PLANNING SECTION CHIEF

Mission: Oversee all incident related data gathering and analysis regarding incident operations and resource management; develop alternatives for tactical operations; initiate long range planning; conduct planning meetings; and prepare the Incident Action Plan (IAP) for each operational period.

Position Reports to: **Incident Commander**		Command Location: _____	
Position Contact Information: Phone: (_____) - _____		Radio Channel: _____	
Hospital Command Center (HCC): Phone: (_____) - _____	Fax: (_____) - _____		
Position Assigned to:	Date: *I* *I*	Start: ____:____ hrs.	
Signature:	Initials:	End: ____:____ hrs.	
Position Assigned to:	Date: *I* *I*	Start: ____:____ hrs.	
Signature:	Initials:	End: ____:____ hrs.	
Position Assigned to:	Date: *I* *I*	Start: ____:____ hrs.	
Signature:	Initials:	End: ____:____ hrs.	

Immediate Response (0 – 2 hours)	Time	Initial

Receive appointment
• Obtain briefing from the Incident Commander on:
   o Size and complexity of the incident
   o Expectations of the Incident Commander
   o Incident objectives
   o Involvement of outside agencies, stakeholders, and organizations
   o The situation, incident activities, and any special concerns
• Assume the role of Planning Section Chief
• Review this Job Action Sheet
• Put on position identification (e.g., position vest)
• Notify your usual supervisor of your assignment		

Assess the operational situation • Obtain information and status from the Operations and Logistics Section Chiefs to ensure the accurate tracking of personnel and resources by the Personnel Tracking and Materiel Tracking Managers, if appointed, or the respective Section Chiefs if not • Provide information to the Incident Commander on the Planning Section operational situation including capabilities and limitations		

Determine the incident objectives, tactics, and assignments
• Determine which Planning Section Units need to be activated:
   o Resources Unit
   o Situation Unit
   o Documentation Unit
   o Demobilization Unit
• Make assignments and distribute corresponding Job Action Sheets and position identification
• Determine strategies and how the tactics will be accomplished
• Determine needed resources		

PLANNING SECTION CHIEF

• Brief section personnel on the situation, strategies, and tactics, and designate a time for the next briefing		
Activities • Ensure a bed report, staffing report, and current patient census and status are being prepared for the Incident Commander • Prepare and conduct a planning meeting to develop and validate the incident objectives for the next operational period • Coordinate the preparation, documentation, and approval of the Incident Action Plan (IAP) and distribute copies to the Incident Commander and Section Chiefs • Obtain and provide key information for operational and support activities, including the impact on affected departments • Gather additional information from the Liaison Officer • Collaborate with appropriate Medical-Technical Specialists as needed • Obtain information and updates regularly from Planning Section Unit Leaders • Maintain current status of all areas • Inform the Situation Unit Leader of status information • Communicate with the Operations and Logistics Sections for resource needs and projected activities • Inform Planning Section personnel of activities that have occurred; keep updates of status and utilization of resources • Communicate with the Finance/Administration Section for personnel time records, potential compensation and claims, and canceled surgeries and procedures • Activate Incident Specific Plans or Annexes as directed by the Incident Commander		
Documentation • HICS 200: Consider use of the Incident Action Plan (IAP) Cover sheet • HICS 201: Draft Incident Briefing for Incident Commander as directed • HICS 202: Draft Incident Objectives for Incident Commander approval • HICS 203: Prepare Organization Assignment List as part of the IAP • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 205A: Distribute the Communications List appropriately • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 215A: Obtain completed Incident Action Plan (IAP) Safety Analysis from the Safety Officer for inclusion in the IAP • HICS 252: Distribute the Section Personnel Time Sheet to section personnel and ensure time is recorded appropriately • HICS 257: Track equipment used during the response on the Resource Accounting Record		
Resources • Determine equipment and supply needs; request them from the Logistics Section Supply Unit Leader • Assess issues and needs in section areas; coordinate for resource planning • Make requests for external assistance, as needed, in coordination with the Liaison Officer		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		

PLANNING SECTION CHIEF

Safety and security • Ensure that all section personnel comply with safety procedures and instructions		

Intermediate Response (2 – 12 hours)	Time	Initial

Activities
• Transfer the Planning Section Chief role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Ensure the following are being addressed:
  o Section personnel health and safety
  o Update the Incident Action Plan (IAP) with each operational period
  o Short and long term planning
• Ensure that the Planning Section is adequately staffed and supplied
• Work with the Incident Commander and other Section Chiefs to identify short and long term issues with financial implications; establish needed policies and procedures
• Communicate regularly with Hospital Incident Management Team (HIMT) staff
• Brief the Incident Commander, Public Information Officer, and Liaison Officer regularly on the status of the Planning Section
• Designate a time for briefing and updates with Planning Section leadership to update the IAP		

Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document actions, decisions, and information received on Activity Log • HICS 257: Track equipment used during the response on the Resource Accounting Record		
Resources • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed, coordinating with the Operations and the Logistics Section Chiefs		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Review personnel protection practices; revise as needed • Ensure staff health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit		

Extended Response (greater than 12 hours)	Time	Initial
Activities • Transfer the Planning Section Chief role, if appropriate		

PLANNING SECTION CHIEF

o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital o Address any health, medical, and safety concerns o Address political sensitivities, when appropriate o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Continue to monitor the ability of Planning Section personnel to meet workload demands, personnel health and safety, resource needs, and documentation practices • Continue to receive projected activity reports from Section Chiefs and Planning Section Unit Leaders at designated intervals to prepare status reports and update the Incident Action Plan (IAP) • Ensure the Demobilization Unit Leader assesses the 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 documentation, including HICS 214: Activity Logs and HICS 213: General Message Form • Communicate regularly with Hospital Incident Management Team (HIMT) staff • Brief the Incident Commander, Public Information Officer, and Liaison Officer regularly on the status of the Planning Section • Designate a time for a briefing and updates with the Planning Section leadership to update the IAP		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document actions, decisions, and information received on Activity Log • HICS 257: Track equipment used during the response on the Resource Accounting Record		
Resources • Monitor the levels of all supplies and equipment, and collaborate on needs with the Logistics Section Supply Unit Leader		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for personnel rest periods and relief • Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques		

Demobilization/System Recovery	Time	Initial
Activities • Transfer the Planning Section Chief role, if appropriate		

o Conduct a transition meeting to brief your replacement on the current situation, demobilization actions, available resources, and the role of external agencies in support of the hospital
o Address any health, medical, and safety concerns
o Address political sensitivities, when appropriate
o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• As objectives are met and needs decrease, return Planning Section personnel to their usual jobs and combine or deactivate positions in a phased manner, in coordination with the Demobilization Unit Leader
• Assist Section Chiefs in restoring the hospital to normal operations
• Debrief section personnel on lessons learned and procedural or equipment changes needed
• Participate in other briefings and meetings as required
• Coordinate the final reporting of patient information with external agencies through the Liaison Officer and the Public Information Officer
• Work with Finance/Administration Section to complete cost data information
• Begin the development of the After Action Report and Corrective Action and Improvement Plan and assign staff to complete sections of the report. Topics include:
  o Review of pertinent position descriptions and operational checklists
  o Recommendations for procedure changes
  o Accomplishments and issues
• Participate in stress management and after action debriefings		

Documentation • HICS 221: Collect and Distribute the Demobilization Check-Out form for Incident Commander approval • Ensure all documentation is submitted to the Documentation Unit		

Documents/Tools
❑ Incident Action Plan (IAP) Quick Start ❑ HICS 200 - Incident Action Plan (IAP) Cover Sheet ❑ HICS 201 - Incident Briefing ❑ HICS 202 - Incident Objectives ❑ HICS 203 - Organization Assignment List ❑ HICS 204 - Assignment List ❑ HICS 205A - Communications List ❑ HICS 213 - General Message Form ❑ HICS 214 - Activity Log ❑ HICS 215A - Incident Action Plan (IAP) Safety Analysis ❑ HICS 221 - Demobilization Check-Out ❑ HICS 252 - Section Personnel Time Sheet ❑ HICS 254 - Disaster Victim/Patient Tracking ❑ HICS 255 - Master Patient Evacuation Tracking ❑ HICS 256 - Procurement Summary Report ❑ HICS 257 - Resource Accounting Record ❑ Hospital Emergency Operations Plan ❑ Incident Specific Plans or Annexes ❑ Hospital organization chart ❑ Hospital telephone directory ❑ Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication

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.

Position Reports to: **Planning Section Chief** Command Location: _____			
Position Contact Information: Phone: (_____) ___-_____ Radio Channel: _____			
Hospital Command Center (HCC): Phone: (_____) ___-_____ Fax: (_____) ___-_____			
Position Assigned to:	Date: _/_/_	Start: ____:____ hrs.	
Signature:	Initials:	End: ____:____ hrs.	
Position Assigned to:	Date: _/_/_	Start: ____:____ hrs.	
Signature:	Initials:	End: ____:____ hrs.	
Position Assigned to:	Date: _/_/_	Start: ____:____ hrs.	
Signature:	Initials:	End: ____:____ hrs.	

Immediate Response (0 – 2 hours)	Time	Initial
Receive appointment • Obtain briefing from the Planning Section Chief on: o Size and complexity of incident o Expectations of the Incident Commander o Incident objectives o Involvement of outside agencies, stakeholders, and organizations o The situation, incident activities, and any special concerns • Assume the role of Resources Unit Leader • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment		
Assess the operational situation • Obtain information and status from the Personnel Tracking and Materiel Tracking Managers, if appointed • Provide information to the Planning Section Chief on the operational situation of the Resources Unit		
Determine unit objectives, tactics, and assignments • Document unit objectives, tactics, and assignments on the HICS 204: Assignment List • Determine which Resource Unit Managers need to be activated: o Personnel Tracking Manager o Materiel Tracking Manager • Based on the incident objectives for the response period consider the issues and priorities: o Appoint Resources Unit personnel in collaboration with the Planning Section Chief o Determine strategies and how the tactics will be accomplished o Determine needed resources • Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing		

RESOURCES UNIT LEADER

Activities • Establish contact with the Situation Unit Leader and hospital department heads to account for on duty personnel, equipment, and supplies on hand • Coordinate activities and inventories with the Logistics Section Supply Unit Leader • Maintain contact and share information with the Logistics Section Labor Pool and Credentialing Unit Leader and the Operations Section Personnel Staging Team Leader • Provide status updates to the Planning Section Chief regularly to discuss the Incident Action Plan (IAP), advising of accomplishments and issues encountered • Consider development of a unit action plan; submit to the Planning Section Chief if requested • Provide regular updates to unit personnel and inform of strategy changes as needed; designate time for next briefing		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response • HICS 258: Complete, review, and revise the Hospital Resource Directory if necessary		
Resources • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all unit personnel comply with safety procedures and instructions		

Intermediate Response (2 – 12 hours)	**Time**	**Initial**

Activities
• Transfer the Resources Unit Leader role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)		

RESOURCES UNIT LEADER

• Meet with the Public Information Officer, the Liaison Officer, the Situation Unit Leader, the Logistics Section Service and Branch Directors as necessary to update and maintain resources tracking • Coordinate personnel resource needs with the Logistics Section Labor Pool and Credentialing Unit Leader and the Operations Section Staging Manager • Meet regularly with the Planning Section Chief for status reports • Advise the Planning Section Chief immediately of any operational issue you are not able to correct		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response • HICS 258: Complete, review, and revise the Hospital Resource Directory if necessary		
Resources • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all unit personnel comply with safety procedures and instructions • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit • Ensure personal protective equipment (PPE) is available and utilized appropriately		

Extended Response (greater than 12 hours)	Time	Initial

Activities
• Transfer the Resources Unit Leader role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Continue to monitor the ability of the Resources Unit to meet workload demands, personnel health and safety, resource needs, and documentation practices
• Provide updates to the Planning Section Chief
• Meet with unit personnel to address ongoing issues		

HOSPITAL INCIDENT COMMAND SYSTEM

RESOURCES UNIT LEADER

<table>
<tr><td>
Documentation

HICS 204: Document assignments and operational period objectives on Assignment List
HICS 213: Document all communications on a General Message form
HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response
HICS 258: Complete, review, and revise the Hospital Resource Directory if necessary

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<tr><td>
Resources

Assess issues and needs in unit areas; coordinate resource management
Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed

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<tr><td>
Communication
<i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>
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<tr><td>
Safety and security

Ensure that all unit personnel continue to comply with safety procedures and instructions
Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader
Provide for staff rest periods and relief
Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
Ensure personal protective equipment (PPE) is available and utilized appropriately

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Demobilization/System Recovery	Time	Initial
Activities - Transfer the Resources Unit Leader role, if appropriate - Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital - Address any health, medical, and safety concerns - Address political sensitivities, when appropriate - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) - Ensure the return, retrieval, and restocking of equipment and supplies - If information technology (IT) systems were offline during the response, ensure appropriate information from the HICS 257: Resource Accounting Record is transferred into the normal tracking systems - As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Demobilization Unit Leader - Notify the Planning Section Chief when demobilization and restoration is complete - Coordinate reimbursement issues with the Finance/Administration Section - Upon deactivation of your position, brief the Planning Section Chief on current problems, outstanding issues, and follow up requirements		

• Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed
• Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:
   o Review of pertinent position descriptions and operational checklists
   o Recommendations for procedure changes
   o Accomplishments and issues
• Participate in stress management and after action debriefings		

Documentation • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Documentation Unit		

