**Mission:** Maintain information on the status, location, and availability of personnel, teams, facilities, supplies, and major equipment to ensure availability of use during the incident. Maintain a master list of all resources assigned to incident operations.

|  |
| --- |
| Position Reports to:  **Planning 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** |
| **Receive appointment** * Obtain briefing from the Planning 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 Resources 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 Personnel Tracking and Materiel Tracking Managers, if appointed
* Provide information to the Planning Section Chief on the operational situation of the Resources Unit
 |  |  |
| **Determine unit objectives, tactics, and assignments** * Document unit objectives, tactics, and assignments on the HICS 204: Assignment List
* Determine which Resource Unit Managers need to be activated:
	+ Personnel Tracking Manager
	+ Materiel Tracking Manager
* Based on the incident objectives for the response period consider the issues and priorities:
* Appoint Resources Unit personnel in collaboration with the Planning Section Chief
* Determine strategies and how the tactics will be accomplished
* Determine needed resources
* Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing
 |  |  |
| **Activities*** Establish contact with the Situation Unit Leader and hospital department heads to account for on duty personnel, equipment, and supplies on hand
* Coordinate activities and inventories with the Logistics Section Supply Unit Leader
* Maintain contact and share information with the Logistics Section Labor Pool and Credentialing Unit Leader and the Operations Section Personnel Staging Team Leader
* Provide status updates to the Planning Section Chief regularly to discuss the Incident Action Plan (IAP), advising of accomplishments and issues encountered
* Consider development of a unit action plan; submit to the Planning Section Chief if requested
* Provide regular updates to unit personnel and inform of strategy changes as needed; designate time for next briefing
 |  |  |
| **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 section 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
* HICS 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response
* HICS 258: Complete, review, and revise the Hospital Resource Directory if necessary
 |  |  |
| **Resources*** Assess issues and needs in unit areas; 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 unit personnel comply with safety procedures and instructions
 |  |  |

| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
| --- | --- | --- |
| **Activities*** Transfer the Resources 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)
* Meet with the Public Information Officer, the Liaison Officer, the Situation Unit Leader, the Logistics Section Service and Branch Directors as necessary to update and maintain resources tracking
* Coordinate personnel resource needs with the Logistics Section Labor Pool and Credentialing Unit Leader and the Operations Section Staging Manager
* Meet regularly with the Planning Section Chief for status reports
* Advise the Planning Section Chief 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 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response
* HICS 258: Complete, review, and revise the Hospital Resource Directory if necessary
 |  |  |
| **Resources*** Assess issues and needs in unit 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 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
* Ensure personal protective equipment (PPE) is available and utilized appropriately
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Extended Response (greater than 12 hours)** | **Time** | **Initial** |
| **Activities*** Transfer the Resources 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)
* Continue to monitor the ability of the Resources Unit to meet workload demands, personnel health and safety, resource needs, and documentation practices
* Provide updates to the Planning Section Chief
* Meet with unit personnel to address ongoing issues
 |  |  |
| **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 257: As directed by the Planning Section Chief, use the Resource Accounting Record to track equipment used during the response
* HICS 258: Complete, review, and revise the Hospital Resource Directory if necessary
 |  |  |
| **Resources*** Assess issues and needs in unit 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 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
* Ensure personal protective equipment (PPE) is available and utilized appropriately
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Demobilization/System Recovery** | **Time** | **Initial** |
| **Activities** * Transfer the Resources 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 the return, retrieval, and restocking of equipment and supplies
* If information technology (IT) systems were offline during the response, ensure appropriate information from the HICS 257: Resource Accounting Record is transferred into the normal tracking systems
* 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 Demobilization Unit Leader
* Notify the Planning Section Chief when demobilization and restoration is complete
* Coordinate reimbursement issues with the Finance/Administration Section
* Upon deactivation of your position, brief the Planning 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 Documentation Unit
 |  |  |

|  |
| --- |
| **Documents and Tools** |
| * HICS 203 - Organization Assignment List
* HICS 204 - Assignment List
* HICS 213 - General Message
* HICS 214 - Activity Log
* HICS 215A - Incident Action Plan (IAP) Safety Analysis
* HICS 221 - Demobilization Check-Out
* HICS 252 - Section Personnel Time Sheet
* HICS 257 - Resource Accounting Record
* HICS 258 - Hospital Resource Directory
* Hospital Emergency Operations Plan
* Hospital Incident Specific Plans or Annexes
* IT systems, specialty personnel, equipment, and supply tracking systems
* Hospital organization chart
* Hospital telephone directory
* Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication
 |