OPERATIONS SECTION CHIEF

Mission: Develop and implement strategy and tactics to carry out the objectives established by the Incident Commander. Organize, assign, and supervise Staging, Medical Care, Infrastructure, Security, Hazardous Materials, and Business Continuity Branch resources.

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 Operations Section 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.		
Determine need to appoint Staging Manager, Branch Directors, and Unit Leaders in Operations Section; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).		
Brief Operations Section Branch Directors and Staging Manager on current situation and incident objectives; develop response strategy and tactics; outline Section action plan and designate time for next briefing.		
Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements.		
Obtain information and updates regularly from Operations Section Branch Directors and Staging Manager; maintain current status of all areas; inform Situation Unit Leader of status information.		
Maintain communications with Logistics Section Chief and Staging Manager to ensure the accurate movement and tracking of personnel and resources to Staging Area.		
Ensure Operations 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
Communicate regularly with the Incident Commander, Public Information Officer and Liaison Officer; brief regularly on the status of the Operations Section.		
Designate time(s) for briefings and updates with Operations Section leadership to develop or update the Section action plan.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Ensure the following are being addressed: • Section Staff health and safety • Patient tracking • Patient care • Patient family support • Interfacility transfers (into and from facility) • Fatality management • Information sharing with local EOC, public health, and law enforcement in coordination with the Liaison Officer • Personnel and resource movement through Staging Area • Documentation		
Initiate the Resource Accounting Record (HICS Form 257) to track equipment used during the response.		
Schedule planning meetings with Branch Directors and Staging Manager to update the Section action plan and demobilization procedures.		
Coordinate patient care treatment standards and case definitions with public health officials, as appropriate.		
Ensure that the Operations Section is adequately staffed and supplied.		
Coordinate personnel needs with Labor Pool & Credentialing Unit Leader, supply and equipment needs with the Supply Unit Leader, projections and needs with the Planning Section, and financial matters with the Finance/Administration Section.		
Ensure coordination with any assisting or cooperating agency.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Operations Section personnel's ability to meet workload demands, staff health and safety, resource needs and documentation practices.		
Continue to maintain the Resource Accounting Record (HICS Form 257) to track equipment used during the response.		
Conduct regular situation briefings with Operations Section Branch Directors and Staging Manager.		
Address issues related to ongoing patient care: • Ongoing patient arrival • Bed availability • Patient transfers • Patient tracking • Staff health and safety • Mental health for patients, families, staff, incident management personnel • Fatality management • Staffing • Staff prophylaxis • Medications • Medical equipment and supplies • Personnel and resource movement through Staging Area • Linkages with the medical community, area hospitals, and other healthcare facilities • Documentation		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
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 Operations Section staff to their usual jobs and combine or deactivate positions in a phased manner, in coordination with the Demobilization Unit Leader.		
Coordinate patient care restoration to normal services.		
Coordinate final reporting of patient information with external agencies through Liaison Officer and Public Information Officer.		
Work with Planning and Finance/Administration Sections to complete cost data information.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Incident Commander 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 Documentation Unit.		
Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: • 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 Sheet • HICS Form 207 – Incident Management Team Chart • HICS Form 213 – Incident Message Form • HICS Form 214 – Operational Log • HICS Form 257 – Resource Accounting Record • Hospital emergency operations plan • Hospital organization chart • Hospital telephone directory • Radio/satellite phone

STAGING MANAGER

Mission: Organize and manage the deployment of supplementary resources, including personnel, vehicles, equipment, supplies, and medications.

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

Position Reports to: Operations 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 Operations Section Chief. Obtain Staging Unit 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.		
Determine need for and appropriately appoint Staging Team Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Brief the Staging Team Leaders on current situation; outline branch action plan and designate time for next briefing.		
Identify an appropriate area to serve as Staging Area for the receipt and distribution of personnel and equipment resources.		
Coordinate delivery of needed resources to requesting area: - Personnel - Vehicles - Equipment and supplies - Medications		
Regularly report Staging Area status to Operation Section Chief.		
Assess problems and needs; coordinate resource management.		
Instruct all Staging Team Leaders to evaluate on-hand equipment, supply, and medication inventories and staff needs in collaboration with Logistics Section Supply Unit Leader; report status to Operations Section Chief and Supply Unit.		
Meet with the Operations Section Chief and Logistics Section Chief, as appropriate to discuss plan of action and staffing in all activities.		
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 Operations Section Chief for status reports, and relay important information to Staging Team staff.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Continue coordinating delivery of needed personnel, equipment/supplies, medications, and facility support services, working with the Logistics Section and Operations Section Branch Directors, as needed.		
Ensure prioritization of problems when multiple issues are presented.		
Coordinate use of external resources.		
Develop and submit a Staging Area action plan to the Operations Section Chief when requested.		
Ensure documentation is completed correctly and collected.		
Advise the Operations Section Chief immediately of any operational issue you are not able to correct or resolve. Make notification of resource problems encountered to the Logistics Section Chief, as appropriate.		
Ensure staff health and safety issues being addressed; resolve with the Safety Officer.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor the Staging Team's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Coordinate assignment and orientation of external personnel sent to assist.		
Work with the Operations Section Chief and Logistics Section Chief, as appropriate on the assignment of external resources.		
Rotate staff on a regular basis.		
Document actions and decisions on a continual basis.		
Continue to provide the Operations Section Chief with periodic situation 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 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 Staging Area decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner, in coordination with the Demobilization Unit Leader.		
Assist the Operations Section Chief and Branch Directors with restoring hospital resources to normal operating condition.		
Ensure the return/retrieval of equipment/supplies/personnel.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, ensure all documentation and Staging Unit		

Demobilization/System Recovery	Time	Initial
Operational Logs (HICS Form 214) are submitted to the Operations Section Chief.		
Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: • 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

PERSONNEL STAGING TEAM LEADER

Mission: Organize and manage the deployment of supplementary personnel resources.

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

Position Reports to: Staging Manager 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 Staging Manager. Read the Job Action Sheet and put on position identification.		
Develop initial action plan with other Staging Team Leaders. Designate time for follow-up meeting.		
Notify your usual supervisor of your HICS assignment.		
Appoint Personnel Staging Team members and complete the Branch Assignment List (HICS Form 204).		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Coordinate delivery of needed personnel resources to requesting areas in coordination with Labor Pool & Credentialing Unit and Transportation Unit Leader.		
Brief Team on current situation. Designate time for follow-up meeting.		
Establish and maintain contact with Planning Section's Personnel Tracking Manager and Logistics Section's Labor Pool & Credentialing Unit Leader to share information and personnel status.		
Instruct all Team members to evaluate personnel needs; report status to Staging Manager and Labor Pool & Credentialing Unit Leader.		
Assess problems and needs in each unit area; coordinate resource management.		
Establish regular meetings with Staging Manager to discuss plan of action, critical issues and staffing.		
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 coordinating delivery of needed personnel, working with the Logistics Section.		
Ensure prioritization of problems when multiple issues are presented.		
Ensure documentation is done correctly and collected.		
Report resource problems and issues Logistics Section.		
Coordinate use of external resources.		
Continue to meet regularly with Staging Manager for status reports, and relay important information.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Advise Staging Manager immediately of any operational issue you are not able to correct or resolve.		
Ensure staff health and safety issues being addressed; resolve with Safety Officer, Staging Manager and Employee Health & Well-Being Unit, as appropriate.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Personnel Staging Team members' ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Coordinate assignment and orientation of external personnel assigned to Staging Team.		
Work with Staging Manager and Logistics Section on the assignment of external resources.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Staging Manager and Employee Health & Well-Being Unit.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Staging Manager at assigned intervals and as needed.		
Continue to provide Staging Manager with periodic situation updates.		
Request mental health assistance for staff from Employee Health & Well-Being Unit as needed.		

Demobilization/System Recovery	Time	Initial
As needs for Personnel Staging Team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Continue to participate in briefings and meetings as requested.		
Assist Staging Manager, Operations Section Chief and Team members with restoring hospital resources to normal operating condition.		
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 Staging Manager and Operations 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 Staging Manager or Operations Section Chief, as appropriate.		
Submit comments to the Staging Manager for discussion and possible inclusion in the after-action report; topics include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues		

Demobilization/System Recovery	Time	Initial
Participate in stress management activities.		

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

VEHICLE STAGING TEAM LEADER

Mission: Organize and manage the deployment of supplementary vehicle resources.

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

Position Reports to: Staging Manager 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 Staging Manager. Read the Job Action Sheet and put on position identification.		
Obtain briefing from Staging Manager; develop initial action plan with other Staging Team Leaders. Designate time for follow-up meeting.		
Notify your usual supervisor of your HICS assignment.		
Identify vehicle holding area within the Staging Area, as appropriate.		
Appoint Vehicle Staging Team members and complete the Branch Assignment List (HICS Form 204).		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Coordinate delivery and assignment of needed vehicles, working with the Logistics Section's Transportation Unit.		
Regularly report Team status to Staging Manager.		
Brief Team on current situation. Designate time for follow-up meeting.		
Instruct all Team members to evaluate vehicular needs; report status to Staging Manager and Logistics Section's Support Branch Units.		
Report vehicle resource inventories to Planning Section's Materiel Tracking Manager.		
Assess problems and needs in each unit area; coordinate resource management.		
Meet with Staging Manager to discuss plan of action and staffing in all activities.		
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 coordinating delivery and assignment of needed vehicles, working with the Logistics Section's Transportation Unit.		
Coordinate use of external resources.		
Ensure prioritization of problems when multiple issues are presented.		
Ensure documentation is done correctly and collected.		
Make notification of resource problems encountered to Staging Manager and Logistics Section, as appropriate.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Advise Staging Manager immediately of any operational issue you are not able to correct or resolve.		
Meet regularly with Staging Manager for status reports, and relay important information.		
Ensure staff health and safety issues being addressed; resolve with Safety Officer/Operations Section Chief when appropriate.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Vehicles Staging Team members' ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Work with Staging Manager and Logistics Section's Units on the assignment of external resources.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Staging Manager and Employee Health & Well-Being Unit.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Staging Manager at assigned intervals and as needed.		
Continue to provide Staging Manager with regular situation updates.		
Request mental health assistance for staff from the Employee Health & Well-Being Unit and report to Staging Manager.		

Demobilization/System Recovery	Time	Initial
As needs for Vehicle Staging Team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Assist Operations Section Chief and Team members with restoring hospital resources to normal operating condition.		
Ensure appropriate final records are sent to Staging Manager or Operations Section Chief, as appropriate.		
Ensure return/retrieval of vehicles and assigned equipment.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, brief the Staging Manager and Operations 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 Staging Manager or Operations Section Chief, as appropriate.		
Submit comments to the Staging Manager for discussion and possible inclusion in the after-action report; topics include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues		

Demobilization/System Recovery	Time	Initial
Participate in briefings and meetings as requested.		
Participate in stress management activities.		

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

EQUIPMENT/SUPPLY STAGING TEAM LEADER

Mission: Organize and manage the deployment of supplementary equipment and supplies.

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

Position Reports to: Staging Manager 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 Staging Manager. Read the Job Action Sheet (JAS) and put on position identification.		
Obtain briefing from Staging Manager; develop initial action plan with other Staging Team Leaders. Designate time for follow-up meeting.		
Notify your usual supervisor of your HICS assignment.		
Identify equipment holding area within Staging Area, as appropriate.		
Coordinate, in collaboration with Transportation Unit Leader in Logistics Section, the delivery of needed equipment and supplies to requesting area.		
Appoint Equipment/Supply Staging Team members and complete the Branch Assignment List (HICS Form 204).		
Brief Team on current situation. Designate time for follow-up meeting.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Instruct all Team members to evaluate equipment and resource needs; report status to Staging Manager and Logistics Section's Support Branch.		
Report equipment and supply resource inventories to Planning Section's Materiel Tracking Manager.		
Regularly report status to Staging Manager, discuss plan of action, critical issues and staffing. .		
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 coordinating delivery of needed equipment and supplies, working with the Support Branch Director, Supply Unit Leader or others, as appropriate in the Logistics Section.		
Ensure prioritization of problems when multiple issues are presented.		
Ensure documentation is done correctly and collected.		
Report resource problems and issues to Staging Manager, Support Branch Director, Supply Unit Leader or Logistics Section Units, as appropriate.		
Coordinate use of external resources.		

Intermediate (Operational Period 2-12 Hours)	**Time**	**Initial**
Advise Staging Manager immediately of any operational issue you are not able to correct or resolve.		
Continue to meet regularly with Staging Manager for status reports, and relay important information.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Ensure staff health and safety issues being addressed; resolve with Safety Officer/Operations Section Chief when appropriate. Provide for staff rest periods and relief.		

Extended (Operational Period Beyond 12 Hours)	**Time**	**Initial**
Continue to monitor Equipment/Supplies Staging Team members' ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Work with Staging Manager and Logistics Section Branches and Units on the assignment of external resources.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Staging Manager and Employee Health & Well-Being Unit.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Staging Manager at assigned intervals and as needed.		
Continue to provide Staging Manager with regular situation updates.		

Demobilization/System Recovery	**Time**	**Initial**
As needs for Equipment/Supplies Staging Team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Assist Staging Manager and Operations Section Chief with restoring hospital resources to normal operating condition.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Upon deactivation of your position, brief the Staging Manager and Operations 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 Staging Manager or Operations Section Chief, as appropriate.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Submit comments to the Staging Manager for discussion and possible inclusion in the after-action report; topics include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues		

Demobilization/System Recovery	**Time**	**Initial**
Participate in briefings and meetings as requested.		
Participate in stress management activities.		

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

MEDICATION STAGING TEAM LEADER

Mission: Organize and manage the deployment of supplementary equipment and supplies.

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

Position Reports to: **Staging Manager**   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 Staging Manager. Read the Job Action Sheet (JAS) and put on identification.		
Obtain briefing from Staging Manager; develop initial action plan with other Staging Team Leaders. Designate time for follow-up meeting.		
Notify your usual supervisor of your HICS assignment.		
Identify medication and pharmaceutical holding area in Staging Area, as appropriate.		
Appoint Medication Staging Team members and complete the Branch Assignment List (HICS Form 204).		
Brief Team on current situation. Designate time for follow-up meeting.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Regularly report status to Staging Manager.		
Instruct all Team members to evaluate medication inventories and needs; report status to Staging Manager and Logistics Branch's Support Branch.		
Report medication inventories to Planning Section's Materiel Tracking Manager.		
Coordinate delivery of needed medication resources to requesting area.		
Assess problems and needs in each unit area; coordinate resource management.		
Meet with Staging Manager to discuss plan of action and staffing in all activities.		
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.		
Ensure medications are maintained at proper temperatures.		
Continue coordinating delivery of needed medications, working with the Logistics Section's Supply Unit.		
Ensure documentation is done correctly and collected.		
Report resource problems and issues to Staging Manager and Logistics Section Support Branch.		
Coordinate use of external resources.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Advise Staging Manager immediately of any operational issue you are not able to correct or resolve.		
Meet regularly with Staging Manager for status reports and relay important information.		
Ensure staff health and safety issues being addressed; resolve with Staging Manager/ Safety Officer when appropriate.		
Brief your shift replacement on the situation and actions being taken.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Medications Staging Team members' ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Work with Operations Section Chief and Logistics Support Branch on the assignment of external resources.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Staging Manager.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Staging Manager at assigned intervals and as needed.		
Continue to provide Staging Manager with periodic situation updates.		

Demobilization/System Recovery	Time	Initial
As needs for Medication Staging Team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Assist Staging Manager and Operations Section Chief with restoring hospital resources to normal operating condition.		
Ensure return/retrieval of unused medications.		
Return all equipment and supplies, including incident command equipment.		
Upon deactivation of your position, brief the Staging Manager and Operations 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 Staging Manager or Operations Section Chief, as appropriate.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Submit comments to the Staging Manager for discussion and possible inclusion in the after-action report; topics include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues		
Participate in briefings and meetings as requested.		

Demobilization/System Recovery	Time	Initial
Participate in stress management activities.		

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

MEDICAL CARE BRANCH DIRECTOR

Mission: Organize and manage the delivery of emergency, inpatient, outpatient, and casualty care, and clinical support services.

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

Position Reports to: Operations 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 Operations Section Chief. Obtain packet containing Medical Care 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.		
Determine need for and appropriately appoint Medical Care Branch Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).		
Collaborate with Medical/Technical Specialist(s) concerning medical care guidance.		
Brief the Medical Care Branch Unit Leaders on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing.		
Evaluate Medical Care Branch capacity to perform: • Inpatient • Outpatient • Casualty Care • Mental Health • Clinical Support Services (lab, diagnostic radiology, pharmacy) • Patient Registration		
Ensure new patients are being rapidly assessed and moved to definitive care locations (i.e., admission, surgery, discharge, transfer.)		
Ensure pre-existing patients receive needed care and reassurance.		
Assess problems and needs in Branch areas; coordinate resource management.		
Ensure Branch personnel comply with safety policies and procedures.		
Instruct all Unit Leaders to evaluate on-hand equipment, supply, and medication inventories and staff needs in collaboration with Logistics Section Branches; report status to the Operations Section Chief.		
Determine need for surge capacity plan implementation and/or modification of existing plan.		
Coordinate with Inpatient and Casualty Care Unit Leaders to prioritize patient transfer needs.		

Immediate (Operational Period 0-2 Hours)	Time	Initial
Determine if communicable disease risk exists; implement appropriate response procedure(s). Collaborate with the appropriate Medical/Technical Specialist, if activated.		
Regularly meet with the Operations Section Chief to discuss plan of action and staffing in all service areas.		
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 meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff.		
Continue coordinating patient care, disposition of patients, and clinical services support.		
Ensure patient transfer coordination and tracking is being done according to the Emergency Operations Plan and hospital procedures.		
Ensure patient records are being done correctly and collected.		
Ensure patient care needs are being met and policy decisions to institute austere care (altered level of care) practices are determined and communicated effectively.		
Advise the Operations Section Chief immediately of any operational issue you are not able to correct or resolve.		
Assess environmental services (housekeeping) needs in all clinical care and clinical support areas; contact the Infrastructure Branch Leader or Environmental Services Unit Leader, as appropriate, with identified needs.		
Review personnel protection practices; revise as needed.		
Ensure patient safety issues are identified and addressed.		
Report equipment and supply needs to Operations and Logistics Section Chiefs.		
Continue to provide updated clinical information and situation reports to Unit Leaders and staff.		
Ensure patient data is collected and shared with appropriate internal and external officials, in collaboration with the Liaison Officer.		
Ensure staff health and safety issues are being addressed; resolve with the Safety Officer and Employee Health & Well-Being Unit, as appropriate.		
Develop and submit a Branch action plan to the Operations Section Chief when requested.		
Communicate with Clinical Support Services Unit Leader to ensure accurate routing of test results.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Medical Care Branch's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Continue to ensure patient transfer coordination and tracking; mitigate identified issues.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214)		

Extended (Operational Period Beyond 12 Hours)	**Time**	**Initial**
and submit to the Operations Section Chief at assigned intervals and as needed.		
Continue to provide the Operations Section Chief with regular situation updates.		
Provide Branch Unit Leaders with situation update information and revised patient care practice standards.		
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 Medical Care Branch staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.		
Assist Operations Section Chief and Unit Leaders with restoring patient care and clinical support areas to normal operations. Notify the Operations Section Chief when restoration is complete.		
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 Operations Section Chief 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 Operations Section Chief.		
Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: • 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

INPATIENT UNIT LEADER

Mission: Assure treatment of inpatients, manage the inpatient care area(s), and provide for a controlled patient discharge.

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

Position Reports to: Medical Care 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, briefing, and appropriate forms and materials from the Medical Care Branch Director.		
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 Inpatient 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.		
Assist with establishment of inpatient care areas in additional/new locations as necessary.		
Instruct Inpatient Unit team members to begin patient priority assessment and to designate those eligible for early discharge; initiate discharges at the direction of the Incident Commander and in coordination with the Medical Care Branch Director, according to the Emergency Operations Plan.		
Assess critical issues and treatment needs in inpatient care areas; coordinate the staffing and supplies between each area to meet needs.		
Regularly meet with Medical Care Branch Director to discuss medical care plan of action and staffing in all inpatient care areas.		
Coordinate with Situation Unit Leader/Bed Tracking Manager for bed availability and tracking, as appropriate.		
Receive, coordinate, and forward requests for personnel and supplies to the Medical Care Branch Director.		
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 rapid care and disposition of patients.		
Ensure patient records are being prepared correctly and collected.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Ensure patient care is being prioritized effectively when austere conditions are present.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Advise Medical Care Branch Director immediately of any operational issue you are not able to correct or resolve.		
Assess environmental services (housekeeping) needs in all inpatient care areas; contact Environmental Services Unit Leader for assistance.		
Report equipment and supply needs to Medical Branch Director and Support Branch Director of Supply Unit Leader, as appropriate.		
Ensure staff health and safety issues are being addressed; resolve with Medical Care Branch Director and Employee Health and Well-Being Unit Leader, when appropriate.		
Develop and submit an action plan to Medical Care Branch Director when requested.		
Ensure that patient status and location information is being regularly submitted to the Patient Tracking Manager.		
In collaboration with the Medical Care Branch Director, prioritize and coordinate patient transfers to other hospitals with the Logistics Section's Support Branch Director or Transportation Unit Leader, as appropriate.		
Upon shift change, brief your replacement on the situation, ongoing operations, issues and other relevant incident information.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue inpatient care supervision, including monitoring quality of care, document completion, and safety practices.		
Observe all staff, volunteers, and patients for signs of stress and inappropriate behavior. Report concerns to Medical Care Branch Director and Employee Health & Well-Being Unit.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214). and send to the Medical Care Branch Director at assigned intervals and as needed.		
Continue to provide Medical Care Branch Director with regular situation updates.		
Provide staff with situation update information and revised patient care practice standards.		
Continue to ensure mental health needs of patient and family are being met.		
Report mental health needs of staff to Employee Health & Well-Being Unit.		

Demobilization/System Recovery	Time	Initial
As needs for Inpatient Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Assure treatment of inpatients, manage the inpatient care area(s), and provide for a controlled patient discharge.		

Demobilization/System Recovery	Time	Initial
Assist Medical Care Branch Director and Unit Leaders with restoring inpatient care areas to normal operating condition.		
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 Medical Care Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Medical Care Branch Director and Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to Medical Care Branch Director for discussion and possible inclusion in after action report. Comments should include: • Review of pertinent position descriptions and operational checklists • Procedures for recommended 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 • HICS Form 254 – Disaster Victim/Patient Tracking Form • HICS Form 255 – Master Patient Evacuation Tracking Form • HICS Form 260 – Patient Evacuation Tracking Form • Hospital emergency operations plan • Hospital organization chart • Hospital telephone directory • Radio/satellite phone

OUTPATIENT UNIT LEADER

Mission: Prepare outpatient service areas to meet the needs of in-house and newly admitted patients.

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

Position Reports to: Medical Care 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, briefing, and any appropriate materials from the Medical Care Branch Director.		
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 Outpatient Unit team members and complete the Branch Assignment List (HICS Form 204).		
Brief team members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
Assess current capabilities. Project immediate and prolonged capacities to provide outpatient services based on current data.		
Conduct outpatient priority assessment; designate those eligible for immediate discharge; admit those patients unable to be discharged.		
Regularly report status to Medical Care Branch Director; ensure hospital staff are aware of available outpatient services.		
Brief Outpatient Unit team members on current status. Designate time for follow-up meeting.		
Ensure that: • Outpatient service admissions and dispositions are tracked and documented. • Patients are triaged and prioritized to receive care. • All discharged patients receive written and verbal discharge instructions, including next physician follow up.		
Ensure staff are using recommended PPE and following other safety recommendations.		
Resolve problems and needs; coordinate resource management.		
Meet with Medical Care Branch Director to discuss plan of action and staffing in all outpatient service areas.		
Receive, coordinate, and submit requests for personnel to the Logistics Section's Support Branch Director or Labor Pool & Credentialing Unit Leader, and supplies to the Supply Unit Leader, as appropriate.		

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
Continue coordinating discharge of patients to home or transfer to another facility.		
Advise Medical Care Branch Director immediately of any operational issue you are not able to correct or resolve.		
Ensure patient records and documentation are being prepared correctly and collected.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Meet regularly with team members for status reports, and report important information to Medical Care Branch Director.		
Assess environmental services (housekeeping) needs in all outpatient care areas; contact Infrastructure Branch Director or Environmental Services Unit Leader, as appropriate for assistance.		
Report equipment, supply, personnel and medication needs to Medical Branch Director.		
Ensure staff health and safety issues are being addressed; resolve with Medical Care Branch Director, Safety Officer and Employee Health & Well-Being Unit, as appropriate.		
Communicate with Patient Tracking Manager to ensure accurate routing of test results.		
Upon shift change, brief your replacement on the situation, ongoing operations, issues and other relevant incident information.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor outpatient services personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Observe all staff, volunteers, and patients for signs of stress and inappropriate behavior. Report concerns to the Medical Care Branch Director and the Employee Health & Well-Being Unit.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Medical Care Branch Director at assigned intervals and as needed.		
Continue to provide the Medical Care Branch Director with regular situation updates.		
Continue to provide staff with situation updates and revised patient care practice standards.		
Report mental health needs of staff to Employee Health & Well-Being Unit.		

Demobilization/System Recovery	Time	Initial
As needs for Outpatient Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		

Demobilization/System Recovery	Time	Initial
Assist Medical Care Branch Director and Unit Leaders with restoring outpatient areas to normal operating condition.		
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 Medical Care Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Medical Care Branch Director or Operations Section Chief, as appropriate.		
Submit comments to Medical Care Branch Director for discussion and possible inclusion in after action report. Comments should include: • Review of pertinent position descriptions and operational checklists • Procedures for recommended 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 • Discharge instruction sheets

CASUALTY CARE UNIT LEADER

Mission: Assure delivery of emergency care to arriving patients.

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

Position Reports to: **Medical Care 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, briefing, and appropriate materials from the Medical Care Branch Director.		
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.		
Identify patient receiving area and implement patient triage procedures with designated locations for patients with Immediate, Delayed, Minor and Expectant needs.		
Appoint Casualty Care Unit team members and complete the Branch Assignment List (HICS Form 204).		
Brief team members on current situation, incident objectives and strategy; outline team action plan and designate time for next briefing.		
Brief Casualty Care Unit team members on current status: • Triage • Immediate • Delayed • Minor • Expectant		
Assist with establishment of treatment areas in additional/new locations if necessary.		
Instruct all Casualty Care Unit team members to begin patient priority assessment and to designate those eligible for early discharge.		
Assess problems and treatment needs in each area; coordinate the staffing and supplies between each area to meet needs.		
Meet with Medical Care Branch Director to discuss medical care plan of action and staffing in all treatment areas.		
Receive, coordinate, and forward requests for personnel to the Labor Pool & Credentialing Unit and supplies to the Supply Unit. Report requests to the Medical Care Branch Director.		
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 Operations Section Chief for status reports, and relay important information to team.		
Continue coordinating needed facility support services.		
Continue coordination of rapid care and disposition of patients.		
Ensure patient records and documentation are being prepared correctly and collected.		
Ensure patient care is being prioritized effectively when altered care (austere) standards of practice are implemented.		
Ensure that the mass fatality plan is being effectively implemented and the following is addressed: • Family notification (with law enforcement and medical examiner/coroner assistance) • Family support center • Safe and respectful storage • Security • Proper handling of personal effects • Evidence preservation/chain of custody • Documentation • Integration with medical examiner/coroner/law enforcement		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Advise Medical Care Branch Director immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue emergency care supervision, including monitoring quality of care, document completion, and safety practices.		
Observe all staff, volunteers, and patients for signs of stress and inappropriate behavior. Report concerns to Medical Care Branch Director and Employee Health & Well-Being Unit. Provide for staff rest periods and relief.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Medical Care Director at assigned intervals and as needed.		
Continue to provide Medical Care Branch Director with regular situation updates.		
Continue to provide Unit staff with situation update information.		
Report mental health needs of patient and family to the Mental Health Unit Leader.		
Report mental health needs of staff to the Employee Health & Well-Being Unit.		

Demobilization/System Recovery	Time	Initial
As needs for Casualty Care Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Assist Medical Care Branch Director and Unit Leaders with restoring emergency treatment areas and the morgue to normal operations.		

Demobilization/System Recovery	Time	Initial
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Upon deactivation of your position, brief the Medical Care Branch Director and Operations 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 Medical Care Branch Director or Operations Section Chief, as appropriate.		
Submit comments to Medical Care Branch Director for discussion and possible inclusion in after action report. Comments should include: • Review of pertinent position descriptions and operational checklists • Procedures for recommended 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 Sheet • HICS Form 207 – Incident Management Team Chart • HICS Form 213 – Incident Message Form • HICS Form 214 – Operational Log • HICS Form 254 – Disaster Victim /Patient Tracking Form • HICS Form 260- Patient Evacuation Tracking Form • Hospital emergency operations plan • Hospital organization chart • Hospital telephone directory • Radio/satellite phone

MENTAL HEALTH UNIT LEADER

Mission: Address issues related to mental health emergency response, manage the mental health care area, and coordinate mental health response activities.

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

Position Reports to: Medical Care 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, briefing, and appropriate forms and materials from the Medical Care Branch Director.		
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 Mental Health team members and 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.		
Meet with the Command staff and Employee Health & Well-Being Unit Leader to plan, project, and coordinate mental health care needs of patients, their family, and staff. The plan should include addressing the mental health needs of people who arrive at the hospital with concerns that they are or may be victims of the disaster.		
Participate in briefings and meetings, as requested.		
Communicate with the Medical Care Branch Director and obtain information, as follows: • Type and location of incident. • Number and condition of expected patients. • Estimated arrival time to facility. • Unusual or hazardous environmental exposure. • Location(s) of surge of people (who may or may not be victims of the disaster) who have arrived at the facility or who are calling to ask for assistance (e.g., facility phones, reception area, ED, decontamination area, isolation area, etc.). • Any special circumstances that must be addressed due to the nature of the incident, such as special languages, cultural needs, or security concerns.		
Provide mental health guidance and recommendations to Medical Care Branch Director based on response needs and potential triggers of psychological effects (trauma exposure, perceived risk to staff and family, restrictions on movement, resource limitations, information unavailability).		
Communicate and coordinate with Logistics Section Chief to determine • Available staff (mental health, nursing, chaplains, experienced volunteers, etc.) that can be deployed to key areas of the facility to provide psychological support, and intervention.		

Immediate (Operational Period 0-2 Hours)	Time	Initial
• Location and type of resources that can be used to assist with a mental health response, such as toys and coloring supplies for children, mental health disaster recovery brochures, fact sheets on specific hazards (e.g., information on chemical agents that include symptoms of exposure), private area in the facility where family members can wait for news regarding their loved ones, etc. • Availability of psychotropic medications (particularly anxiolytics).		
Communicate with Planning Section Chief to determine: • Bed availability in inpatient psychiatry units, if applicable. • Additional short and long range mental health response needs. • Need to provide mental health care guidance to medical community.		
Establish an overall mental health treatment plan for the disaster including priorities for mental health response for patients, families, and staff; staffing recommendations; recommended mental health activities/interventions; resources available and needed; and problems to be addressed in the next operational period.		
Regularly meet with Medical Care Branch Director to discuss medical care plan of action and staffing in all mental health areas.		
Receive, coordinate, and forward requests for personnel and supplies to the Medical Care Branch Director.		
Request clerical support from the Labor Pool and Credentialing Unit Leader, if necessary.		
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
Communicate and coordinate with Logistics Section Chief on the availability of: • Mental health staff needed to deliver psychological support and intervention • Availability of psychotropic medications (particularly anxiolytics)		
Coordinate with Logistics and Planning Section Chiefs to expand/create a recognized provisional Mental Health Patient Care Area, if necessary.		
Ensure that appropriate mental health standards of care are being followed and mental health needs are being met.		
Establish regular meeting schedule with mental health staff responding to the incident and the Medical Care Branch Director for updates on the situation regarding hospital operation needs.		
Maintain communication with Logistics and Planning Sections to monitor situation updates and maintain information resource availability.		
Communicate with local governmental mental health department, in collaboration with the Liaison Officer, to ascertain community mental health status and assess available resources.		
Participate in development of risk communication and public information that addresses mental health concerns.		
Ensure patient records are being prepared correctly and collected.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Advise Medical Care Branch Director immediately of any operational issue you are not able to correct or resolve.		
Assess environmental services (housekeeping) needs in all mental health care areas; contact the Environmental Services Unit Leader for assistance.		
Report equipment and supply needs to the Medical Care Branch Director and Supply Unit Leader.		
Ensure staff health and safety issues are being addressed; resolve with Medical Care Branch Director and Employee Health and Safety Unit Leader, when appropriate.		
Develop and submit an action plan to Medical Care Branch Director when requested.		
Ensure that patient status and location information is being regularly submitted to the Patient Tracking Officer.		
In collaboration with the Medical Care Branch Director, prioritize and coordinate patient transfers to other hospitals with Transportation Unit Leader.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue mental health care supervision, including monitoring quality of care, document completion, and safety practices.		
Continue to meet regularly with the mental health staff responding to the incident and the Medical Care Branch Director to keep apprised of current conditions.		
Continue to ensure the provision of resources for mental health and recovery, and education to children and families.		
Observe staff, volunteers, and patients for signs of stress and inappropriate behavior. Report concerns to the Medical Care Branch Director and the Employee Health and Well-Being Unit. Provide for staff rest periods and relief.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Medical Care Branch Director at assigned intervals and as needed.		
Continue to provide Medical Care Branch Director with regular situation updates.		
Provide staff with situation update information and revised patient care practice standards.		
Continue to ensure mental health needs of patient and family are being met.		
Respond to reports or concerns from other staff regarding signs of staff stress and inappropriate behavior. Report mental health needs of staff to Employee Health and Well-Being Unit.		
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 Mental Health Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Coordinate a plan to address the ongoing mental health needs of patients, families, and		

Demobilization/System Recovery	Time	Initial
staff, in conjunction with the Employee Health & Well-Being Unit.		
Assist Medical Care Branch Director and Unit Leaders with restoring mental health care areas to normal operating condition.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Upon deactivation of your position, brief the Medical Care Branch Director and Operations 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 Medical Care Branch Director or Operations Section Chief, as appropriate.		
Submit comments to Medical Care Branch Director for discussion and possible inclusion in after action report. Comments should include: • Review of pertinent position descriptions and operational checklists • Procedures for recommended changes • Section accomplishments and issues		
Coordinate 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 • Local public health department reporting forms • Hospital emergency operations plan • Hospital organization chart • Hospital telephone directory • Radio/satellite phone

CLINICAL SUPPORT SERVICES UNIT LEADER

Mission: Organize and manage clinical support services. Assist in providing the optimal functioning of these services. Monitor the use and conservation of these resources.

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

Position Reports to: Medical Care 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, briefing, and any appropriate materials from the Medical Care Branch Director.		
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 Clinical Support Services Unit team members and complete the Branch Assignment List (HICS Form 204).		
Brief team members on current situation, incident objectives and strategy; outline team action plan; and designate time for next briefing.		
Appoint teams for: • Pharmacy services • Diagnostic radiology services • Laboratory services • Morgue services • Blood donor services • Patient mental health/social work		
Brief Clinical Support Services Unit team members on current status. Designate time for follow-up meeting.		
Assist in maximizing capability of service areas to meet work demands.		
Instruct all Clinical Support Services Unit team members, in collaboration with the Logistic Section Units to evaluate on-hand equipment, supply, medication inventories and staff needs; report status to Medical Care Branch Director, Logistics Section's Supply Unit Leader and Planning Section's Materiel Tracking Manager.		
Assess critical issues and needs in each clinical support services areas; coordinate resource management.		
Meet with Medical Care Branch Director to discuss plan of action/cancellation of routine services and staffing in all clinical support areas.		
Receive, coordinate, and forward requests for personnel and supplies to the Medical Care Branch Director.		
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 rapid care and disposition of patients.		
Ensure patient records are being prepared correctly and collected.		
Ensure patient care is being prioritized effectively when austere conditions are implemented.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Advise Medical Care Branch Director immediately of any operational issue you are not able to correct or resolve.		
Meet regularly with Clinical Support Services Unit staff for status reports, and relay important information to Medical Care Branch Director.		
Assess environmental services (housekeeping) needs in all ancillary care areas; contact Environmental Services Unit Leader for assistance.		
Report equipment needs to Medical Branch Director.		
Ensure staff health and safety issues are being addressed; resolve with Medical Care Branch Director when appropriate.		
Upon shift change, brief your replacement on the situation, ongoing operations, issues and other relevant incident information.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Clinical Support Services Unit's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Observe all staff, volunteers, and patients for signs of stress and inappropriate behavior. Report concerns to the Medical Care Branch Director and the Employee Health and Well-Being Unit Leader.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Medical Care Branch Director at assigned intervals and as needed.		
Continue to provide Medical Care Branch Director with regular situation updates.		
Continue to provide staff with situation updates and revised patient care practice standards.		
Report mental health needs of staff to Employee Health & Well-Being Unit.		

Demobilization/System Recovery	Time	Initial
As needs for Clinical Support Services Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Assist Medical Care Branch Director and Unit Leaders with restoring service areas to normal operations.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		

Demobilization/System Recovery	Time	Initial
Upon deactivation of your position, brief the Medical Care Branch Director and Operations 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 Medical Care Branch Director or Operations Section Chief, as appropriate.		
Submit comments to Medical Care Branch Director for discussion and possible inclusion in after action report. Comments should include: • Review of pertinent position descriptions and operational checklists • Procedures for recommended 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 Sheet • 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

PATIENT REGISTRATION UNIT LEADER

Mission: Coordinate inpatient and outpatient registration.

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

Position Reports to: Infrastructure 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, briefing, and any appropriate materials from the Medical Care Branch Director.		
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 Patient Registration Unit members and complete the Branch Assignment List (HICS Form 204).		
Brief Unit staff on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
In coordination with the Patient Tracking Manager, track inpatient and outpatient admissions and discharges.		
Work with the Situation Unit Leader to document, and track all incoming and outgoing patients.		
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 Medical Care Branch Director for status reports, and relay important information to Unit members.		
Maintain regular communications and provide patient registration information and updates to the Planning Section's Patient Tracking Manager.		
Ensure all documentation and patient registration information is completed to ensure timely payment of patient bills.		
Identify need for assistance or equipment and report to the Medical Care Branch Director.		
Develop and submit an action plan to the Medical Care Branch Director when requested.		
Advise the Medical Care 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 update the Medical Care Branch Director regularly on current condition of all operations; communicate needs in advance.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Medical Care 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.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Upon deactivation of your position, brief the Staging Manager and Operations 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 Medical Care Branch Director or Operations Section Chief, as appropriate.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Submit comments to Medical Care Branch Director for discussion and possible inclusion in after action report. Comments should include: • 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
- HICS Form 254 – Disaster Victim/Patient Tracking Form
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Hospital emergency operations plan

INFRASTRUCTURE BRANCH DIRECTOR

Mission: Organize and manage the services required to sustain and repair the hospital's infrastructure operations, including: power/lighting, water/sewer, HVAC, buildings and grounds, medical gases, medical devices, structural integrity, environmental services, and food services.

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

Position Reports to: Operations 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 Operations Section Chief. Obtain packet containing Infrastructure 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.		
Appoint Infrastructure Branch Unit Leaders and complete the Branch Assignment List (HICS Form 204).		
Brief the Infrastructure Branch on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Assess Infrastructure Branch capacity to deliver needed: - Facility heating and air conditioning - Power - Telecommunications - Potable and non-potable water - Medical gas delivery - Sanitation - Road clearance - Damage assessment and repair - Facility cleanliness - Vertical transport - Facility access		
Assess problems and needs in Branch area; coordinate resource management.		
Ensure Branch personnel comply with safety policies and procedures.		
Instruct all Unit Leaders to evaluate on-hand equipment, supply, and medication inventories and staff needs, in collaboration with Logistics Section's Service and Support Branches or Units, as appropriate; report status to the Operations Section Chief and the Support Branch or Supply Unit Leader, as appropriate.		
Meet regularly with the Operations Section Chief to discuss plan of action and staffing.		
Initiate facility damage assessment in collaboration with Logistics Section's Facilities Unit, if warranted; repair problems encountered, and update the Operations Section		

Immediate (Operational Period 0-2 Hours)	Time	Initial
Chief of the situation. Assist in completion of the Facility System Status Report (HICS Form 251)		
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 coordinating facility support services.		
Ensure prioritization of problems when multiple issues are presented.		
Ensure documentation records are completed correctly and collected.		
Coordinate use of external resources to assist with maintenance and repairs.		
Report equipment needs to the Supply Unit Leader.		
Supervise salvage operations with the Operations Section Chief, if indicated.		
Ensure staff health and safety issues are being addressed; resolve with Infrastructure Branch Director, Safety Officer and Employee Health and Well-Being Unit Leader.		
Develop and submit a Branch action plan to the Operations Section Chief when requested.		
Advise the Operations Section Chief immediately of any operational issue you are not able to correct or resolve.		
Meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff.		
Continue coordinating facility support services.		
Ensure documentation and records are being completed correctly and collected.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor the Infrastructure Branch's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Operations Section Chief at assigned intervals and as needed.		
Continue to provide the Operations Section Chief with regular situation 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 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 Infrastructure Branch staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.		
Assist the Operations Section Chief and Branch Directors with restoring hospital infrastructure services to normal operating condition.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Upon deactivation of your position, brief the Operations Section Chief 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 Operations Section Chief.		
Debrief staff on lessons learned and procedural/equipment changes needed		
Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: • 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 • Facility maps and ancillary services schematics • Vendor support and repair directory

POWER/LIGHTING UNIT LEADER

Mission: Maintain power and lighting to the hospital and campus facilities. Ensure adequate generator fuel.

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

Position Reports to: Infrastructure 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, briefing, and any appropriate materials from the Infrastructure Branch Director.		
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 Power/Lighting Unit team members and 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.		
Ensure Unit members comply with safety policies and procedures.		
Ensure security of power plant in conjunction with Security Branch.		
Evaluate and communicate the operational status of power/lighting to the Infrastructure Branch Director.		
Place emergency repair order(s) for power/lighting as indicated; advise Infrastructure Branch Director of issues.		
Coordinate supply needs with Logistics Section's Support Branch Director or Supply Unit Leader, as appropriate.		
Provide power/lighting support to patient care areas and alternate care sites, etc.		
Coordinate with Infrastructure Branch Director to request external resource assistance.		
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 Infrastructure Branch Director for status reports, and relay important information to Unit members.		
Continue to monitor and evaluate power/lighting usage and supply.		
Anticipate and react to recognized shortage/failure using appropriate emergency procedure(s).		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Advise Infrastructure 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 provide regular situation updates to Unit members.		
Continue effective power/lighting sustainment measures.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Infrastructure 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 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 Power/Lighting Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Notify Infrastructure Branch Director when clean-up/restoration is complete.		
Coordinate resupply ordering and restocking of used equipment.		
Repair/replace broken equipment.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Coordinate reimbursement issues with Finance/Administration Section Chief.		
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 Infrastructure Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to Medical Care Branch Director or Operations Section Chief, as appropriate.		
Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes and mitigation efforts • 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 • PC with internet access, as available • Power plan schematics • Inventory list and vendor supply list

WATER/SEWER UNIT LEADER

Mission: Evaluate and monitor the patency of existing water, sewage, and sanitation systems. Enact pre-established alternate methods of waste disposal if necessary.

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

Position Reports to: Infrastructure 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, briefing, and any appropriate materials from the Infrastructure Branch Director.		
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 Water/Sewer Unit 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.		
Ensure Unit members comply with safety policies and procedures.		
Coordinate the inspection of the hospital's water and sewer systems with Buildings/Grounds Damage Unit Leader and Facilities Unit Leader.		
Establish and communicate the operational status of the water/sewer systems to the Infrastructure Branch Director.		
Place emergency repair order(s) for the water and sewer systems as indicated; advise Infrastructure Branch Director of any issues encountered and all actions.		
Repair/correct hazards, leaks or contamination with the assistance of the Safety Officer and the Buildings/Grounds Damage Unit Leader and Facilities Unit Leader.		
Coordinate with Infrastructure Branch Director to request external resource assistance.		
Coordinate with Liaison Officer for contacting external authorities (e.g. public health, water or environmental services), as appropriate.		
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 Infrastructure Branch Director for status reports, and relay important information to Unit members.		
Implement pre-established alternative waste disposal/collection plan, if necessary.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Inform all Sections and areas of the hospital when implementing the alternative waste disposal/collection plan.		
Position portable toilets in accessible areas; away from patient care and food preparation, as needed.		
Ensure an adequate number of hand washing areas are operational near patient care/food preparation areas, and adjacent to portable toilet facilities.		
Inform hospital infection control personnel of actions and enlist assistance where necessary.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor levels of all supplies, equipment and needs relevant to all water and sanitation operations.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to Infrastructure Branch Director at assigned intervals and as needed.		
Brief Infrastructure Branch Director regularly on current condition of all water/sewer operations; communicate needs in advance.		
Obtain support staff as necessary from Labor Pool & Credentialing Unit.		
Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to 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 Water/Sewer Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Notify Infrastructure Branch Director when clean-up/restoration is complete.		
Coordinate resupply ordering and restocking of used equipment.		
Repair/replace broken equipment.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Coordinate reimbursement issues with Finance/Administration Section Chief.		
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 Infrastructure Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: • Review of pertinent position descriptions and operational checklists		

Demobilization/System Recovery	Time	Initial
• Recommendations for procedure changes and mitigation efforts • 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 • PC with internet access, as available • Inventory list and vendor supply list

HVAC UNIT LEADER

Mission: Maintain heating and air conditioning to the facility and adjacent facilities.

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

Position Reports to: Infrastructure 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, briefing, and any appropriate materials from the Infrastructure Branch Director.		
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 HVAC Unit 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.		
Ensure Unit members comply with safety policies and procedures.		
Ensure security of HVAC in conjunction with Security Branch.		
Establish and communicate the operational status of the HVAC to the Infrastructure Support Branch Director.		
Initiate emergency repair order(s) for the HVAC systems as indicated; advise Infrastructure Branch Director of issues.		
Provide HVAC support to patient care areas and alternate treatment sites, and other critical areas.		
Evaluate positive and negative pressure status of isolation rooms, in collaboration with the Facilities Unit Leader.		
Anticipate air flow response needs for internal and external environmental hazards (e.g., climate, air plume, spills, etc.)		
Coordinate with Infrastructure Branch Director to request external resource assistance.		
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 Infrastructure Branch Director for status reports, and relay important information to Unit members.		
Continue to closely monitor HVAC operations.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Respond to and correct HVAC shortage/failure using appropriate emergency procedure(s).		
Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct or resolve.		
Maintain operability of isolation rooms in collaboration with the Facilities Unit Leader.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to provide regular situation briefings to Unit members.		
Continue effective HVAC management measures.		
Continue to maintain operational status of isolation rooms, in collaboration with Facilities Unit Leader.		
Ensure your physical readiness through proper nutrition, water intake, rest and stress management techniques.		
Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to 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 HVAC Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Notify Infrastructure Branch Director when clean-up/restoration is complete.		
Coordinate resupply ordering and restocking of used equipment.		
Repair/replace broken equipment.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Coordinate reimbursement issues with Finance/Administration Section Chief.		
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 Infrastructure Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes and mitigation efforts • Section accomplishments and issues		
Participate in stress management and after-action debriefings. Participate in other		

Demobilization/System Recovery	Time	Initial
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   - PC with internet access, as available   - HVAC schematics   - Inventory list and vendor supply list

BUILDINGS/GROUNDS DAMAGE UNIT LEADER

Mission: Organize and manage the services required to sustain and repair the hospital's buildings and grounds.

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

Position Reports to: Infrastructure 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, briefing, and any appropriate materials from the Infrastructure Branch Director.		
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 Building/Grounds Damage Unit 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.		
Ensure Unit members comply with safety policies and procedures.		
Collect data from Buildings/Grounds Damage Unit and prepare a comprehensive report on the status of buildings, in conjunction with the Facilities Unit Leader. Report information to the Infrastructure Branch Director.		
Establish and communicate the status of the buildings and grounds to the Infrastructure Support Branch Director and Facilities Unit Leader.		
Anticipate immediate and short-term events and subsequent impacts to facility status (e.g., earthquake after shocks).		
Implement facility emergency plan if appropriate.		
Coordinate with Infrastructure Branch Director to request external resource assistance.		
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 Infrastructure Branch Director for status reports, and relay important information to Unit members.		
Prepare for the possibility of evacuation and/or the relocation/expansion of medical services outside of existing structure, if appropriate.		
Coordinate internal repair activities, consulting when needed with external experts.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Provide updated reports to the Infrastructure Branch Director.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continuously monitor facility operations and prepare damage reports and report to Infrastructure Branch Director.		
Continue to document actions and decisions on an Operational Log (HICS Form 214)		
Continue to provide periodic situation updates to Infrastructure Branch Director.		
Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to 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 Buildings/Grounds Damage Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Notify Infrastructure Branch Director when clean-up/restoration is complete.		
Coordinate buildings and grounds repairs and restoration activities.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Coordinate reimbursement issues with Finance/Administration Section Chief.		
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 Infrastructure Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes and mitigation efforts • 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 Sheet
- HICS Form 207 – Incident Management Team Chart
- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- HICS Form 251 – Facility Systems Status Report
- HICS Form 258 – Hospital Resource Directory
- Hospital emergency operations plan
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone
- Facility drawings, diagrams, architectural plans

MEDICAL GASES UNIT LEADER

Mission: Organize and distribute medical gases to requesting clinical care areas.

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

Position Reports to: Infrastructure 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, briefing, and any appropriate materials from the Infrastructure Branch Director.		
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 Medical Gases Unit 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.		
Ensure Unit members comply with safety policies and procedures.		
Coordinate activities and inventories with Logistics Section's Supply Unit Leader.		
Dispatch pre-designated medical gases to casualty care areas. Enlist the assistance of the Transportation Unit Leader.		
Establish and communicate the operational status of medical gases to the Infrastructure Branch Director.		
Place emergency order(s) for the medical gases as indicated; advise Infrastructure Branch Director of any issues encountered.		
Regularly report inventories of medical gases to Materiel Tracking Manager.		
Check security of all medical gas depots in conjunction with Security Branch.		
Coordinate with Infrastructure Branch Director to request external resource assistance.		
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 Infrastructure Branch Director for status reports, and relay important information to Unit members.		
Continue to closely monitor medical gases usage and supply.		
Continue to ensure medical gas depots are kept secure in conjunction with Security Branch.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Ensure minimum of 3 day supply of medical gases available.		
Restock treatment areas per request and at least every 8 hours.		
Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to provide periodical situation updates to personnel.		
Continue effective inventory control and replacement measures.		
Ensure your physical readiness through proper nutrition, water intake, rest and stress management techniques.		
Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to 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 Medical Gases Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Notify Infrastructure Branch Director when clean-up/restoration is complete.		
Coordinate resupply ordering and restocking of used equipment.		
Repair/replace broken equipment.		
Return all borrowed equipment. Return all assigned incident command equipment.		
Coordinate reimbursement issues with Finance/Administration Section Chief.		
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 Infrastructure Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes and mitigation efforts • 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 • PC with internet access, as available • Facility maps and ancillary services schematics • Inventory list and vendor supply list

MEDICAL DEVICES UNIT LEADER

Mission: Organize and distribute medical devices to requesting clinical care areas.

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

Position Reports to: Infrastructure 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, briefing, and any appropriate materials from the Infrastructure Branch Director.		
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 Medical Devices Unit 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.		
Ensure Unit members comply with safety policies and procedures.		
Distribute pre-designated medical devices to casualty care areas. Enlist the assistance of the Transportation Unit Leader.		
Evaluate and communicate the operational status of the medical devices to the Infrastructure Branch Director.		
Initiate emergency order(s) for the medical devices as indicated; advise Infrastructure Branch Director of any issues encountered.		
Coordinate with Infrastructure Branch Director to request external resource assistance.		
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 Infrastructure Branch Director for status reports, and relay important information to Unit members.		
Continue to closely monitor medical device usage and supply.		
Coordinate activities and inventories with the Logistics Section's Supply Unit Leader.		
Regularly report medical device inventories to the Planning Section's Materiel Tracking Manager.		
Restock treatment areas per request at least every 8 hours.		
Advise Infrastructure Branch Director immediately of any operational issue you are not		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to provide periodical situation updates to personnel.		
Continue effective inventory control and replacement measures. Coordinate receipt and distribution of medical devices obtained through external sources.		
Ensure your physical readiness through proper nutrition, water intake, rest and stress management techniques.		
Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to 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 Medical Devices Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Notify Infrastructure Branch Director when clean-up/restoration is complete.		
Coordinate resupply ordering and restocking of used equipment.		
Repair/replace broken equipment.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Coordinate reimbursement issues with Finance/Administration Section Chief.		
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 Infrastructure Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes and mitigation efforts • 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

Documents/Tools
• 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 • Inventory list and vendor supply list

ENVIRONMENTAL SERVICES UNIT LEADER

Mission: Ensure proper cleaning and disinfection of hospital environment.

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

Position Reports to: Infrastructure 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, briefing, and any appropriate materials from the Infrastructure Branch Director.		
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 Environmental Services Unit 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.		
Ensure Unit members comply with safety policies and procedures.		
Ensure the safety and health of environmental services personnel; provide personal protective equipment to appropriate staff and coordinate with Employee Health & Well-Being Unit for medical surveillance for exposed workers.		
In collaboration with hospital infection control personnel, ensure disinfection of reusable equipment, according to the appropriate method of equipment disinfection, per its intended use, manufacturer's recommendations, and existing hospital policies.		
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 Infrastructure Branch Director for status reports, and relay important information to Unit members.		
Ensure prioritization of problems when multiple issues are presented.		
Determine need for additional staff and request additional staffing from the Labor Pool and Credentialing Unit Leader.		
Report resource issues and needs to the Logistics Section's Unit Leaders and Infrastructure Branch Director.		
Coordinate activities with other Operations Section Branches and Units.		
Coordinate use of external resources.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
management techniques.		
Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct or resolve.		
Report situation and resource status, and resource needs to Infrastructure Branch Director and Logistics Section's Units.		
Report hazardous incidents and coordinate mediation efforts with Hazardous Materials Branch.		
Ensure staff health and safety issues being addressed; resolve with Safety Officer, Infrastructure Branch Director and Employee Health and Well-Being Unit when appropriate.		
Develop and submit an incident action plan to Infrastructure Branch Director when requested.		

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.		
Coordinate orientation of external personnel sent to assist.		
Work with Infrastructure Branch Director on the assignment of external resources.		
Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Infrastructure Branch Director at assigned intervals and as needed.		
Continue to regularly report submit situation and resource status updates to Infrastructure Branch Director.		
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 Environmental Services Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Notify Infrastructure Branch Director when clean-up/restoration is complete.		
Assist with restoration of hospital resources to normal operating condition.		
Ensure all documentation and Operational Logs (HICS Form 214) are submitted to Infrastructure Branch Director or Operations Section Chief, as appropriate.		
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		

Demobilization/System Recovery	Time	Initial
(HICS Form 214) are submitted to the Infrastructure Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes and mitigation efforts • 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

FOOD SERVICES UNIT LEADER

Mission: Organize and maintain food preparation and delivery services for patients, families and visitors.

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

Position Reports to: Infrastructure 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, briefing, and any appropriate materials from the Infrastructure Branch Director.		
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 Food Services Unit 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.		
Ensure Unit members comply with safety policies and procedures.		
Coordinate all activities with the Logistics Section's Staff Food & Water Unit.		
Estimate the number of patient meals which can be served utilizing existing food stores. In conjunction with Staff Food & Water Unit Leader, implement rationing if situation dictates.		
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 Infrastructure Branch Director for status reports, and relay important information to Unit members.		
Coordinate with Labor Pool & Credentialing Unit Leader and Support Branch Director to position personnel refreshment and nutritional areas.		
Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct or resolve.		
Communicate status and potential need for rapid restocking with vendors, as appropriate.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Maintain normal patient food service if possible.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Coordinate external food service support.		
Continue to provide regular situation updates to the Infrastructure Branch Director.		
Coordinate with Logistics Section to provide food service support to HCC, family support center, Labor Pool & Credentialing Unit, and other areas, as appropriate.		
Ensure your physical readiness through proper nutrition, water intake, rest and stress management techniques.		
Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to 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 Food Services Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Notify Infrastructure Branch Director when clean-up/restoration is complete.		
Coordinate return to normal food service.		
Repair/replace used or broken items.		
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 Infrastructure Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: - Review of pertinent position descriptions and operational checklists - Recommendations for procedure changes and mitigation efforts - 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

Documents/Tools
• Hospital organization chart • Hospital telephone directory • Radio/satellite phone • Food inventory

HAZARDOUS MATERIALS BRANCH DIRECTOR

Mission: Organize and direct hazardous material incident response activities: detection and monitoring; spill response; victim, technical, and emergency decontamination; and facility and equipment decontamination.

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

Position Reports to: Operations 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 Operations Section Chief. Obtain packet containing Hazardous Materials 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.		
Determine need for and appropriately appoint Hazardous Materials Branch Unit Leaders; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Brief the Hazardous Materials Branch on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing.		
Ensure Branch personnel comply with safety policies and procedures.		
Obtain hazardous materials agent information and notify Hazardous Materials Branch Unit Leaders, hospital emergency department, and other treatment areas.		
Evaluate special response needs to include: • coordination with local or area external hazardous materials teams • level and type of decontamination needed (e.g., dry, radiological, technical, gross)		
Ensure hazard monitoring in open and enclosed spaces; coordinate with the Safety Officer.		
Ensure hospital's internal spill response plan is activated, as appropriate.		
Ensure the set-up and staffing of decontamination areas, as appropriate to incident.		
Ensure mass decontamination system is functional and meets decontamination needs.		
Ensure appropriate antidote supplies are delivered to the decontamination area. Coordinate with the Supply Unit Leader and Clinical Support Services Unit.		
Review antidote administration procedure(s) with decontamination personnel, if needed.		
Establish medical monitoring of decontamination team members; coordinate with the Employee Health & Well-Being Unit Leader.		
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.		
Ensure patient valuables are collected and secured; coordinate with the Security Branch Director.		
Determine special equipment and supply needs; request from the Supply Unit Leader and report of Operations Section Chief.		
Notify local water authority of situation, as appropriate, and determine if containment of any run-off is required.		
Ensure proper wastewater collection and disposal, in compliance with recommendations from water authority, emergency management, and/or local hazardous material team/fire department.		
Make requests for external assistance as needed, in coordination with the Liaison Officer.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff.		
Ensure staff are rotated and replaced as needed.		
Track results of medical monitoring of staff, in collaboration with the Employee Health and Well-Being Unit Leader.		
Activate supplemental staffing plan as indicated.		
Ensure hazard monitoring continues and issues are addressed; coordinate with the Safety Officer.		
Continue to maintain chain of custody of all patient valuables and contaminated clothing in coordination with the Security Branch Director.		
Ensure decontamination supplies and PPE are replaced as needed.		
Ensure contaminated materials are disposed of properly.		
Prepare for the possibility of evacuation and/or the relocation of the decontamination area as needed.		
Receive regularly updated reports from Hazardous Materials Branch Team Leaders.		
Consult with Medical/Technical Specialist as needed to provide updated clinical management information to appropriate areas as available.		
Communicate status with external authorities, as appropriate, in coordination with the Liaison Officer.		
Coordinate internal repair activities, consulting when needed with Infrastructure Branch Director.		
Develop and submit a Branch action plan to the Operations Section Chief when requested.		
Advise Operations Section Chief immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	**Time**	**Initial**
Monitor levels of all supplies, equipment, and needs relevant to all hazardous material incident response operations, in collaboration with Supply Unit Leader.		
Address patient valuables issues; coordinate with the Security Branch Director.		
Brief the Operations Section Chief regularly on current condition; communicate needs in advance.		
Continue to monitor facility operations and personnel reports impacting Branch status.		
Continue communication with appropriate external authorities; coordinate with the Liaison Officer.		
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 Hazardous Material Branch staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Manage and secure patient belongings and valuables according to hospital policy; consult with Safety officer, Security Branch Director and local fire and law enforcement, as appropriate.		
Ensure the Hazardous Materials Branch Units are notified to terminate operations.		
Ensure the decontamination equipment is cleaned, repaired, and replaced as needed.		
Ensure proper disposal of waste material; coordinate cost issues with the Finance/Administration Section.		
Ensure disposable materials and waste are properly managed.		
Address the return of patient valuables with the Security Branch Director, local law enforcement, fire department, and hazardous materials teams.		
Ensure the decontamination areas are decontaminated, commensurate with agent and regulatory guidelines.		
Ensure medical monitoring data is collected and submitted to Employee Health & Well-Being Unit for review and entry into personnel health files.		
Ensure medical surveillance of staff is initiated as needed and/or per recommendations of internal/external experts, in collaboration with Employee Health & Well-Being Unit.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Notify Operations Section Chief when clean-up/restoration is complete.		
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 Operations Section Chief.		

Demobilization/System Recovery	Time	Initial
Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: • 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 Sheet • 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 • OSHA First Receiver's Checklist • Decontamination area drawings, procedures, and documentation logs

DETECTION AND MONITORING UNIT LEADER

Mission: Coordinate detection and monitoring activities related to hazardous material incident response.

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

Position Reports to: HazMat 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, briefing, and any appropriate materials from the Hazardous Materials Branch Director.		
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 Detection and Monitoring Unit 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.		
Ensure Unit members comply with safety policies and procedures, including the use of personal protective equipment.		
Ensure the set-up and functioning of detection and monitoring equipment, appropriate to identified agent.		
Ensure ongoing staff rotation.		
Ensure hazard monitoring in open and enclosed spaces; coordinate with the Safety Officer.		
Coordinate any requests for external resources with Hazardous Materials Branch Director and Support Branch Director or Supply Unit Leader, as appropriate.		
Attend briefings and meetings as appropriate.		
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 Hazardous Materials Branch Director for status reports, and relay important information to Unit members.		
Ensure staff are rotated and replaced as needed.		
Track results of medical monitoring of staff; coordinate with the Employee Health & Well-Being Unit Leader.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Activate supplemental staffing plan as needed; coordinate with the Labor Pool & Credentialing Unit Leader.		
Ensure hazard monitoring continues and issues are addressed; coordinate with the Safety Officer.		
Communicate status with external authorities, as appropriate through Hazardous Materials Branch Director and in coordination with the Liaison Officer.		
Develop and submit an action plan to the Hazardous Materials Branch Director when requested		
Advise Hazardous Materials Branch Director immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Monitor levels of all supplies, equipment, and needs relevant to all detection and monitoring operations.		
Brief Hazardous Materials Branch Director regularly on current condition of all operations; communicate needs in advance.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Hazardous Materials Branch Director at assigned intervals and as needed.		
Continue communication with appropriate external authorities; coordinate with the Liaison Officer.		
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 equipment is cleaned, repaired, and replaced as warranted.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Ensure disposable materials and waste are properly managed.		
Notify Hazardous Materials Branch Director when clean-up/restoration is complete.		
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 Hazardous Materials Branch Director or Operations Section Chief, as appropriate.		

Demobilization/System Recovery	Time	Initial
Upon deactivation, brief the Hazardous Materials Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Hazardous Materials Branch Director for discussion and possible inclusion in the after-action report; topics include: • 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 • Hazmat agent reference materials • External resource directory (e.g., poison control center, ASTDR, Chemtrac, etc.)

SPILL RESPONSE UNIT LEADER

Mission: Coordinate on-site activities related to implementation of hospital's internal hazardous material spill response plan.

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

Position Reports to: HazMat 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, briefing, and any appropriate materials from the Hazardous Materials Branch Director.		
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 Spill Response Unit 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.		
Ensure Unit members comply with safety policies and procedures.		
Ensure spill response plan is activated, as appropriate, including: • Establish a safe perimeter • Contain the spill, if safe to do so • Contact spill response contract agency, if appropriate • Ensure decontamination team, if activated, is briefed on the situation		
Coordinate any requests for external resources with Hazardous Materials Branch Director and Liaison Officer.		
Attend briefings and meetings as needed.		
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 Hazardous Materials Branch Director for status reports, and relay important information to Unit Members.		
Ensure staff are rotated and replaced as needed.		
Ensure hazard monitoring continues and issues are addressed; coordinate with Safety Officer.		
Prepare for the possibility of evacuation and/or the relocation of personnel as needed.		
Communicate status with external authorities, as appropriate through Hazardous		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Materials Branch Director and in coordination with the Liaison Officer.		
Develop and submit an action plan to the Hazardous Materials Branch Director when requested.		
Advise Hazardous Materials Branch Director immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Coordinate with Detection and Monitoring Unit Leader to monitor levels of all supplies, equipment, and needs relevant to all decontamination operations.		
Brief Hazardous Materials Branch Director regularly on current condition of all decontamination operations; communicate needs in advance.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Hazardous Materials Branch Director at assigned intervals and as needed.		
Continue communication with appropriate external authorities; coordinate with the Liaison Officer.		
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 disposable materials and waste are properly managed.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Notify Hazardous Materials Branch Director when clean-up/restoration is complete.		
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 Hazardous Materials Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Hazardous Materials Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Hazardous Materials Branch Director for discussion and possible inclusion in the after-action report; topics include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes		

Demobilization/System Recovery	Time	Initial
• 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 spill response plan • Material Safety Data Sheets (MSDS) • Hospital organization chart • Hospital telephone directory • Radio/satellite phone

VICTIM DECONTAMINATION UNIT LEADER

Mission: Coordinate the on-site patient decontamination activities related to hazardous material incident response.

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

Position Reports to: HazMat 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, briefing, and any appropriate materials from the Hazardous Materials Branch Director.		
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 Victim Decontamination Unit 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.		
Ensure Unit members comply with safety policies and procedures and use appropriate personal protective equipment.		
Oversee the set-up of decontamination area to perform patient, technical, and emergency decontamination for all ambulatory and non-ambulatory patients.		
Ensure medical monitoring of decontamination team members through Employee Health & Well-Being Unit.		
Collect and secure patient valuables; coordinate with Security Branch Director.		
Ensure timely processing of patients through decontamination (consider 3-5 minutes for non-persistent viscous agent and 5-8 minutes for persistent/viscous or unknown agent).		
Ensure appropriate antidote supplies are delivered, coordinate with Clinical Support Services.		
Ensure proper wastewater collection and disposal, in compliance with recommendations from water authority, emergency management, and local hazardous material team/fire department.		
Ensure mass decontamination system meets event needs.		
Ensure ongoing staff rotation.		
Coordinate any requests for external resources with Hazardous Materials Branch Director and Liaison Officer.		
Attend briefings and meetings as needed.		
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
Meet regularly with the Hazardous Materials Branch Director for status reports, and relay important information to Unit Members.		
Ensure staff are rotated and replaced as needed.		
Track results of medical monitoring of staff; coordinate with the Employee Health & Well-Being Unit Leader.		
Ensure hazard monitoring continues and issues are addressed; coordinate with the Safety Officer.		
Ensure chain of custody of personal valuables in coordination with the Security Branch.		
Ensure decontamination supplies are replaced as needed.		
Prepare for the possibility of evacuation and/or the relocation of the decontamination area, if needed.		
Communicate status with external authorities, as appropriate through Hazardous Materials Branch Director and in coordination with the Liaison Officer.		
Develop and submit an action plan to the Hazardous Materials Branch Director when requested.		
Advise Hazardous Materials 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 Victim Decontamination Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Monitor levels of all supplies, equipment, and needs relevant to all decontamination operations, in coordination with Supply Unit.		
Address patient valuables issues; coordinate with the Security Branch Director.		
Brief Hazardous Materials Branch Director regularly on current condition of all decontamination operations; communicate needs in advance.		
Obtain support staff as necessary from Labor Pool & Credentialing Unit Leader.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Hazardous Materials Branch Director at assigned intervals and as needed.		
Continue communication with appropriate external authorities; coordinate with the Liaison Officer.		
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.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
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 Victim Decontamination Unit members are notified to terminate operations.		
Ensure decontamination equipment is cleaned, repaired, and replaced as warranted.		
Ensure disposable materials and waste are properly managed.		
Address return of patient valuables with the Security Branch Director, law enforcement, fire department, and hazardous material team.		
Ensure the decontamination area is decontaminated, commensurate with agent risks.		
Ensure medical monitoring data on decontamination staff is collected and submitted to Employee Health & Well-Being Unit for review and entry into personnel health files.		
Ensure medical surveillance of decontamination staff is initiated as needed and/or per recommendations of internal/external experts, in collaboration with Employee Health & Well-Being Unit.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Notify Hazardous Materials Branch Director when clean-up/restoration is complete.		
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 Hazardous Materials Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Hazardous Materials Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Hazardous Materials Branch Director for discussion and possible inclusion in the after-action report; topics include: • 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

Documents/Tools

- Hospital patient decontamination plan (e.g., decontamination area drawings, procedures, and documentation logs)
- Material Safety Data Sheets (MSDS)
- Hospital organization chart
- Hospital telephone directory
- Radio/satellite phone

FACILITY/EQUIPMENT DECONTAMINATION UNIT LEADER

Mission: Coordinate on-site facility and equipment decontamination activities related to hazardous material incident response.

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

Position Reports to: **HazMat 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, briefing, and any appropriate materials from the Hazardous Materials Branch Director.		
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 Facility/Equipment Decontamination Unit 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.		
Ensure Unit members comply with safety policies and procedures.		
Identify areas and equipment requiring decontamination, and ensure appropriate resources are available to perform required tasks.		
Oversee the set-up of decontamination area to handle equipment and facility decontamination.		
Ensure Unit members utilize proper personal protective equipment.		
Ensure medical monitoring of decontamination team members through Employee Health & Well-Being Unit.		
Ensure ongoing staff rotation.		
Ensure proper wastewater collection and disposal, in compliance with recommendations from water authority, emergency management, and local hazardous material team/fire department.		
Coordinate any requests for external resources with Hazardous Materials Branch Director and Liaison Officer.		
Attend briefings and meetings as needed.		
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 Hazardous Materials Branch Director for status reports, and relay important information to Team Members.		
Ensure staff are rotated and replaced as needed.		
Track results of medical monitoring of staff; coordinate with the Employee Health & Well-Being Unit Leader.		
Ensure hazard monitoring continues and issues are addressed; coordinate with Safety Officer.		
Ensure decontamination supplies are replaced as needed.		
Communicate status with external authorities, as appropriate through Hazardous Materials Branch Director and in coordination with the Liaison Officer.		
Coordinate internal repair activities, consulting when needed with external experts.		
Develop and submit an action plan to the Hazardous Materials Branch Director when requested		
Advise Hazardous Materials 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 Facility/Equipment Decontamination Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Continue to monitor levels of all supplies, equipment, and needs relevant to all decontamination operations.		
Continue to brief Hazardous Materials Branch Director regularly on current condition of all decontamination operations; communicate needs in advance.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Hazardous Materials Branch Director at assigned intervals and as needed.		
Continue communication with appropriate external authorities; coordinate with the Liaison Officer.		
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 decontamination equipment is cleaned, repaired, and replaced as warranted.		

Demobilization/System Recovery	Time	Initial
Ensure disposable materials and waste are properly managed.		
Ensure the decontamination area is decontaminated, commensurate with agent risks.		
Ensure medical monitoring data on decontamination staff is collected and submitted to Employee Health & Well-Being for review and entry into personnel health files.		
Ensure medical surveillance of decontamination staff is initiated as needed and/or per recommendations of internal/external experts, in collaboration with Employee Health & Well-Being.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Notify Hazardous Materials Branch Director when clean-up/restoration is complete.		
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 Hazardous Materials Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Hazardous Materials Branch Director or Operations Section Chief, as appropriate on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Hazardous Materials Branch Director for discussion and possible inclusion in the after-action report; topics include: • 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 • Hospital patient decontamination plan (e.g., decontamination area drawings, procedures, and documentation logs)

SECURITY BRANCH DIRECTOR

Mission: Coordinate all of the activities related to personnel and facility security such as access control, crowd and traffic control, and law enforcement interface.

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

Position Reports to: Operations 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 Operations Section Chief. Obtain packet containing Security 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) on a continual basis.		
Determine need for and appropriately appoint Security Branch Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).		
Establish Security Command Post.		
Identify and secure all facility pedestrian and traffic points of entry, as appropriate.		
Consider need for the following, and report findings to the Operations Section Chief: • Emergency lockdown • Security/bomb sweep of designated areas • Providing urgent security-related information to all personnel • Need for security personnel to use personal protective equipment • Removing unauthorized persons from restricted areas • Security of the HCC, triage, patient care, morgue, and other sensitive or strategic areas from unauthorized access • Rerouting of ambulance entry and exit • Security posts in any operational decontamination area • Patrol of parking and shipping areas for suspicious activity • Traffic Control		
Brief the Security Branch on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing.		
Ensure Branch personnel comply with safety policies and procedures and proper use of personal protective equipment, if applicable.		
Coordinate immediate security personnel needs from current staff, surrounding resources (police, sheriff, or other security forces), and communicate need for additional external resources through Operations Section Chief to the Liaison Officer.		
Assist in maximizing capability of the Branch to meet work demands. Assess problems and needs in Branch area; coordinate resource management.		

Immediate (Operational Period 0-2 Hours)	Time	Initial
Participate in briefings and meetings as requested.		
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 Operations Section Chief for status reports, and relay important information to Branch staff.		
Communicate the need and take actions to secure unsafe areas; post non-entry signs.		
Ensure Security Branch staff identify and report all hazards and unsafe conditions.		
Ensure patient valuables are secure; initiate chain of custody procedures as necessary.		
Coordinate activities with local, state, and federal law enforcement, as appropriate; coordinate with the Liaison Officer and the Law Enforcement Interface Unit Leader.		
Confer with Public Information Officer to establish areas for the media.		
Ensure vehicular and pedestrian traffic control measures are working effectively.		
Consider security protection for the following, as indicated based on the nature/severity of the incident: - Food - Water - Medical resources - Blood resources - Pharmaceutical resources - Personnel and visitors		
Ensure proper equipment needs are met and equipment is operational prior to each operational period.		
Develop and submit a Branch action plan to the Operations Section Chief when requested.		
Advise the Operations Section Chief immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Security Branch personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Continue coordination with law enforcement officials.		
Prepare and maintain records and reports, as appropriate.		
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. 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 Security Branch staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Determine when to resume normal security procedures; ensure removal of special signage after "all clear" is announced.		
Determine with the Hazardous Materials Branch Director and other appropriate authorities the final disposition of patient valuables.		
Coordinate completion of work with law enforcement and Liaison Officer.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Ensure personal protective equipment used by Security is cleaned, repaired, and/or replaced.		
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 Operations Section Chief.		
Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: • 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 Sheet • 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 blueprints and maps

ACCESS CONTROL UNIT LEADER

Mission: Ensure the security of the facility and personnel by monitoring individuals entering and exiting the building.

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

Position Reports to: Security 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, briefing, and any appropriate materials from the Security Branch Director.		
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 Access Control Unit 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.		
Ensure Unit members comply with safety policies and procedures including appropriate use of personal protective equipment.		
Implement the facility's emergency lockdown and personnel identification policies, as appropriate including identifying and securing all facility pedestrian and traffic points of entry.		
Secure the HCC, triage, patient care, morgue, and other sensitive or strategic areas from unauthorized access.		
Identify and remove unauthorized persons from restricted areas.		
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 Security Branch Director for status reports, and relay important information to Unit Members.		
Regularly obtain information about progress on assigned tasks from Unit members and report important information to Security Branch Director.		
Communicate with the Infrastructure Branch Director to secure and post non-entry signs around secure and unsafe areas.		
Secure evacuation areas to limit unauthorized personnel access.		
Monitor use of personal protective equipment and any potential adverse impacts.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Assist in verification of press credentials and ensure only authorized media representatives are allowed inside facility.		
Identify need for assistance or equipment and report to the Security Branch Director and Logistics Section Branches.		
Develop and submit an action plan to the Security Branch Director when requested.		
Advise Security 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's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Rotate staff on a regular basis.		
Document actions and decisions on a continual basis and send to Security Branch Director at assigned intervals and sooner when appropriate.		
Continue to provide the Security Branch Director with periodic situation 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 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 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 Security Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Security Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Security Branch Director for discussion and possible inclusion in the after-action report; topics include: • 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 • Hospital emergency operations plan

CROWD CONTROL UNIT LEADER

Mission: Maintain scene safety and ensure crowd control.

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

Position Reports to: Security 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, briefing, and any appropriate materials from the Security Branch Director.		
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 Crowd Control Unit 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.		
Ensure Unit members comply with safety policies and procedures including the appropriate use of personal protective equipment.		
In coordination with the Access Control Unit Leader, implement the facility's disaster plan emergency lockdown policy and personnel identification policy.		
In coordination with the Access Control Unit Leader, identify and remove unauthorized persons from restricted areas.		
Coordinate with local law enforcement, in collaboration with the Law Enforcement Interface Unit Leader and Liaison Officer, as necessary.		
Prepare to manage large numbers of victims and uninjured/asymptomatic arriving on scene.		
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 Security Branch Director for status reports, and relay important information to Unit Members.		
Regularly obtain information about progress on assigned tasks from Unit members and report important information to Security Branch Director.		
Prepare to manage families arriving at the facility.		
Monitor use of personal protective equipment and any potential adverse impacts		
Identify need for assistance or equipment and report to the Security Branch Director and		

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Intermediate (Operational Period 2-12 Hours)	**Time**	**Initial**
Logistic Section Units.		
Develop and submit an action plan to the Security Branch Director when requested.		
Advise Security 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's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Security Branch Director at assigned intervals and as needed.		
Continue to provide the Security Branch Director with periodic situation 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 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 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 Security Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Security Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Security Branch Director for discussion and possible inclusion in the after-action report; topics include: • 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 • Hospital emergency operations plan

TRAFFIC CONTROL UNIT LEADER

Mission: Organize and enforce vehicular traffic security for facility.

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

Position Reports to: Security 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, briefing, and any appropriate materials from the Security Branch Director.		
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 Traffic Control Unit 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.		
Ensure Unit members comply with safety policies and procedures including the appropriate use of personal protective equipment.		
In coordination with the Access Control Unit Leader and Staging Manager, establish ambulance entry and exit routes.		
Establish emergency ingress and egress for emergency traffic.		
Provide traffic control of damaged areas and any appropriate patient care area.		
Consider the need for: • Controlling access to campus • Coordination with local and regional traffic control and law enforcement • Potential use of personal protective equipment (PPE) • Potential triage at campus entrance		
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 Security Branch Director for status reports, and relay important information to Team members.		
Regularly obtain information about progress on assigned tasks from Unit members and report important information to Security Branch Director.		
Provide vehicular traffic control.		
Monitor use of personal protective equipment and any adverse impacts.		

HOSPITAL INCIDENT COMMAND SYSTEM

August 2006

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Establish ingress and egress traffic patterns.		
Identify need for assistance or equipment and report to the Security Branch Director.		
Develop and submit an action plan to the Security Branch Director when requested.		
Advise Security 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's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Rotate staff on a regular basis.		
Document actions and decisions on a continual basis and send to Security Branch Director at assigned intervals and sooner when appropriate.		
Continue to provide the Security Branch Director with periodic situation 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 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 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 Security Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation, brief the Security Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Security Branch Director for discussion and possible inclusion in the after-action report; topics include: • 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
- Hospital emergency operations plan

SEARCH UNIT LEADER

Mission: Coordinate the search and rescue of missing staff, patients, and family members.

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

Position Reports to: **Security 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, briefing, and any appropriate materials from the Security Branch Director.		
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 Search Unit 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.		
Coordinate search activities with Building/Grounds Damage Unit Leader and Facilities Unit Leader.		
Ensure Unit members comply with safety policies and procedures including appropriate use of personal protective equipment.		
Assign tasks to Unit members by providing time requirements and specific geographic references.		
Determine if persons sustained injuries, and identify areas of damage to the Infrastructure Branch Director.		
In coordination with the Safety Officer and Security Branch Director, coordinate search efforts of missing patients, families, or staff.		
Maintain a log of any reported missing persons; provide information to Resources Unit, Situation Unit and Claims/Compensation Unit.		
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 Security Branch Director for status reports, and relay important information to Unit members.		
Regularly obtain information about progress on assigned tasks from Unit members and report important information to Security Branch Director.		
Assign security personnel to appropriate department to assist in search of missing		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
person.		
Monitor the use of personal protective equipment and any adverse impacts.		
Identify need for assistance or equipment and report to the Security Branch Director and Logistics Branch Units.		
Develop and submit an action plan to the Security Branch Director when requested.		
Advise Security 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's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Rotate staff on a regular basis.		
Document actions and decisions on a continual basis and send to Security Branch Director at assigned intervals and sooner when appropriate.		
Continue to provide the Security Branch Director with regular situation 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 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 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 Security Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Security Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Security Branch Director for discussion and possible inclusion in the after-action report; topics include: • 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   • Hospital emergency operations plan

LAW ENFORCEMENT INTERFACE UNIT LEADER

Mission: Coordinate security of facility with outside law enforcement agencies.