Documents and Tools
❑ HICS 203 - Organization Assignment List ❑ HICS 204 - Assignment List ❑ HICS 213 - General Message ❑ HICS 214 - Activity Log ❑ HICS 215A - Incident Action Plan (IAP) Safety Analysis ❑ HICS 221 - Demobilization Check-Out ❑ HICS 252 - Section Personnel Time Sheet ❑ HICS 257 - Resource Accounting Record ❑ HICS 258 - Hospital Resource Directory ❑ Hospital Emergency Operations Plan ❑ Hospital Incident Specific Plans or Annexes ❑ IT systems, specialty personnel, equipment, and supply tracking systems ❑ Hospital organization chart ❑ Hospital telephone directory ❑ Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication

PERSONNEL TRACKING MANAGER

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

Position Reports to: **Resources Unit Leader**　　　Command　Location: _____		
Position Contact Information: Phone: (_____)　-　_____　Radio Channel: _____		
Hospital Command Center (HCC): Phone: (_____)　-　_____　Fax: (_____)　-　_____		

Position Assigned to:	Date: **/**　**/**	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: **/**　**/**	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: **/**　**/**	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
Receive appointment • Obtain briefing from the Resources Unit Leader on: 　o Size and complexity of incident 　o Expectations of the Incident Commander 　o Incident objectives 　o Involvement of outside agencies, stakeholders, and organizations 　o The situation, incident activities, and any special concerns • Assume the role of Personnel Tracking Manager • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment		
Assess the operational situation • Obtain information and status from the Resources Unit Leader • Provide information to the Resources Unit Leader on the operational situation		
Determine objectives, tactics, and assignments • Document objectives, tactics, and assignments on the HICS 204: Assignment List • Based on the incident objectives for the response period consider the issues and priorities: 　o Appoint Personnel Tracking personnel in collaboration with the Resources Unit Leader 　o Determine strategies and how the tactics will be accomplished 　o Determine needed resources • Brief team personnel on the situation, strategies, and tactics, and designate time for next briefing		
Activities • Assist the Logistics Section Labor Pool and Credentialing Unit to establish solicited and unsolicited volunteer credentialing process per the hospital's standard operating procedures		

PERSONNEL TRACKING MANAGER

	Time	Initial
• Maintain regular contact with the Logistics Section Labor Pool and Credentialing Unit Leader and Operations Section Personnel Staging Team Leader to share information and personnel status • Establish contact with the hospital's staffing office or coordinator and department directors to obtain an accounting of all personnel on duty or expected to report • Establish access to personnel tracking system; compare the available information with that obtained from department and division directors, and reconcile variations • Consider development of a team action plan; submit to the Resources Unit Leader if requested		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period • HICS 253: Support use of Volunteer Staff Registration Form initiated by the Logistics Section Labor Pool and Credentialing Unit Leader • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response		
Resources • Assess issues and needs in team areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all team personnel comply with safety procedures and instructions		

Intermediate Response (2 – 12 hours)	**Time**	**Initial**

Activities
• Transfer the Personnel Tracking Manager role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Maintain a current census and accounting of on duty and available off duty staff, physicians, and volunteers, in collaboration with the Logistics Section Labor Pool and Credentialing Unit Leader
• Request additional staffing resources to assist from the Logistics Section Labor Pool and Credentialing Unit; notify the Resource Unit Leader		

	Time	Initial
• Centralize the receipt and posting of information about shift assignments • Provide personnel tracking information to the Finance/Administration Section Time Unit Leader to assist in reconciliation of time and attendance • Ensure that the team is adequately staffed and supplied • Meet regularly with the Resources Unit Leader for status reports, and relay important information to team personnel • Communicate regularly with the Logistics Section Labor Pool and Credentialing Unit to identify critical staff or skills in demand • Meet with the Public Information Officer, the Liaison Officer, the Situation Unit Leader, and the Logistics Section Labor Pool and Credentialing Unit Leader to update information about staffing needs and personnel on duty and available for assignment, and to project future staffing needs • Advise the Resources Unit Leader immediately of any operational issue you are not able to correct		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response		
Resources • Assess issues and needs in team areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all team personnel continue to comply with safety procedures and instructions • Ensure team personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately		

Extended Response (greater than 12 hours)	Time	Initial

Activities
• Transfer the Personnel Tracking Manager role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)		

PERSONNEL TRACKING MANAGER

	Time	Initial
• Continue to maintain accounting of on duty staff and labor pool members awaiting assignment; identify each person and track assignments; verify arrival at assigned duty station; and confirm release from assignment, return to labor pool, and readiness for another assignment • Continue to monitor the ability of the Personnel Tracking Team to meet workload demands, personnel health and safety, resource needs, and documentation practices		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 256: As directed by the Finance/Administration Section Procurement Unit Leader, log all purchases on a Procurement Summary Report • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response		
Resources • Assess issues and needs in team areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all team personnel continue to comply with safety procedures and instructions • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately		

Demobilization/System Recovery	Time	Initial

Activities
• Transfer the Personnel Tracking Manager role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• If information technology (IT) systems were offline due to the incident, ensure appropriate information from the HICS 253: Volunteer Registration Form is transferred into the normal staff tracking systems
• Ensure the return, retrieval, and restocking of equipment and supplies		

• As objectives are met and needs decrease, return personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Demobilization Unit Leader • Notify the Planning Section Chief when demobilization and restoration is complete • Coordinate reimbursement issues with the Finance/Administration Section • Upon deactivation of your position, brief the Planning Section Chief on current problems, outstanding issues, and follow up requirements • Debrief personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed • Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: o Review of pertinent position descriptions and operational checklists o Recommendations for procedure changes o Accomplishments and issues • Participate in stress management and after action debriefings		
Documentation • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Documentation Unit		

Documents and Tools
❑ HICS 203 - Organization Assignment List ❑ HICS 204 - Assignment List ❑ HICS 213 - General Message Form ❑ HICS 214 - Activity Log ❑ HICS 215A - Incident Action Plan (IAP) Safety Analysis ❑ HICS 221 - Demobilization Check-Out ❑ HICS 252 - Section Personnel Time Sheet ❑ HICS 253 - Volunteer Registration ❑ HICS 256 - Procurement Summary Report ❑ HICS 257 - Resource Accounting Record ❑ Hospital Emergency Operations Plan ❑ Hospital Incident Specific Plans or Annexes ❑ Hospital organization chart ❑ Hospital telephone directory ❑ Access to information technology (IT) staffing systems ❑ Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication

MATERIEL TRACKING MANAGER

Mission: Maintain information on the status, location, and availability of equipment and supplies within the hospital inventory and additional material received from external sources in support of the incident.

Position Reports to: **Resources Unit Leader** Command Location: _____			
Position Contact Information: Phone: (_____) - _____ Radio Channel: _____			
Hospital Command Center (HCC): Phone: (_____) - _____ Fax: (_____) - _____			
Position Assigned to:	Date: **/ /**	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: **/ /**	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: **/ /**	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
Receive appointment • Obtain briefing from the Resources Unit Leader on: o Size and complexity of incident o Expectations of the Incident Commander o Incident objectives o Involvement of outside agencies, stakeholders, and organizations o The situation, incident activities, and any special concerns • Assume the role of Materiel Tracking Manager • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment		
Assess the operational situation • Obtain information and status from the Resources Unit Leader • Inventory necessary materials; project needs for additional materials • Provide information to the Resources Unit Leader on the operational situation		
Determine objectives, tactics, and assignments • Document objectives, tactics, and assignments on the HICS 204: Assignment List • Based on the incident objectives for the response period consider the issues and priorities: o Appoint Materiel Tracking personnel in collaboration with the Resources Unit Leader o Determine strategies and how the tactics will be accomplished o Determine needed resources • Brief team personnel on the situation, strategies, and tactics, and designate time for next briefing		
Activities • Develop a consolidated list of all necessary materials or alternatives that are not already on hand in the hospital supply system		

- Establish a contact list with just-in-time supply vendors and contractors, in coordination with the Logistics Section Supply Unit and the Finance/Administration Procurement Unit - Establish initial inventory of equipment and supplies on hand, including materials that have been received or ordered in support of the incident, in collaboration with: - Operations Section - Staging Manager - Vehicle Staging Team Leader - Equipment/Supply Staging Team Leader - Medication Staging Team Leader - Clinical Support Services Unit Leader - Medical Gases Unit Leader - Logistics Section - Supply Unit Leader - Consider development of a team action plan; submit to the Resources Unit Leader if requested - Maintain regular contact with the Logistics Section Labor Pool and Credentialing Unit Leader and the Operations Section Personnel Staging Team Leader to share information and personnel status		
Documentation - HICS 204: Document assignments and operational period objectives on Assignment List - HICS 213: Document all communications on a General Message Form - HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis - HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period - HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response		
Resources - Assess issues and needs in team areas; coordinate resource management - Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security Ensure that all team personnel comply with safety procedures and instructions		

Intermediate Response (2 – 12 hours)	Time	Initial
Activities - Transfer the Materiel Tracking Manager role, if appropriate - Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital - Address any health, medical, and safety concerns - Address political sensitivities, when appropriate		

o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • 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 material needs and impact supplies • Ensure that the team is adequately staffed and supplied • Meet regularly with the Resource Unit Leader for status reports, and relay this information to team personnel • Maintain regular contact with all sections to ensure necessary materials are provided in a timely manner and returned when no longer needed • Advise the Resource Unit Leader immediately of any operational issue you are not able to correct		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 256: As directed by the Finance/Administration Section Procurement Unit Leader, log all purchases on a Procurement Summary Report • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response		
Resources • Assess issues and needs in team areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all team personnel continue to comply with safety procedures and instructions • Ensure team personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately		

Extended Response (greater than 12 hours)	Time	Initial

Activities
• Transfer the Materiel Tracking Manager role, if appropriate
    o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
    o Address any health, medical, and safety concerns
    o Address political sensitivities, when appropriate		

o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Continue to monitor the ability of the Materiel Tracking Team to meet workload demands, personnel health and safety, resource needs, and documentation practices		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 256: As directed by the Finance/Administration Section Procurement Unit Leader, log all purchases on a Procurement Summary Report • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response		
Resources • Assess issues and needs in team areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all team personnel continue to comply with safety procedures and instructions • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately		

Demobilization/System Recovery	**Time**	**Initial**

Activities
• Transfer the Materiel Tracking Manager role, if appropriate
    o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
    o Address any health, medical, and safety concerns
    o Address political sensitivities, when appropriate
    o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Ensure the return, retrieval, and restocking of equipment and supplies
• As objectives are met and needs decrease, return personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Demobilization Unit Leader		

MATERIEL TRACKING MANAGER

• Notify the Planning Section Chief when demobilization and restoration is complete
• Coordinate reimbursement issues with the Finance/Administration Section
• Upon deactivation of your position, brief the Planning Section Chief on current problems, outstanding issues, and follow up requirements
• Debrief personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed
• Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:
   o Review of pertinent position descriptions and operational checklists
   o Recommendations for procedure changes
   o Accomplishments and issues
• Participate in stress management and after action debriefings		

Documentation • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Documentation Unit		

Documents and Tools

- ❑ HICS 203 - Organization Assignment List
- ❑ HICS 204 - Assignment List
- ❑ HICS 213 - General Message Form
- ❑ HICS 214 - Activity Log
- ❑ HICS 215A - Incident Action Plan (IAP) Safety Analysis
- ❑ HICS 221 - Demobilization Check-Out
- ❑ HICS 252 - Section Personnel Time Sheet
- ❑ HICS 256 - Procurement Summary Report
- ❑ HICS 257 - Resource Accounting Record
- ❑ Hospital Emergency Operations Plan
- ❑ Hospital Incident Specific Plans or Annexes
- ❑ Hospital organization chart
- ❑ Hospital telephone directory
- ❑ Access to information technology (IT) materiel tracking systems
- ❑ Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication

SITUATION UNIT LEADER

Mission: Collect, process, and organize ongoing situation information; prepare situation summaries; 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).

Position Reports to: **Planning Section Chief**	Command Location: _____		
Position Contact Information: Phone: (____) - _____	Radio Channel: _____		
Hospital Command Center (HCC): Phone: (____) - _____	Fax: (____) - _____		
Position Assigned to:	Date: / /	Start: ____:____ hrs.	
Signature:	Initials:	End: ____:____ hrs.	
Position Assigned to:	Date: / /	Start: ____:____ hrs.	
Signature:	Initials:	End: ____:____ hrs.	
Position Assigned to:	Date: / /	Start: ____:____ hrs.	
Signature:	Initials:	End: ____:____ hrs.	

Immediate Response (0 – 2 hours)	Time	Initial

Receive appointment
• Obtain briefing from the Planning Section Chief on:
  o Size and complexity of incident
  o Expectations of the Incident Commander
  o Incident objectives
  o Involvement of outside agencies, stakeholders, and organizations
  o The situation, incident activities, and any special concerns
• Assume the role of Situation Unit Leader
• Review this Job Action Sheet
• Put on position identification (e.g., position vest)
• Notify your usual supervisor of your assignment		

Assess the operational situation • Obtain information and status from Planning Section Units • Provide information to the Planning Section Chief on the operational situation of the Situation Unit		

Determine unit objectives, tactics, and assignments
• Document unit objectives, tactics, and assignments on the HICS 204: Assignment List
• Determine which Situation Unit Managers need to be activated:
  o Patient Tracking Manager
  o Bed Tracking Manager
• Based on the incident objectives for the response period consider the issues and priorities:
  o Appoint Situation Unit personnel in collaboration with the Planning Section Chief
  o Determine strategies and how the tactics will be accomplished
  o Determine needed resources
• Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing		

