**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.

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| 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. |

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| **Immediate Response (0 – 2 hours)** | **Time** | **Initial** |
| **Receive appointment** * Obtain briefing from Finance/Administration Section Chief on:
* 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
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| **Assess the operational situation*** 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
 |  |  |
| **Determine unit objectives, tactics, and assignments** * Based on the unit's objectives for the response period consider the issues and priorities:
* 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
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| **Activities*** 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
* 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
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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 256: Initiate purchase tracking on Procurement Summary Report
 |  |  |
| **Resources*** 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***Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security*** Ensure that all unit personnel comply with safety procedures and instructions
 |  |  |

| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
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| **Activities*** Transfer the Procurement Unit 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)
* 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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| **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 256: Log all purchases on Procurement Summary Report
 |  |  |
| **Resources*** 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
 |  |  |
| **Communication***Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security*** 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
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| **Extended Response (greater than 12 hours)** | **Time** | **Initial** |
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| **Activities*** Transfer the Procurement Unit 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)
* 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
 |  |  |
| **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 256: Log all purchases on Procurement Summary Report
 |  |  |
| **Resources*** 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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| **Communication***Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security*** 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
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| **Demobilization/System Recovery** | **Time** | **Initial** |
| **Activities*** Transfer the Procurement Unit 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)
* 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:
* 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
* Provide final reports as requested
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| **Documents/Tools** |
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| * 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
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