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

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| 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. |

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| **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:
* Size and complexity of incident
* Expectations of the Incident Commander
* Incident objectives
* 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 f rom 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
 |  |  |
| **Communication***Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |

| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
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| **Activities*** Transfer Scribe 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
* 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* |  |  |

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| **Extended Response (greater than 12 hours)** | **Time** | **Initial** |
| **Activities*** Transfer Scribe 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
* 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*
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| **Demobilization/System Recovery** | **Time** | **Initial** |
| **Activities*** Transfer Scribe 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 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:
* 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 Documentation Unit
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| **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
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