**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 |  |  |
| **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 |  |  |
| **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 |  |  |
| **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 |  |  |
| **Resources**   * Assess issues and needs in area; coordinate resource management * Ensure equipment, supplies, and personal protective equipment (PPE) are available 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 area personnel comply with safety procedures and instructions * Ensure personal protective equipment (PPE) is available and utilized appropriately |  |  |

| **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 |  |  |
| **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 |  |  |
| **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 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 |  |  |
| **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 |  |  |
| **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 |  |  |
| **Documentation**   * HICS 221: Demobilization Check-Out * Ensure all documentation is submitted to the Planning Section Documentation Unit |  |  |

| **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 |