

PROCUREMENT UNIT LEADER

Mission: Responsible for the purchase or lease of approved equipment, supplies, medications and other materials needed for the hospital's incident response, recovery, and restoration.

Position Reports to: Finance/Administration Section Chief 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>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from Finance/Administration Section Chief on: <ul style="list-style-type: none"> ○ Size and complexity of 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 Procurement Unit Leader • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Obtain information and status from the Finance/Administration Section Chief • Provide information to the Finance/Administration Section Chief on the operational situation of the Procurement Unit 		
<p>Determine unit objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Based on the unit's objectives for the response period consider the issues and priorities: <ul style="list-style-type: none"> ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Brief unit personnel on situation, strategies, and tactics, and designate time for next briefing 		
<p>Activities</p> <ul style="list-style-type: none"> • Establish a line of communication with the Logistics Section Supply Unit Leader to ensure resource coordination • Obtain authorization to initiate and finalize purchases from the Finance/Administration Section Chief, or authorized representative • Interpret and initiate contracts and agreements to minimize costs when possible and resolve disputes 		

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<ul style="list-style-type: none"> Establish and document emergency agreements for the sharing, transfer of material, supplies, etc., to other entities Provide status updates to the Finance/Administration Section Chief regularly to discuss the Incident Action Plan (IAP), advising of accomplishments and issues encountered Provide regular updates to unit personnel and inform of strategy changes as needed Initiate purchase tracking on HICS 256: Procurement Summary Report, ensure the separate accounting of all contracts specifically related to the incident and of all purchases 		
Documentation <ul style="list-style-type: none"> 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 256: Initiate purchase tracking on Procurement Summary Report 		
Resources <ul style="list-style-type: none"> Determine staffing needs and place requests with the Finance/ Administration Section Chief or Logistics Section Labor Pool and Credentialing Unit Determine equipment and supply needs and place request with the Finance/Administration Section Chief or Logistics Section Supply Unit 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> Ensure that all unit personnel comply with safety procedures and instructions 		

Intermediate Response (2 – 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> Transfer the Procurement Unit Leader role, if appropriate <ul style="list-style-type: none"> 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) Collect invoices and other records to reconcile them with the procurement agreements before forwarding them to the Cost Unit Leader Coordinate with the Logistics Section Supply Unit Leader to ensure that procurements meet the needs of the requestors Meet regularly with the Finance/Administration Section Chief for status reports Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct Maintain a master log of all purchases related to the incident on HICS 256: Procurement Summary Report 		

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<p>Documentation</p> <ul style="list-style-type: none"> • 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 256: Log all purchases on Procurement Summary Report 		
<p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Make requests for external assistance, as needed, in coordination with the Logistics Section Supply Unit Leader 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit 		

Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Procurement Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ 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) • Provide updates to Finance/Administration Section Chief and unit personnel • Continue to maintain a master log of all purchases related to the incident on HICS 256: Procurement Summary Report 		
<p>Documentation</p> <ul style="list-style-type: none"> • 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 256: Log all purchases on Procurement Summary Report 		
<p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Determine equipment and supply needs; request them from the Logistics Section Supply Unit Leader 		

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<p>Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all unit 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 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Procurement Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ 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) • Ensure complete closure of contracts, agreements, purchases, etc., relating to the incident • As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader • Compile final cost accounting reports for the Finance/Administration Section Chief • Assist coordination of resupply, ordering and restocking of equipment • Account for costs associated with all repaired or replaced equipment • Notify the Finance/Administration Section Chief when clean-up and restoration is complete • Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow up requirements • Debrief unit 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: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues • Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Planning Section Documentation Unit • Provide final reports as requested 		

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Documents/Tools

- HICS 204 - Assignment List
- HICS 203 - Organization 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
- HICS 256 - Procurement Summary Report
- Hospital financial data forms
- FEMA reimbursement guidance and forms
- State and Department of Homeland Security reimbursement forms
- Hospital Emergency Operations Plan
- Incident Specific Plans or Annexes
- Standard procurement protocol, including coding information
- Contract and non-contract vendor lists
- Hospital organization chart
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication