RUNNER

Mission: Take messages, documents, or supplies to and from different areas of the hospital.

Position Reports to: **Section Chief or other HIMT personnel** 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 Section Chief or other assigning Hospital Incident Management Team (HIMT) personnel on:
  o Size and complexity of incident
  o Expectations of the Incident Commander
  o Incident objectives
  o The situation, incident activities, and any special concerns
• Assume the role of Runner
• Review this Job Action Sheet
• Put on position identification (e.g., position vest), if provided
• Notify your usual supervisor of your assignment		

Activities • Receive assigned radio and establish two-way communications with the Communications Unit Leader, if applicable • Receive just-in-time training for the radio if needed • Participate in briefings and meetings as requested • Advise designated personnel immediately of any operational issue you are not able to correct or resolve • Use HICS 213: General Message Form for all communications • Use a new form for every message; ask the sender to complete the message form, deliver it to the receiver and ask them to sign, time, and add comments if needed • Ensure the Documentation Unit Leader receives all completed forms • If you have completed a run and are without a subsequent assignment, return to the Hospital Command Center for assignment		
Documentation • 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		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		

RUNNER

Intermediate Response (2 – 12 hours)	Time	Initial
Activities - Transfer Runner 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) - Advise designated personnel immediately of any operational issue you are not able to correct or resolve - Obtain information and updates as needed		
Documentation - 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		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		

Extended Response (greater than 12 hours)	Time	Initial
Activities - Transfer Runner 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) - Advise designated personnel immediately of any operational issue you are not able to correct or resolve - Participate in briefings as requested - Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques		
Documentation - 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		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		

RUNNER

Demobilization/System Recovery	Time	Initial

Activities
• Transfer Runner role, if appropriate
   o 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
   o Address any health, medical, and safety concerns
   o Address political sensitivities, when appropriate
   o 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
• Notify the Planning Section Chief when demobilization and restoration is complete
• Upon deactivation of your position, brief your supervisor on current problems, outstanding issues, and follow up requirements
• Debrief 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:
   o Review of pertinent position descriptions and operational checklists
   o Recommendations for procedure changes
   o 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/Tools
❑ HICS 203 - Organization Assignment List ❑ HICS 204 - Assignment List ❑ HICS 205A - Communications List ❑ HICS 213 - General Message Form ❑ HICS 214 - Activity Log ❑ HICS 215A - Incident Action Plan (IAP) Safety Analysis ❑ HICS 221 - Demobilization Check-Out ❑ Hospital organization chart ❑ Hospital buildings and campus maps ❑ Hospital telephone directory ❑ Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication