**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 |  |  |
| **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 |