

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.

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| 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 |
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| <p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from the Planning Section Chief 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 Documentation Unit Leader • 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 Planning Section Units • Provide information to the Planning Section Chief on the operational situation of the Documentation Unit | | |
| <p>Determine unit objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Appoint Documentation Unit personnel in collaboration with the Planning Section Chief ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing | | |

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| <p>Activities</p> <ul style="list-style-type: none"> • 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 | | |
| <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 | | |
| <p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in unit 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 unit personnel comply with safety procedures and instructions | | |

| Intermediate Response (2 – 12 hours) | Time | Initial |
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| <p>Activities</p> <ul style="list-style-type: none"> • Transfer the Documentation Unit Leader 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 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 | | |

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| <ul style="list-style-type: none"> • 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 | | |
| <p>Documentation</p> <ul style="list-style-type: none"> • 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 | | |
| <p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced 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 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 |
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| <p>Activities</p> <ul style="list-style-type: none"> • Transfer the Documentation Unit Leader 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 | | |

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| <ul style="list-style-type: none"> ○ 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 | | |
| <p>Documentation</p> <ul style="list-style-type: none"> ● 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 | | |
| <p>Resources</p> <ul style="list-style-type: none"> ● Assess issues and needs in unit areas; coordinate resource management ● Ensure equipment, supplies, and personal protective equipment (PPE) are replaced 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 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 |
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| <p>Activities</p> <ul style="list-style-type: none"> ● Transfer the Documentation Unit Leader 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 | | |

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| <ul style="list-style-type: none"> ○ 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: <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 | | |
| <p>Documentation</p> <ul style="list-style-type: none"> ● 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 |
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| <ul style="list-style-type: none"> <input type="checkbox"/> HICS 203 - Organization Assignment List <input type="checkbox"/> HICS 204 - Assignment List <input type="checkbox"/> HICS 205A - Communications List <input type="checkbox"/> HICS 213 - General Message Form <input type="checkbox"/> HICS 214 - Activity Log <input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis <input type="checkbox"/> HICS 221 - Demobilization Check-Out <input type="checkbox"/> HICS 252 - Section Personnel Time Sheet <input type="checkbox"/> HICS 253 - Volunteer Registration <input type="checkbox"/> HICS 255 - Master Patient Evacuation Tracking <input type="checkbox"/> HICS 256 - Procurement Summary Report <input type="checkbox"/> HICS 257 - Resource Accounting Record <input type="checkbox"/> Hospital Emergency Operations Plan <input type="checkbox"/> Hospital Incident Specific Plans or Annexes <input type="checkbox"/> Access to the appropriate electronic systems <input type="checkbox"/> Hospital organization chart <input type="checkbox"/> Hospital telephone directory <input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication |