

LOGISTICS SECTION CHIEF

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

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____

Position Reports to: Incident Commander Signature: _____

Hospital Command Center (HCC) Location: _____ Telephone: _____

Fax: _____ Other Contact Info: _____ Radio Title: _____

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

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



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

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

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

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

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

SERVICE BRANCH DIRECTOR

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

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____

Position Reports to: **Logistics Section Chief** Signature: _____

Hospital Command Center (HCC) Location: _____ Telephone: _____

Fax: _____ Other Contact Info: _____ Radio Title: _____

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

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

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

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

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

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

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

COMMUNICATIONS UNIT LEADER

Mission: Organize and coordinate internal and external communications connectivity.

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

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

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

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

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



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

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

INFORMATION TECHNOLOGY/INFORMATION SERVICES UNIT LEADER

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

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

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

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



INFORMATION TECHNOLOGY/INFORMATION SERVICES UNIT LEADER

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

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

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

Documents/Tools

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

STAFF FOOD & WATER UNIT LEADER

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

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

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

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



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

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

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

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

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

SUPPORT BRANCH DIRECTOR

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

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____

Position Reports to: Logistics Section Chief Signature: _____

Hospital Command Center (HCC) Location: _____ Telephone: _____

Fax: _____ Other Contact Info: _____ Radio Title: _____

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



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

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

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



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

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

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

Documents/Tools

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

EMPLOYEE HEALTH & WELL-BEING UNIT LEADER

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

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____

Position Reports to: Support Branch Director Signature: _____

Hospital Command Center (HCC) Location: _____ Telephone: _____

Fax: _____ Other Contact Info: _____ Radio Title: _____

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

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

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

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

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

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

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

FAMILY CARE UNIT LEADER

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

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

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



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

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

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

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

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

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



SUPPLY UNIT LEADER

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

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____

Position Reports to: Support Branch Director Signature: _____

Hospital Command Center (HCC) Location: _____ Telephone: _____

Fax: _____ Other Contact Info: _____ Radio Title: _____

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

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

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

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

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

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

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

FACILITIES UNIT LEADER

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

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____

Position Reports to: Support Branch Director Signature: _____

Hospital Command Center (HCC) Location: _____ Telephone: _____

Fax: _____ Other Contact Info: _____ Radio Title: _____

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

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

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

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

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

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

TRANSPORTATION UNIT LEADER

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

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

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

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

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

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



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

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

LABOR POOL & CREDENTIALING UNIT LEADER

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

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____

Position Reports to: Support Branch Director Signature: _____

Hospital Command Center (HCC) Location: _____ Telephone: _____

Fax: _____ Other Contact Info: _____ Radio Title: _____

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



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

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

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

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

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

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