**Mission:** Maintain oversight of hospital service capability and operations. Advise the Incident Commander or Section Chief, as assigned, on issues related to hospital operations.

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| Position Reports to: **Incident Commander** 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. |

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| **Immediate Response (0 – 2 hours)** | **Time** | **Initial** |
| **Receive appointment*** Obtain a briefing from the Incident Commander on:
* Size and complexity of the 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 Medical-Technical Specialist: Hospital Administration
* Review this Job Action Sheet
* Put on position identification (e.g., position vest)
* Notify your usual supervisor of your assignment
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| **Assess the operational situation*** Assess hospital resources (staff, supplies, equipment, and facilities) that could be mobilized to assist as needed during the incident
* Provide information to the Incident Commander on the operational situation including capabilities and limitations
 |  |  |
| **Activities*** Meet with Hospital Incident Management Team (HIMT) to determine the current status of operations, critical issues, and resource needs to continue operations
* Notify appropriate hospital administrators and managers of the incident; conduct briefings
* Maintain the flow of hospital patients, service delivery, materials, and information while the incident is being addressed, and respond promptly to issues that may disrupt that flow
* Prepare to implement plans to accommodate a surge of patients into the hospital; review those services that can be delayed or stopped if needed
* Collaborate with the Operations Section Chief and Medical Care Branch Director to implement crisis standards of care if needed
* Ensure that if implemented, the crisis standards of care are communicated to physicians, staff, and board of directors, and others as appropriate
* Determine the support requirements to keep non-emergency related hospital operations intact and functioning effectively
* Collaborate with the Medical-Technical Specialist: Clinic Administration to assess clinic and hospital needs, critical issues, and ability to assist
* Provide hospital resources (staff, supplies, and facilities) to assist clinic operations as requested and appropriate
* Coordinate with Operations Section Business Continuity Branch Director to facilitate the implementation of Business Continuity Plans among affected hospital functions and departments, as appropriate
* Participate in briefings and meetings, and contribute to the Incident Action Plan (IAP), as requested
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| **Documentation*** 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
 |  |  |
| **Communication** *Hospital to complete: Insert communications technology, instructions for use and*  *protocols for interface with external partners* |  |  |

| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
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| **Activities*** Transfer the Hospital Administration Medical-Technical Specialist 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)
* Continue to receive updates from the hospital administrators and managers regarding critical response and recovery issues, and update the Hospital Incident Management Team (HIMT) as appropriate
* Establish a regular meeting schedule with the Incident Commander or Operations Section Chief for updates on the situation regarding hospital operational needs
* Coordinate with the Operations Section Business Continuity Unit Leader to monitor and evaluate Business Continuity Plan use
* Provide input to the Public Information Officer regarding media releases
 |  |  |
| **Documentation*** 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
 |  |  |
| **Communication***Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |

| **Extended Response (greater than 12 hours)** | **Time** | **Initial** |
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| **Activities*** Transfer the Hospital Administration Medical-Technical Specialist 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)
* Meet regularly with the Incident Commander or Operations Section Branch Directors to provide and receive updates on current status and conditions
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| **Documentation*** 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
 |  |  |
| **Communication*** *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*
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| **Demobilization/System Recovery** | **Time** | **Initial** |
| **Activities** * Transfer the Hospital Administration Medical-Technical Specialist 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)
* Participate in other briefings and meetings as required
* Submit comments to Incident Commander on lessons learned and procedural or equipment changes 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:
* Review of pertinent position activities and operational checklists
* Recommendations for procedure changes
* Accomplishments and issues
* Participate in stress management and after action debriefings
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| **Documentation*** HICS 221: Demobilization Check-Out
* Ensure all documentation is submitted to the Planning Section Documentation Unit
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| **Documents and Tools** |
| * HICS 203 - Organization Assignment List
* HICS 213 - General Message Form
* HICS 214 - Activity Log
* HICS 215A - Incident Action Plan (IAP) Safety Analysis
* HICS 221 - Demobilization Check-Out
* Hospital Emergency Operations Plan
* Incident Specific Plans or Annexes
* Department and facility Business Continuity Plans
* Hospital organization chart
* Hospital telephone directory
* Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication
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