SCRIBE

Mission: Maintain accurate and complete documentation for the assigned section, branch, or unit.

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: *I* *I*	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: *I* *I*	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: *I* *I*	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 Scribe
• 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 • Coordinate with the Information Technology/Information Services (IT/IS) and Equipment Unit Leader to ensure access to IT systems with email and intranet communication to increase communication and document sharing with all sections • If assigned role by Documentation Unit Leader, prepare a system to receive documentation and completed forms from all sections over the course of the activation • Provide duplicates of forms and reports to designated personnel as directed • Participate in briefings and meetings as requested • Advise designated personnel immediately of any operational issue you are not able to correct or resolve		
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		

HOSPITAL INCIDENT COMMAND SYSTEM

SCRIBE

Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		

Intermediate Response (2 – 12 hours)	Time	Initial

Activities
• Transfer Scribe 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)
• Advise designated personnel immediately of any operational issue you are not able to correct or resolve
• Continue to accept and organize all documentation and forms submitted to assigned section
• Check the accuracy and completeness of records submitted; correct errors or omissions by contacting appropriate personnel
• Maintain all historical information and record consolidated plans		

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 Scribe 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)
• Advise designated personnel immediately of any operational issue you are not able to correct or resolve
• Continue to accept and organize all documentation and forms submitted to assigned section
• Check the accuracy and completeness of records submitted; correct errors or omissions by contacting appropriate personnel
• Maintain all historical information and record consolidated plans		

SCRIBE

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*		

Demobilization/System Recovery	Time	Initial

Activities
• Transfer Scribe 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 all documentation is received and compiled
• 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 telephone directory ❑ Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication ❑ Computer with internet access