

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
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from the Situation Unit Leader on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ 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 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Obtain information and status from the Situation Unit Leader • Provide information to the Situation Unit Leader on the operational situation 		
<p>Determine objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Appoint Bed Tracking personnel in collaboration with the Situation Unit Leader ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Brief team personnel on the situation, strategies, and tactics, and designate time for next briefing 		
<p>Activities</p> <ul style="list-style-type: none"> • 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 		

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<ul style="list-style-type: none"> • 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 		
<p>Documentation</p> <ul style="list-style-type: none"> • 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 		
<p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in team areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all team personnel comply with safety procedures and instructions 		

Intermediate Response (2 – 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Bed Tracking Manager role, if appropriate <ul style="list-style-type: none"> ○ 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) • 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 		

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<ul style="list-style-type: none"> Meet regularly with the Situation Unit Leader for status reports and to relay important information to team personnel 		
Documentation <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Assess issues and needs in team areas; coordinate resource management Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Transfer the Bed Tracking Manager role, if appropriate <ul style="list-style-type: none"> 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) Continue to monitor the ability of the Bed Tracking Team to meet workload demands, personnel health and safety, resource needs, and documentation practices 		
Documentation <ul style="list-style-type: none"> 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 		

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Resources <ul style="list-style-type: none"> • Assess issues and needs in team areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Transfer the Bed Tracking Manager role, if appropriate <ul style="list-style-type: none"> ○ 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 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: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues • Participate in stress management and after action debriefings 		
Documentation <ul style="list-style-type: none"> • HICS 221: Demobilization Check-Out 		

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| <ul style="list-style-type: none">• Ensure all documentation is submitted to the Documentation Unit | | |
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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