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

Position Reports to: Security 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, briefing, and any appropriate materials from the Security Branch Director.		
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 Law Enforcement Interface Unit 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.		
Ensure Unit members comply with safety policies and procedures.		
Serve as point of contact to outside law enforcement agencies; coordinate with the Liaison Officer.		
Coordinate and assure that information being given to outside law enforcement agencies regarding the facility and patient care status, has been approved by the Incident Commander and Liaison Officer.		
Attend briefings and meetings as needed.		
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 Security Branch Director for status reports, and relay important information to Unit Members.		
Regularly obtain information about progress on assigned tasks from Unit members and report important information to Security Branch Director.		
Initiate contact with fire and police agencies, if necessary; coordinate through Security Branch Director with Liaison Officer.		
Provide regular updates to Security Branch Director.		
Identify need for assistance or equipment and report to the Security Branch Director.		
Develop and submit an action plan to the Security Branch Director when requested.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Advise Security 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's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Rotate staff on a regular basis.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Security Branch Director at assigned intervals and as needed.		
Continue to provide the Security Branch Director with regular situation 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 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 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 Security Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation, brief the Security Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Security Branch Director for discussion and possible inclusion in the after-action report; topics include: • 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

Documents/Tools
• HICS Form 214 – Operational Log • Hospital emergency operations plan • Hospital organization chart • Hospital telephone directory • Radio/satellite phone • Hospital emergency operations plan

BUSINESS CONTINUITY BRANCH DIRECTOR

Mission: Ensure business functions are maintained, restored or augmented to meet designated Recovery Time Objectives (RTO) and provide limited interruptions to continuity of essential business operations.

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

Position Reports to: Operations 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 Operations Section Chief. Obtain packet containing Business Continuity 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) on a continual basis.		
Appoint Unit Leaders, as appropriate; distribute corresponding Job Action Sheets and identification.		
Brief the Business Continuity Branch on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing.		
Evaluate Business Continuity Branch capacity to: • Perform department and facility business continuity plan activation • Determine ability to meet RTO for all impacted business functions • Ascertain continuity of business functions including assessment of impacted areas • Acquire access to essential business records (e.g., patient medical records, purchasing contracts, etc.) • Support needed movement or relocation to alternate business operation sites		
Assess problems and needs in Branch area; coordinate resource management with Support Branch Director, as appropriate.		
Instruct Unit Leaders to evaluate business capabilities, recovery plan actions, and progress in meeting RTOs; report status to the Operations Section Chief.		
Participate in briefings and meetings as requested.		
Regularly meet with the Operations Section Chief to discuss plan of action and staffing.		
Receive, coordinate, and forward requests for IT and communications support to the Communications Unit Leader and IT/IS 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
Meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff.		
Continue coordinating the Business Continuity Branch's ability to maintain or recover impacted business functions.		
Evaluate all activated business continuity plans and modify as necessary any predicted unmet RTOs.		
Identify specific activities or resources needed to ensure timely resumption of business functions.		
Coordinate with the Infrastructure Branch Director for access to critical power needs or building assessments.		
Coordinate with the Security Branch Director for building access and staff safety		
Coordinate with the Service Branch Director or Communications Unit Leader and the IT/IS Unit Leader to ensure shared strategies for business resumption.		
Advise the Operations Section Chief immediately of any recovery issue you are not able to correct or resolve.		
Develop and submit a Branch action plan to the Operations Section Chief when requested.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Business Continuity Branch's ability to maintain or recover impacted business functions		
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. 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 Business Continuity Branch staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner.		
Assist Operations Section Chief and Branch Directors with restoring all business functions to normal operating condition. Notify the Operations Section Chief when restoration is complete.		
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 Operations Section Chief.		
Upon deactivation of your position, brief the Operations Section Chief on current		

Demobilization/System Recovery	Time	Initial
problems, outstanding issues, and follow-up requirements.		
Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: • 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 Sheet • 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 blueprints and maps • PC with internet access, as available • Business continuity plans with contact information

INFORMATION TECHNOLOGY UNIT LEADER

Mission: Ensure IT business functions are maintained, restored or augmented to meet designated Recovery Time Objectives (RTOs) and provide limited interruptions to continuity of essential business operations.

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

Position Reports to: Business Continuity 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, briefing, and any appropriate materials from the Business Continuity Branch Director.		
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 Unit members, as appropriate; distribute any appropriate forms or information to the Unit.		
Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Evaluate business capabilities, systems still on-line, recovery plan actions, projected minimum and maximum duration of disruption, and progress in meeting RTOs; report status to the Business Continuity Branch Director.		
With Unit members, identify priorities for system restoration for service maintenance/resumption. Initiate migration to secondary or replacement systems, if available, in cooperation with other Business Continuity Branch Unit Leaders.		
Meet with the Business Continuity Branch Director to discuss plan of action and staffing in all alternate business sites.		
Receive, coordinate and forward requests for IT and Communications support to the Communications Unit Leader and IT/IS Unit Leader. Coordinate efforts with the IT Unit.		
Confirm off-site data backups are secure and available for system restoration.		
Participate in briefings and meetings as requested.		
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 coordinating the Unit's ability to maintain or recover impacted IT business functions.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Evaluate all activated IT business continuity plans and modify as necessary any predicted unmet RTOs.		
Identify specific activities or resources needed to ensure timely resumption of IT business functions.		
Coordinate with Infrastructure Branch Director for access to critical power needs or building assessments. Report status to Business Continuity Branch Director.		
Coordinate with Service Branch Director/Communications Unit Leader/IT Unit Leader and/or Business Function Relocation Unit Leader to ensure shared strategies for business resumption.		
Develop and submit an action plan to the Business Continuity Branch Director when requested.		
Advise the Business Continuity 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 Business Continuity Branch ability to maintain or recover impacted IT business functions.		
Brief the Business Continuity Branch Director regularly on current condition of all operations.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Business Continuity 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.		
Notify the Business Continuity Branch Director when restoration is complete.		
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 Business Continuity Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Business Continuity Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Business Continuity Branch Director for discussion and		

Demobilization/System Recovery	Time	Initial
possible inclusion in the After-action report; topics include: • 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 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

SERVICE CONTINUITY UNIT LEADER

Mission: Ensure business/clinical/ancillary service functions are maintained, restored or augmented to meet designated Recovery Time Objectives (RTO) and provide limited interruptions to continuity of essential business operations.

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

Position Reports to: Business Continuity 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, briefing, and any appropriate materials from the Business Continuity Branch Director.		
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 Unit members, as appropriate; distribute any appropriate forms or information to the Unit.		
Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Evaluate business capabilities, recovery plan actions, projected minimum and maximum duration of disruption, and progress in meeting RTOs; report status to the Business Continuity Branch Director.		
With Unit members, identify priorities for system restoration for service maintenance/resumption. Initiate migration to secondary or replacement systems, if available, in cooperation with other Business Continuity Branch Unit Leaders.		
Regularly meet with the Business Continuity Branch Director to discuss plan of action and staffing in all alternate business sites.		
Participate in briefings and meetings as requested.		
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
Evaluate all activated business continuity plans and modify, as necessary any predicted unmet RTOs.		
Identify specific activities or resources needed to ensure timely resumption of business services.		
Through Business Continuity Branch Director, coordinate with Infrastructure Branch Director for access to critical power needs or building assessments.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Develop and submit an action plan to the Business Continuity Branch Director when requested.		
Advise the Business Continuity Branch Director immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Brief the Business Continuity Branch Director regularly on current condition of all operations; communicate needs in advance.		
Prepare and maintain records and reports, as appropriate.		
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.		
Notify the Business Continuity Branch Director when restoration is complete.		
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 Business Continuity Branch Director.		
Upon deactivation of your position, brief the Business Continuity Branch Director on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Business Continuity Branch Director for discussion and possible inclusion in the After-action report; topics include: - 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 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

RECORDS PRESERVATION UNIT LEADER

Mission: Ensure vital business/medical records are maintained and preserved to meet designated Recovery Time Objectives (RTO) and provide limited interruptions to continuity of essential business operations.

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

Position Reports to: Business Continuity 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, briefing, and any appropriate materials from the Business Continuity Branch Director.		
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 Unit members, as appropriate; distribute any appropriate forms or information to the Unit.		
Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Evaluate status of: • Hospital records • Business/financial records • Billing records • Medical Records		
Initiate protection or move/relocate records, as appropriate; activate off-site storage plans.		
Contact external contractors for record protection or recovery, as appropriate.		
Evaluate business capabilities, recovery plan actions, and progress in meeting RTOs; report status to the Business Continuity Branch Director.		
Meet with the Business Continuity Branch Director to discuss plan of action and staffing in all alternate business sites.		
Participate in briefings and meetings as requested.		
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

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Evaluate all activated business continuity plans and modify, as necessary any predicted unmet RTOs.		
Identify specific activities or resources needed to ensure ongoing preservation of hospital records.		
Through Business Continuity Branch Director, coordinate with Infrastructure Branch Director for access to critical power needs or building assessments.		
Initiate restoration of records, as appropriate.		
Develop and submit an action plan to the Business Continuity Branch Director when requested.		
Advise the Business Continuity Branch Director immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue coordination of records preservation activities.		
Continue restoration of records,, as appropriate		
Brief the Business Continuity Branch Director regularly on current condition of all operations.		
Prepare and maintain records and reports, as appropriate.		
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.		
Notify the Business Continuity Branch Director when restoration is complete.		
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 Business Continuity Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Business Continuity Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Security Branch Director for discussion and possible inclusion in the after-action report; topics include: • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes		

Demobilization/System Recovery	Time	Initial
• 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 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

BUSINESS FUNCTION RELOCATION UNIT LEADER

Mission: Ensure business functions are moved to alternative work sites to maintain designated Recovery Time Objectives (RTO) and provide limited interruptions to continuity of essential business operations.

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

Position Reports to: Business Continuity 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, briefing, and any appropriate materials from the Business Continuity Branch Director.		
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 Unit members, as appropriate; distribute any appropriate forms or information to the Unit.		
Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Evaluate business capabilities, systems still on-line, recovery plan actions, projected minimum and maximum duration of disruption, and progress in meeting RTOs; report status to the Business Continuity Branch Director.		
Identify appropriate alternative work sites for business operational needs. Coordinate with Service and Support Branch Directors and Unit Leaders, as appropriate.		
With Unit members, identify priorities for system restoration for service maintenance/resumption. Initiate migration to secondary or replacement systems, if available, in cooperation with other Business Continuity Branch Unit Leaders.		
Meet with the Business Continuity Branch Director to discuss plan of action and staffing in all alternate business sites.		
Participate in briefings and meetings as requested.		
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
Evaluate all activated business continuity plans and modify, as necessary any predicted unmet RTOs.		
Identify specific activities or resources needed to ensure timely relocation of business functions.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Through Business Continuity Branch Director, coordinate with Infrastructure Branch Director for access to critical power needs or building assessments.		
Coordinate with the Security Branch Director of building access and staff safety.		
Develop and submit an action plan to the Business Continuity Branch Director when requested.		
Advise the Business Continuity Branch Director immediately of any operational issue you are not able to correct or resolve.		
Coordinate with IT Unit Leader to bring alternate site(s) up (e.g., install additional hardware, connect to network, etc.).		
Coordinate with Logistics Section's Transportation Unit Leader to arrange transportation of staff to alternate site(s) as necessary.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Brief the Business Continuity Branch Director regularly on current condition of all operations; communicate needs in advance.		
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 job sites. Combine or deactivate positions in a phased manner.		
Notify the Business Continuity Branch Director when restoration is complete.		
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 Business Continuity Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Business Continuity Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Business Continuity Branch Director for discussion and possible inclusion in the After-action report; topics include: • 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		

Demobilization/System Recovery	Time	Initial
briefings and meetings as required.		

Documents/Tools
• Incident Action Plan • 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