**Mission:** Organize and manage the deployment of supplementary medications.

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| Position Reports to: **Staging Manager**  Command Location:  |
| Position Contact Information: Phone: ( ) - Radio Channel:  |
| Hospital Command Center (HCC): Phone: ( ) - Fax: ( ) -  |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |

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| **Immediate Response (0 – 2 hours)** | **Time** | **Initial** |
| **Receive appointment** * Obtain briefing from the Staging Manager on:
* Size and complexity of the incident
* Expectations of the Incident Commander
* Incident objectives
* Involvement of outside agencies, stakeholders, and organizations
* The situation, incident activities, and any special concerns
* Assume the role of Medication Staging Team Leader
* Review this Job Action Sheet
* Put on position identification (e.g., position vest)
* Notify your usual supervisor of your assignment
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| **Assess the operational situation*** Obtain information and status from the Staging Manager and the Operations Section Chief
* Provide information to the Staging Manager on the operational situation
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| **Determine area objectives, tactics, and assignments** * Document area objectives, tactics, and assignments on the HICS 204: Assignment List
* Based on the incident objectives for the response period consider the issues and priorities:
* Appoint Medication Staging Team personnel in collaboration with the Staging Manager
* Determine strategies and how the tactics will be accomplished
* Determine needed resources
* Make assignments; distribute corresponding Job Action Sheets and position identification
* Brief team personnel on the situation, strategies, and tactics, and designate time for next briefing
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| **Activities*** Identify medication and pharmaceutical holding area in staging area, as appropriate
* Maintain an organized area and inventory control system
* Instruct all team personnel to evaluate medication inventories and needs; report the status to the Staging Manager
* Coordinate the delivery of needed medication resources to requesting area
* Assess problems and needs in each unit area, such as electrical power and security; coordinate resource management
* Communicate regularly with the Staging Manager and team personnel
* Regularly report medication supply status to the Staging Manager
* Meet regularly with the Staging Manager for status reports, and to relay important information to Medication Staging Team
* Communicate regularly with the other Staging Area Team Leaders
* Report medication inventories to the Planning Section Materiel Tracking Manager
* Consider development of a team action plan; submit to the Staging Manager if requested
* Advise the Staging Manager immediately of any operational issue you are not able to correct
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| **Documentation*** HICS 204: Document assignments and operational period objectives on Assignment List
* HICS 213: Document all communications on a General Message Form
* HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
* HICS 252: Distribute Section Personnel Time Sheet to team personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period
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| **Resources*** Assess issues and needs in area; coordinate resource management
* Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed
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| **Communication***Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security*** Ensure that all area personnel comply with safety procedures and instructions
* Ensure personal protective equipment (PPE) is available and utilized appropriately
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| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
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| **Activities*** Transfer the Medication Staging Team Leader role, if appropriate
* Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
* Address any health, medical, and safety concerns
* Address political sensitivities, when appropriate
* Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
* Continue coordinating the delivery of needed medications, working with the Logistics Section Supply Unit
* Ensure the following are being addressed:
* Documentation is done correctly and collected
* Inventory security and control
* Prioritizing problems when multiple issues are presented
* Maintaining medications at proper temperatures
* Coordinating the use of external resources
* Provide status updates to Team Leaders
* Report resource problems and issues to the Staging Manager and the Logistics Section Supply Unit Leader, as appropriate
* Advise the Staging Manager immediately of any operational issue you are not able to correct
* Continue to meet regularly with the Staging Manager for status reports, and to relay important information
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| **Documentation*** HICS 204: Document assignments and operational period objectives on Assignment List
* HICS 213: Document all communications on a General Message Form
* HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
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| **Resources*** Assess issues and needs in Staging Areas; coordinate resource management
* Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed
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| **Communication** *Hospital to complete: Insert communications technology, instructions for use and*  *protocols for interface with external partners* |  |  |
| **Safety and security*** Ensure that all area personnel comply with safety procedures and instructions
* Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
* Ensure personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit
* Ensure personal protective equipment (PPE) is available and utilized appropriately
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| **Extended Response (greater than 12 hours)** | **Time** | **Initial** |
| **Activities*** Transfer the Medication Staging Team Leader role, if appropriate
* Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
* Address any health, medical, and safety concerns
* Address political sensitivities, when appropriate
* Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
* Work with the Operations Section Chief and the Logistics Section Support Branch on the assignment of external resources
* Continue to monitor the ability of the Medication Staging Team to meet workload demands, personnel health and safety, resource needs, and documentation practices
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| **Documentation*** HICS 204: Document assignments and operational period objectives on Assignment List
* HICS 213: Document all communications on a General Message Form
* HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
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| **Resources*** Assess issues and needs in Staging Areas; coordinate resource management
* Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed
 |  |  |
| **Communication** *Hospital to complete: Insert communications technology, instructions for use and*  *protocols for interface with external partners* |  |  |
| **Safety and security*** Ensure that all team personnel continue to comply with safety procedures and instructions
* Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader
* Provide for staff rest periods and relief
* Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
* Ensure personal protective equipment (PPE) is available and utilized appropriately
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| **Demobilization/System Recovery** | **Time** | **Initial** |
| **Activities*** Transfer the Medication Staging Team Leader role, if appropriate
* Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
* Address any health, medical, and safety concerns
* Address political sensitivities, when appropriate
* Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
* As needs for Medication Staging Team decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader
* Assist the Staging Manager and the Operations Section Chief with restoring hospital resources to normal operating conditions
* Ensure the return, retrieval, and restocking of equipment and supplies
* Notify the Staging Manager when demobilization and restoration is complete
* Upon deactivation of your position, brief the Staging Manager on current problems, outstanding issues, and follow up requirements
* Debrief area personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes, as needed
* Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:
* Review of pertinent position descriptions and operational checklists
* Recommendations for procedure changes
* Accomplishments and issues
* Participate in stress management and after action debriefings
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| **Documentation*** HICS 221: Demobilization Check-Out
* Ensure all documentation is submitted to the Planning Section Documentation Unit
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| **Documents/Tools** |
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| * HICS 203 - Organization Assignment List
* HICS 204 - Assignment List
* HICS 213 - General Message Form
* HICS 214 - Activity Log
* HICS 215A - Incident Action Plan (IAP) Safety Analysis
* HICS 221 - Demobilization Check-Out
* HICS 252 - Section Personnel Time Sheet
* Hospital Emergency Operations Plan
* Hospital Medication Staging Log
* Hospital Incident Specific Plans or Annexes
* Hospital organization chart
* Hospital telephone directory
* Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication
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