SITUATION UNIT LEADER

Activities • Establish a planning information center in the Hospital Command Center (HCC) with a status board and post information as it is received • Assign a recorder or 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 • Provide status updates to the Planning Section Chief regularly to discuss the Incident Action Plan (IAP), advising of accomplishments and issues encountered • Assure the status updates and information provided to Hospital Incident Management Team (HIMT) are accurate, complete, and current • Consider development of a unit action plan; submit to the Planning Section Chief if requested • Provide regular updates to unit personnel and inform of strategy changes as needed; confirm time for next briefing		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 251: As directed by the Infrastructure Branch Director, document information in appropriate sections of the Facility System Status Report • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period • HICS 254: Ensure the Disaster Victim/Patient Tracking form is used to document triage, treatment, and disposition of incident victims • HICS 255: Ensure the accurate tracking of patients using the Master Patient Evacuation Tracking form, if needed • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response		
Resources • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all unit personnel comply with safety procedures and instructions		

Intermediate Response (2 – 12 hours)	**Time**	**Initial**
Activities • Transfer the Situation Unit Leader role, if appropriate		

- o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital - o Address any health, medical, and safety concerns - o Address political sensitivities, when appropriate - o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) - Ensure that an adequate number of recorders are assigned to perform Situation Unit activities - Coordinate personnel requests with the Logistics Section and Credentialing Unit Leader - Ensure back up and protection of existing data for main and support computer systems, in coordination with the Logistics Section Information Technology/Information Services (IT/IS) and Equipment Unit Leader and the Operations Section IT Systems and Applications Unit Leader - Provide information to the Public Information Officer to develop an internal incident situation status report for employee information at least every 4 hours or as indicated - Ensure the security and prevent the loss of written and electronic Hospital Command Center (HCC) response documentation; collaborate with the Operations Section IT Systems and Applications Unit Leader as appropriate - Share pertinent information with the Demobilization Unit Leader to be included in the demobilization plan - Meet regularly with the Planning Section Chief, and other appropriate Hospital Incident Management Team (HIMT) personnel to obtain situation and status reports, and relay important information to team personnel - Assist the Planning Section Chief in developing the Incident Action Plan (IAP) at designated intervals - Advise the Planning Section Chief immediately of any operational issue you are not able to correct or resolve		
Documentation - HICS 204: Document assignments and operational period objectives on Assignment List - HICS 213: Document all communications on a General Message form - HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis - HICS 255: Ensure the accurate tracking of patients using the Master Patient Evacuation Tracking form, if needed - HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response		
Resources - Assess issues and needs in unit areas; coordinate resource management - Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security - Ensure that all unit personnel comply with safety procedures and instructions - Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques		

SITUATION UNIT LEADER

• Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit • Ensure personal protective equipment (PPE) is available and utilized appropriately		

Extended Response (greater than 12 hours)	Time	Initial

Activities
• Transfer the Situation Unit Leader role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Continue to monitor the ability of the Situation Unit to meet workload demands, personnel health and safety, resource needs, and documentation practices
• Provide updates to the Planning Section Chief
• Meet with unit personnel to address ongoing issues		

Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 255: Ensure the Master Patient Evacuation Tracking form is updated, as needed • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response		
Resources • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all unit personnel continue to comply with safety procedures and instructions • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately		

SITUATION UNIT LEADER

Demobilization/System Recovery	Time	Initial

Activities
 • Transfer the Situation Unit Leader role, if appropriate
    o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
    o Address any health, medical, and safety concerns
    o Address political sensitivities, when appropriate
    o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
 • Ensure the return, retrieval, and restocking of equipment and supplies
 • If information technology (IT) systems were offline during the response, ensure appropriate information from the HICS 257: Resource Accounting Record is transferred into the normal tracking systems
 • As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Demobilization Unit Leader
 • Notify the Planning Section Chief when demobilization and restoration is complete
 • Coordinate reimbursement issues with the Finance/Administration Section
 • Upon deactivation of your position, brief the Planning Section Chief on current problems, outstanding issues, and follow up requirements
 • Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed
 • Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:
    o Review of pertinent position descriptions and operational checklists
    o Recommendations for procedure changes
    o Accomplishments and issues
 • Participate in stress management and after action debriefings		

Documentation • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Documentation Unit		

SITUATION UNIT LEADER

Documents and Tools
❑ HICS 203 - Organization Assignment List
❑ HICS 204 - Assignment List
❑ HICS 213 - General Message
❑ HICS 214 - Activity Log
❑ HICS 215A - Incident Action Plan (IAP) Safety Analysis
❑ HICS 221 - Demobilization Check-Out
❑ HICS 251 - Facility System Status Report
❑ HICS 252 - Section Personnel Time Sheet
❑ HICS 254 - Disaster Victim/Patient Tracking
❑ HICS 255 - Master Patient Evacuation Tracking
❑ HICS 257 - Resource Accounting Record
❑ Hospital Emergency Operations Plan
❑ Hospital Incident Specific Plans or Annexes
❑ Information technology (IT) systems and personnel tracking systems
❑ Hospital organization chart
❑ Hospital telephone directory
❑ Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication

PATIENT TRACKING MANAGER

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

Position Reports to: **Situation Unit Leader**	Command Location: _____		
Position Contact Information: Phone: (_____) - _____ Radio Channel: _____			
Hospital Command Center (HCC): Phone: (_____) - _____ Fax: (_____) - _____			
Position Assigned to:	Date: / /	Start: ____:____ hrs.	
Signature:	Initials:	End: ____:____ hrs.	
Position Assigned to:	Date: / /	Start: ____:____ hrs.	
Signature:	Initials:	End: ____:____ hrs.	
Position Assigned to:	Date: / /	Start: ____:____ hrs.	
Signature:	Initials:	End: ____:____ hrs.	

Immediate Response (0 – 2 hours)	Time	Initial

Receive appointment
• Obtain briefing from the Situation Unit Leader on:
  o Size and complexity of incident
  o Expectations of the Incident Commander
  o Incident objectives
  o Involvement of outside agencies, stakeholders, and organizations
  o The situation, incident activities, and any special concerns
• Assume the role of Patient Tracking Manager
• Review this Job Action Sheet
• Put on position identification (e.g., position vest)
• Notify your usual supervisor of your assignment		

Assess the operational situation • Obtain information and status from the Situation Unit Leader • Obtain current patient census from admitting personnel or other sources • Provide information to the Situation Unit Leader on the operational situation		

Determine objectives, tactics, and assignments
• Document objectives, tactics, and assignments on the HICS 204: Assignment List
• Based on the incident objectives for the response period consider the issues and priorities:
  o Appoint Patient Tracking Team personnel in collaboration with the Situation Unit Leader
  o Determine strategies and how the tactics will be accomplished
  o Determine needed resources
• Brief team personnel on the situation, strategies, and tactics, and designate time for next briefing		

Activities • Activate a system, using the HICS 254: Disaster/Victim Patient Tracking form to track and display patient arrivals, discharges, transfers, locations, and dispositions		

