

## MEDICATION STAGING TEAM LEADER

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

Position Reports to: <b>Staging Manager</b>		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.

Immediate Response (0 – 2 hours)	Time	Initial
<p><b>Receive appointment</b></p> <ul style="list-style-type: none"> <li>• Obtain briefing from the Staging Manager on:                             <ul style="list-style-type: none"> <li>○ Size and complexity of the incident</li> <li>○ Expectations of the Incident Commander</li> <li>○ Incident objectives</li> <li>○ Involvement of outside agencies, stakeholders, and organizations</li> <li>○ The situation, incident activities, and any special concerns</li> </ul> </li> <li>• Assume the role of Medication Staging Team Leader</li> <li>• Review this Job Action Sheet</li> <li>• Put on position identification (e.g., position vest)</li> <li>• Notify your usual supervisor of your assignment</li> </ul>		
<p><b>Assess the operational situation</b></p> <ul style="list-style-type: none"> <li>• Obtain information and status from the Staging Manager and the Operations Section Chief</li> <li>• Provide information to the Staging Manager on the operational situation</li> </ul>		
<p><b>Determine area objectives, tactics, and assignments</b></p> <ul style="list-style-type: none"> <li>• Document area objectives, tactics, and assignments on the HICS 204: Assignment List</li> <li>• Based on the incident objectives for the response period consider the issues and priorities:                             <ul style="list-style-type: none"> <li>○ Appoint Medication Staging Team personnel in collaboration with the Staging Manager</li> <li>○ Determine strategies and how the tactics will be accomplished</li> <li>○ Determine needed resources</li> </ul> </li> <li>• Make assignments; distribute corresponding Job Action Sheets and position identification</li> <li>• Brief team personnel on the situation, strategies, and tactics, and designate time for next briefing</li> </ul>		

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<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Identify medication and pharmaceutical holding area in staging area, as appropriate</li> <li>• Maintain an organized area and inventory control system</li> <li>• Instruct all team personnel to evaluate medication inventories and needs; report the status to the Staging Manager</li> <li>• Coordinate the delivery of needed medication resources to requesting area</li> <li>• Assess problems and needs in each unit area, such as electrical power and security; coordinate resource management</li> <li>• Communicate regularly with the Staging Manager and team personnel             <ul style="list-style-type: none"> <li>○ Regularly report medication supply status to the Staging Manager</li> <li>○ Meet regularly with the Staging Manager for status reports, and to relay important information to Medication Staging Team</li> </ul> </li> <li>• Communicate regularly with the other Staging Area Team Leaders</li> <li>• Report medication inventories to the Planning Section Materiel Tracking Manager</li> <li>• Consider development of a team action plan; submit to the Staging Manager if requested</li> <li>• Advise the Staging Manager immediately of any operational issue you are not able to correct</li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• HICS 204: Document assignments and operational period objectives on Assignment List</li> <li>• HICS 213: Document all communications on a General Message Form</li> <li>• HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> <li>• 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</li> </ul>		
<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Assess issues and needs in area; coordinate resource management</li> <li>• Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed</li> </ul>		
<p><b>Communication</b></p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p><b>Safety and security</b></p> <ul style="list-style-type: none"> <li>• Ensure that all area personnel comply with safety procedures and instructions</li> <li>• Ensure personal protective equipment (PPE) is available and utilized appropriately</li> </ul>		

Intermediate Response (2 – 12 hours)	Time	Initial
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Transfer the Medication Staging Team Leader role, if appropriate             <ul style="list-style-type: none"> <li>○ 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</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> </ul> </li> </ul>		

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<ul style="list-style-type: none"> <li>○ 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)</li> <li>● Continue coordinating the delivery of needed medications, working with the Logistics Section Supply Unit</li> <li>● Ensure the following are being addressed:             <ul style="list-style-type: none"> <li>○ Documentation is done correctly and collected</li> <li>○ Inventory security and control</li> <li>○ Prioritizing problems when multiple issues are presented</li> <li>○ Maintaining medications at proper temperatures</li> <li>○ Coordinating the use of external resources</li> </ul> </li> <li>● Provide status updates to Team Leaders</li> <li>● Report resource problems and issues to the Staging Manager and the Logistics Section Supply Unit Leader, as appropriate</li> <li>● Advise the Staging Manager immediately of any operational issue you are not able to correct</li> <li>● Continue to meet regularly with the Staging Manager for status reports, and to relay important information</li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>● HICS 204: Document assignments and operational period objectives on Assignment List</li> <li>● HICS 213: Document all communications on a General Message Form</li> <li>● HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>		
<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>● Assess issues and needs in Staging Areas; coordinate resource management</li> <li>● Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed</li> </ul>		
<p><b>Communication</b></p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p><b>Safety and security</b></p> <ul style="list-style-type: none"> <li>● Ensure that all area personnel comply with safety procedures and instructions</li> <li>● Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques</li> <li>● 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</li> <li>● Ensure personal protective equipment (PPE) is available and utilized appropriately</li> </ul>		

Extended Response (greater than 12 hours)	Time	Initial
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>● Transfer the Medication Staging Team Leader role, if appropriate             <ul style="list-style-type: none"> <li>○ 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</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> </ul> </li> </ul>		

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<ul style="list-style-type: none"> <li>○ 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)</li> <li>● Work with the Operations Section Chief and the Logistics Section Support Branch on the assignment of external resources</li> <li>● Continue to monitor the ability of the Medication Staging Team to meet workload demands, personnel health and safety, resource needs, and documentation practices</li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>● HICS 204: Document assignments and operational period objectives on Assignment List</li> <li>● HICS 213: Document all communications on a General Message Form</li> <li>● HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>		
<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>● Assess issues and needs in Staging Areas; coordinate resource management</li> <li>● Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed</li> </ul>		
<p><b>Communication</b></p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p><b>Safety and security</b></p> <ul style="list-style-type: none"> <li>● Ensure that all team personnel continue to comply with safety procedures and instructions</li> <li>● 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</li> <li>● Provide for staff rest periods and relief</li> <li>● Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques</li> <li>● Ensure personal protective equipment (PPE) is available and utilized appropriately</li> </ul>		

Demobilization/System Recovery	Time	Initial
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>● Transfer the Medication Staging Team Leader role, if appropriate               <ul style="list-style-type: none"> <li>○ 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</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> <li>○ 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)</li> </ul> </li> <li>● 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</li> <li>● Assist the Staging Manager and the Operations Section Chief with restoring hospital resources to normal operating conditions</li> <li>● Ensure the return, retrieval, and restocking of equipment and supplies</li> </ul>		

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<ul style="list-style-type: none"> <li>• Notify the Staging Manager when demobilization and restoration is complete</li> <li>• Upon deactivation of your position, brief the Staging Manager on current problems, outstanding issues, and follow up requirements</li> <li>• Debrief area personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes, as needed</li> <li>• 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:             <ul style="list-style-type: none"> <li>○ Review of pertinent position descriptions and operational checklists</li> <li>○ Recommendations for procedure changes</li> <li>○ Accomplishments and issues</li> </ul> </li> <li>• Participate in stress management and after action debriefings</li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• HICS 221: Demobilization Check-Out</li> <li>• Ensure all documentation is submitted to the Planning Section Documentation Unit</li> </ul>		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> HICS 203 - Organization Assignment List</li> <li><input type="checkbox"/> HICS 204 - Assignment List</li> <li><input type="checkbox"/> HICS 213 - General Message Form</li> <li><input type="checkbox"/> HICS 214 - Activity Log</li> <li><input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis</li> <li><input type="checkbox"/> HICS 221 - Demobilization Check-Out</li> <li><input type="checkbox"/> HICS 252 - Section Personnel Time Sheet</li> <li><input type="checkbox"/> Hospital Emergency Operations Plan</li> <li><input type="checkbox"/> Hospital Medication Staging Log</li> <li><input type="checkbox"/> Hospital Incident Specific Plans or Annexes</li> <li><input type="checkbox"/> Hospital organization chart</li> <li><input type="checkbox"/> Hospital telephone directory</li> <li><input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication</li> </ul>