/Administration Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul> |             |                |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.   |             |                |

| <b>Documents/Tools</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 204 – Branch Assignment List</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul> |



**Documents/Tools**

- Standard cost accounting protocols/procedures
- Cost-to-date summary report form