PATIENT TRACKING MANAGER

• Determine the patient tracking mechanism utilized by field providers and establish methods to ensure integration and continuity with hospital patient tracking systems • Initiate the HICS 259: Hospital Casualty/Fatality Report in conjunction with the Operations Section Patient Registration Unit Leader • If evacuation of the hospital is required or is in progress, initiate the HICS 255: Master Patient Evacuation Tracking form • Consider development of a team action plan; submit to the Situation Unit Leader if requested		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period • HICS 254: Document patient treatment and disposition on Disaster/Victim Patient Tracking Form • HICS 255: As directed by the Situation Unit Leader, prepare the Master Patient Evacuation Tracking form, if needed • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response • HICS 259: Document victim information on the Hospital Casualty/Fatality Report		
Resources • Assess issues and needs in team areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all team personnel comply with safety procedures and instructions		

Intermediate Response (2 – 12 hours)	Time	Initial

Activities
• Transfer the Patient Tracking Manager role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Track patient movement outside of the hospital with local authorities and other health systems through the Liaison Officer and the Operations Section Staging Manager
• Continue to track and display patient location and time of arrival for all patients; regularly report status to the Situation Unit Leader		

• Monitor and report to the Situation Unit Leader, projected shortages of critical supplies or equipment that may affect response capacity or strategy • Meet regularly with the Public Information Officer, the Liaison Officer, and the Operations Section Patient Registration Unit Leader to update and exchange patient tracking information and census data within Health Insurance Portability and Accountability Act [HIPAA] and local guidelines • Advise the Situation Unit Leader immediately of any operational issue you are not able to correct or resolve • Meet regularly with the Situation Unit Leader for status reports, and to relay important information to team personnel		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 254: Update patient treatment and disposition on Disaster/Victim Patient Tracking Form • HICS 255: As directed by the Situation Unit Leader, update the Master Patient Evacuation Tracking form • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response • HICS 259: Update victim information on the Hospital Casualty/Fatality Report		
Resources • Assess issues and needs in team areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all team personnel continue to comply with safety procedures and instructions • Ensure team personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately		

Extended Response (greater than 12 hours)	Time	Initial

Activities
• Transfer the Patient Tracking Manager role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate		

PATIENT TRACKING MANAGER

○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) - Continue to monitor the ability of the Patient Tracking Team to meet workload demands, personnel health and safety, resource needs, and documentation practices		
Documentation - HICS 204: Document assignments and operational period objectives on Assignment List - HICS 213: Document all communications on a General Message Form - HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis - HICS 254: Update patient treatment and disposition on Disaster/Victim Patient Tracking Form - HICS 255: As directed by the Situation Unit Leader, update the Master Patient Evacuation Tracking form - HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response - HICS 259: Update victim information on the Hospital Casualty/Fatality Report		
Resources - Assess issues and needs in team areas; coordinate resource management - Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security - Ensure that all team personnel continue to comply with safety procedures and instructions - Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader - Provide for staff rest periods and relief - Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques - Ensure personal protective equipment (PPE) is available and utilized appropriately		

Demobilization/System Recovery	**Time**	**Initial**
Activities - Transfer the Patient Tracking Manager role, if appropriate ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) - Ensure the return, retrieval, and restocking of equipment and supplies		

• As objectives are met and needs decrease, return personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Demobilization Unit Leader
• If information technology (IT) systems were offline, ensure appropriate information from HICS 254: Disaster/Victim Patient Tracking Form is transferred into patient tracking systems
• Compile and finalize the HICS 254: Disaster/Victim Patient Tracking Form and submit copies to the Finance/Administration Section Chief, if requested
• Notify the Planning Section Chief when demobilization and restoration is complete
• Upon deactivation of your position, brief the Planning Section Chief on current problems, outstanding issues, and follow up requirements
• Debrief personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed
• Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:
   o Review of pertinent position descriptions and operational checklists
   o Recommendations for procedure changes
   o Accomplishments and issues
• Participate in stress management and after action debriefings		

Documentation • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Documentation Unit		

Documents and Tools
❑ HICS 203 - Organization Assignment List ❑ HICS 204 - Assignment List ❑ HICS 213 - General Message Form ❑ HICS 214 - Activity Log ❑ HICS 215A - Incident Action Plan (IAP) Safety Analysis ❑ HICS 221 - Demobilization Check-Out ❑ HICS 252 - Section Personnel Time Sheet ❑ HICS 254 - Disaster Victim/Patient Tracking ❑ HICS 255 - Master Patient Evacuation Tracking ❑ HICS 256 - Procurement Summary Report ❑ HICS 257 - Resource Accounting Record ❑ HICS 259 - Hospital Casualty/Fatality Report ❑ Hospital Emergency Operations Plan ❑ Hospital Incident Specific Plans or Annexes ❑ Hospital organization chart ❑ Hospital telephone directory ❑ Access to hospital bed tracking and cleaning status tracking systems ❑ Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication

BED TRACKING MANAGER

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

Position Reports to: **Situation Unit Leader**	Command Location: _____	
Position Contact Information: Phone: (____) - _____ Radio Channel: _____		
Hospital Command Center (HCC): Phone: (____) - _____ Fax: (____) - _____		

Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial

Receive appointment
• Obtain briefing from the Situation Unit Leader on:
  o Size and complexity of incident
  o Expectations of the Incident Commander
  o Incident objectives
  o Involvement of outside agencies, stakeholders, and organizations
  o The situation, incident activities, and any special concerns
• Assume the role of Bed Tracking Manager
• Review this Job Action Sheet
• Put on position identification (e.g., position vest)
• Notify your usual supervisor of your assignment		

Assess the operational situation • Obtain information and status from the Situation Unit Leader • Provide information to the Situation Unit Leader on the operational situation		

Determine objectives, tactics, and assignments
• Document objectives, tactics, and assignments on the HICS 204: Assignment List
• Based on the incident objectives for the response period consider the issues and priorities:
  o Appoint Bed Tracking personnel in collaboration with the Situation Unit Leader
  o Determine strategies and how the tactics will be accomplished
  o Determine needed resources
• Brief team personnel on the situation, strategies, and tactics, and designate time for next briefing		

Activities • Obtain current census and bed status from admitting personnel and other hospital sources • Establish contact with all patient treatment areas, environmental services or housekeeping, and others to inform them of activation of your position and contact information		

BED TRACKING MANAGER

• Develop a report of current bed status • Initiate a bed tracking log for disaster victims, using 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 • Consider development of a team action plan; submit to the Situation Unit Leader if requested		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response		
Resources • Assess issues and needs in team areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all team personnel comply with safety procedures and instructions		

Intermediate Response (2 – 12 hours)	Time	Initial

Activities
• Transfer the Bed Tracking Manager role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• 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
• Meet with the Public Information Officer, the Liaison Officer, the Operations Section Patient Registration Unit Leader, and the Patient Tracking Manager on a routine basis to update bed and census data
• Advise the Situation Unit Leader immediately of any operational issue you are not able to correct		

