**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 |  |  |
| **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 |  |  |
| **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 |  |  |
| **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 |  |  |

| **Extended Response (greater than 12 hours)** | **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) * 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 |  |  |
| **Documentation**   * HICS 221: Demobilization Check-Out * Ensure all documentation is submitted to the Planning Section Documentation Unit * Provide final reports as requested |  |  |

| **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 |