• Meet regularly with the Situation Unit Leader for status reports and to relay important information to team personnel		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response		
Resources • Assess issues and needs in team areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all team personnel continue to comply with safety procedures and instructions • Ensure team personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately		

Extended Response (greater than 12 hours)	**Time**	**Initial**

Activities
• Transfer the Bed Tracking Manager role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Continue to monitor the ability of the Bed Tracking Team to meet workload demands, personnel health and safety, resource needs, and documentation practices		

Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response		

BED TRACKING MANAGER

Resources • Assess issues and needs in team areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all team personnel continue to comply with safety procedures and instructions • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately		

Demobilization/System Recovery	**Time**	**Initial**

Activities
• Transfer the Bed Tracking Manager role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Ensure the return, retrieval, and restocking of equipment and supplies
• As objectives are met and needs decrease, return personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Demobilization Unit Leader
• If information technology (IT) systems were offline, ensure appropriate information from the bed tracking log is transferred into the normal bed tracking system
• Notify the Planning Section Chief when demobilization and restoration is complete
• Coordinate reimbursement issues with the Finance/Administration Section
• Upon deactivation of your position, brief the Planning Section Chief on current problems, outstanding issues, and follow up requirements
• Debrief personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed
• Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:
  o Review of pertinent position descriptions and operational checklists
  o Recommendations for procedure changes
  o Accomplishments and issues
• Participate in stress management and after action debriefings		

Documentation • HICS 221: Demobilization Check-Out		

BED TRACKING MANAGER

• Ensure all documentation is submitted to the Documentation Unit		

Documents and Tools
❑ HICS 203 - Organization Assignment List   ❑ HICS 204 - Assignment List   ❑ HICS 213 - General Message Form   ❑ HICS 214 - Activity Log   ❑ HICS 215A - Incident Action Plan (IAP) Safety Analysis   ❑ HICS 221 - Demobilization Check-Out   ❑ HICS 252 - Section Personnel Time Sheet   ❑ HICS 257 - Resource Accounting Record   ❑ Hospital Emergency Operations Plan   ❑ Hospital Incident Specific Plans or Annexes   ❑ Hospital organization chart   ❑ Hospital telephone directory   ❑ Access to hospital bed tracking and cleaning status tracking systems   ❑ Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication

DOCUMENTATION UNIT LEADER

Mission: Maintain accurate and complete incident files, including a record of the response and recovery actions; provide duplication services to incident personnel; file, maintain, and store incident documents for legal, analytical, reimbursement, and historical purposes.

Position Reports to: **Planning Section Chief** Command Location: _____		
Position Contact Information: Phone: (_____)_____-_____ Radio Channel: _____		
Hospital Command Center (HCC): Phone: (_____)_____-_____ Fax: (_____)_____-_____		
Position Assigned to:	Date: **/ /**	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: **/ /**	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: **/ /**	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial

Receive appointment
 • Obtain briefing from the Planning Section Chief on:
    o Size and complexity of incident
    o Expectations of the Incident Commander
    o Incident objectives
    o Involvement of outside agencies, stakeholders, and organizations
    o The situation, incident activities, and any special concerns
 • Assume the role of Documentation Unit Leader
 • Review this Job Action Sheet
 • Put on position identification (e.g., position vest)
 • Notify your usual supervisor of your assignment		

Assess the operational situation • Obtain information and status from Planning Section Units • Provide information to the Planning Section Chief on the operational situation of the Documentation Unit		

Determine unit objectives, tactics, and assignments
 • Document unit objectives, tactics, and assignments on the HICS 204: Assignment List
 • Based on the incident objectives for the response period consider the issues and priorities:
    o Appoint Documentation Unit personnel in collaboration with the Planning Section Chief
    o Determine strategies and how the tactics will be accomplished
    o Determine needed resources
 • Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing		

DOCUMENTATION UNIT LEADER

Activities • Activate a system to receive documentation and completed forms from all sections over the course of the Hospital Command Center (HCC) activation • Provide duplicates of forms and reports to authorized requestors • 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, concepts of operations, and steps to be taken within the next operational period • Prepare incident documentation for the Planning Section Chief when requested • Coordinate with the Operations Section information technology (IT) Systems and Applications Unit to ensure access to IT systems with email and intranet communication to increase communication and document sharing with all sections, if available • Consider development of a unit action plan; submit to the Planning Section Chief if requested • Provide regular updates to unit personnel and inform of strategy changes as needed; confirm time for next briefing		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period		
Resources • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all unit personnel comply with safety procedures and instructions		

Intermediate Response (2 – 12 hours)	Time	Initial

Activities
• Transfer the Documentation Unit Leader role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Continue to accept and organize all submitted documentation and forms
• Check the accuracy and completeness of records submitted; correct errors or omissions by contacting the appropriate personnel		

DOCUMENTATION UNIT LEADER

• Maintain all historical information and record consolidated plans • Meet regularly with all Section Chiefs regarding status, steps taken to resolve critical issues, and projected actions and needs for the next operational period • Continue to monitor the ability of the unit to meet workload demands, personnel health and safety, resource needs, and documentation practices • Provide updates to the Planning Section Chief • Meet with unit personnel to address ongoing issues • Meet regularly with the Planning Section Chief for status reports • Advise the Planning Section Chief immediately of any operational issue you are not able to correct		
Documentation • HICS 204: Review the document assignments and operational period objectives from the Assignment Lists • HICS 213: Document all communications on a General Message Form. • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 255: In conjunction with the Situation Unit Leader, review the Master Patient Evacuation Tracking form • HICS 256: In conjunction with the Procurement Unit Leader, review the Procurement Summary Reports • HICS 257: In conjunction with the Finance/Administration Section Chief or the Resource Unit Leader, review the Resource Accounting Records • HICS 258: In conjunction with the Resources Unit Leader, review and revise the Hospital Resource Directory if necessary		
Resources • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all unit personnel comply with safety procedures and instructions • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit • Ensure personal protective equipment (PPE) is available and utilized appropriately		

Extended Response (greater than 12 hours)	Time	Initial

Activities
• Transfer the Documentation Unit Leader role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate		

DOCUMENTATION UNIT LEADER

	Time	Initial
○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Continue to meet regularly with the Planning Section Chief for status reports • Ensure the system established to receive documentation and completed forms from all sections over the course of the Hospital Command Center (HCC) activation is being utilized • Continue to monitor the ability of the Documentation Unit to meet workload demands, personnel health and safety, resource needs, and documentation practices • Continue to meet regularly with the Planning Section Chief for status reports • Meet with unit personnel to address ongoing issues		
Documentation • HICS 204: Continue review of the document assignments and operational period objectives from the Assignment Lists • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 255: Continue review of the Master Patient Evacuation Tracking forms • HICS 256: Continue review of the Procurement Summary Reports • HICS 257: Continue review of the Resource Accounting Records • HICS 258: Continue review and revision of the Hospital Resource Directory		
Resources • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all unit personnel continue to comply with safety procedures and instructions • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately		

Demobilization/System Recovery	Time	Initial

Activities
• Transfer the Documentation Unit Leader role, if appropriate
   ○   Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
   ○   Address any health, medical, and safety concerns
   ○ Address political sensitivities, when appropriate		

o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Ensure the return, retrieval, and restocking of equipment and supplies
• If information technology (IT) systems were offline during the response, ensure that appropriate information from is transferred into electronic systems
• As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Demobilization Unit Leader
• Notify the Planning Section Chief when demobilization and restoration is complete
• Coordinate reimbursement issues with the Finance/Administration Section
• Upon deactivation of your position, brief the Planning Section Chief on current problems, outstanding issues, and follow up requirements
• Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed
• Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:
  o Review of pertinent position descriptions and operational checklists
  o Recommendations for procedure changes
  o Accomplishments and issues
• Participate in stress management and after action debriefings		

Documentation • HICS 221: Demobilization Check-Out • Ensure all documentation from all sections has been recorded, filed, and submitted to the Planning Section Chief		

Documents and Tools
❑ HICS 203 - Organization Assignment List ❑ HICS 204 - Assignment List ❑ HICS 205A - Communications List ❑ HICS 213 - General Message Form ❑ HICS 214 - Activity Log ❑ HICS 215A - Incident Action Plan (IAP) Safety Analysis ❑ HICS 221 - Demobilization Check-Out ❑ HICS 252 - Section Personnel Time Sheet ❑ HICS 253 - Volunteer Registration ❑ HICS 255 - Master Patient Evacuation Tracking ❑ HICS 256 - Procurement Summary Report ❑ HICS 257 - Resource Accounting Record ❑ Hospital Emergency Operations Plan ❑ Hospital Incident Specific Plans or Annexes ❑ Access to the appropriate electronic systems ❑ Hospital organization chart ❑ Hospital telephone directory ❑ Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication

DEMOBILIZATION UNIT LEADER

Mission: Develop and coordinate demobilization activities that include specific instructions for all personnel and resources that will require demobilization.

Position Reports to: **Planning Section Chief** Command Location: _____		
Position Contact Information: Phone: ( ) - _____ Radio Channel: _____		
Hospital Command Center (HCC): Phone: ( ) - _____ Fax: ( ) - _____		
Position Assigned to:	Date: **/ /**	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: **/ /**	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: **/ /**	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
Receive appointment • Obtain briefing from the Planning Section Chief on: 　o Size and complexity of incident 　o Expectations of the Incident Commander 　o Incident objectives 　o Involvement of outside agencies, stakeholders, and organizations 　o The situation, incident activities, and any special concerns • Assume the role of Demobilization Unit Leader • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment		
Assess the operational situation • Obtain information and status from Planning Section Units • Provide information to the Planning Section Chief on the operational situation of the Demobilization Unit		
Determine unit objectives, tactics, and assignments • Document unit objectives, tactics, and assignments on the HICS 204: Assignment List • Based on the incident objectives for the response period consider the issues and priorities: 　o Appoint Demobilization Unit personnel in collaboration with the Planning Section Chief 　o Determine strategies and how the tactics will be accomplished 　o Determine needed resources • Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing		
Activities • Obtain and provide key information for demobilization activities, including status updates from all Sections, Branches, and Units		

• Begin drafting the Demobilization Plan • Consider development of a unit action plan; submit to the Planning Section Chief if requested		
Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 221: Prepare the Demobilization Check-Out for distribution to designated Hospital Incident Management Team (HIMT) personnel • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period		
Resources • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all unit personnel comply with safety procedures and instructions		

Intermediate Response (2 – 12 hours)	**Time**	**Initial**

Activities
• Transfer the Demobilization Unit Leader role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Continually update a consolidated Demobilization Plan until a final version is prepared for approval and utilization
• Meet with unit personnel to address ongoing issues
• Meet regularly with the Planning Section Chief for status reports
• Advise the Planning Section Chief immediately of any operational issue you are not able to correct		

Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis		

DEMOBILIZATION UNIT LEADER

	Time	Initial
• HICS 221: Ensure distribution of HICS 221 to designated Hospital Incident Management Team (HIMT) personnel		
Resources • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that all unit personnel comply with safety procedures and instructions • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit • Ensure personal protective equipment (PPE) is available and utilized appropriately		

Extended Response (greater than 12 hours)	**Time**	**Initial**

Activities
• Transfer the Demobilization Unit Leader role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Continue to assess the status of the incident; recommend deactivation of positions and personnel as the magnitude of the incident decreases
• Continue to monitor the ability of the Demobilization Unit to meet workload demands, personnel health and safety, resource needs, and documentation practices		

Documentation • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 221: Ensure distribution of HICS 221 to designated Hospital Incident Management Team (HIMT) personnel		
Resources • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		

DEMOBILIZATION UNIT LEADER

Safety and security		
• Ensure that all unit personnel continue to comply with safety procedures and instructions • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately		

Demobilization/System Recovery	**Time**	**Initial**

Activities
• Transfer the Demobilization Unit Leader role, if appropriate
  o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  o Address any health, medical, and safety concerns
  o Address political sensitivities, when appropriate
  o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Submit Demobilization Plan(s) to the Planning Section Chief for approval
• Upon approval, distribute the Demobilization Plan(s) to all Command Staff and Section Chiefs
• Assist with communications to hospital staff to support the Incident Commanders decision to demobilize
• Revise the Demobilization Plan as needed, once implementation is underway
• Continue to assess the status of the incident; recommend to Section Chiefs and Incident Commander the deactivation of positions and personnel as the magnitude of the incident decreases
• As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner
• Ensure the return, retrieval, and restocking of equipment and supplies
• Notify the Planning Section Chief when demobilization and restoration is complete
• Coordinate reimbursement issues with the Finance/Administration Section
• Upon deactivation of your position, brief the Planning Section Chief on current problems, outstanding issues, and follow up requirements
• Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed
• Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:
  o Review of pertinent position descriptions and operational checklists
  o Recommendations for procedure changes
  o Accomplishments and issues
• Participate in stress management and after action debriefings		

Documentation • HICS 221: Collect and review information from the Demobilization Check-Out. All completed original forms must be given to the Documentation Unit. • Ensure all other documentation is also submitted to the Documentation Unit		

DEMOBILIZATION UNIT LEADER

Documents and Tools
❑ HICS 203 - Organization Assignment List
❑ HICS 204 - Assignment List
❑ HICS 213 - General Message Form
❑ HICS 214 - Activity Log
❑ HICS 215A - Incident Action Plan (IAP) Safety Analysis
❑ HICS 221 - Demobilization Check-Out
❑ HICS 252 - Section Personnel Time Sheet
❑ HICS 256 - Procurement Summary Report
❑ HICS 257 - Resource Accounting Record
❑ Hospital Emergency Operations Plan
❑ Hospital Incident Specific Plans or Annexes
❑ Access to the appropriate electronic systems
❑ Hospital organization chart
❑ Hospital telephone directory
❑ Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication