**Mission:** Organize and manage the deployment of supplementary resources, including personnel, vehicles, equipment, supplies, and medications.

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| Position Reports to: **Operations 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. |

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| **Immediate Response (0 – 2 hours)** | **Time** | **Initial** |
| **Receive appointment** * Obtain briefing from the Operations Section Chief on:
* Size and complexity of the 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 Staging Manager
* Review this Job Action Sheet
* Put on position identification (e.g., position vest)
* Notify your usual supervisor of your assignment
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| **Assess the operational situation*** Obtain information and status from Staging Areas
* Provide information to the Operations Chief on the operational situation
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| **Determine area objectives, tactics, and assignments** * Document area objectives, tactics, and assignments on the HICS 204: Assignment List
* Determine which Staging Area Teams need to be activated
* Personnel Staging Team
* Vehicle Staging Team
* Equipment/Supply Staging Team
* Medication Staging Team
* Based on the incident objectives for the response period consider the issues and priorities:
* Determine strategies and how the tactics will be accomplished
* Determine needed resources
* Make assignments; distribute corresponding Job Action Sheets and position identification
* Brief area personnel on the situation, strategies, and tactics, and designate time for next briefing
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| **Activities*** Coordinate delivery to requesting areas of needed resources:
* Personnel
* Vehicles
* Equipment and supplies
* Medications
* Participate in the planning meeting and development of the Incident Action Plan (IAP)
* Implement Staging Area plans, if appropriate, and monitor activities
* Identify an appropriate area to serve as staging area for the receipt and distribution of personnel and equipment
* Assess problems and needs; coordinate resource management
* Instruct all Staging Team Leaders to inventory and evaluate onsite equipment, supplies, and medications; then coordinate their needs with the Logistics Section Supply Unit Leader
* Coordinate staffing needs with the Logistics Section Labor Pool and Credentialing Unit Leader; report status to the Operations Section Chief
* Ensure the prioritization of problems when multiple issues are presented
* Communicate regularly with Staging Area Team Leaders and Operation Section personnel
* Consider development of an area action plan; submit to the Operations Chief if requested
* Brief Staging Team Leaders on the current situation; outline the Staging Area action plans, if used, and confirm the time for the next briefing
* Regularly report the Staging Area status to the Operations Section Chief
* Advise the Operations Section Chief immediately of any operational issue you are not able to correct
* Communicate regularly with other section chiefs
* Meet with the Operations Section Chief and the Logistics Section Chief, as appropriate, to discuss plan of action and staffing in all activities
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| **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 Staging Area 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
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| **Resources*** Assess issues and needs in Staging 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 area personnel comply with safety procedures and instructions
* Ensure personal protective equipment (PPE) is available and utilized appropriately
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| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
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| **Activities*** Transfer the Staging Manager 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)
* Communicate resource problems encountered to the Logistics Section Chief, as appropriate
* Coordinate patient care support and staff
* Continue coordinating delivery of needed personnel, equipment, supplies, medications, and support services, working with the Logistics and Planning Sections and the Operations Section Branch Directors, as needed
* Coordinate the use of external resources
* Ensure documentation is completed correctly and collected
* Coordinate the assignment and orientation of external personnel sent to assist the Staging Teams
* Meet regularly with the Operations Section Chief for status reports
* Advise the Operations Section Chief immediately of any operational issue you are not able to correct
* Provide status updates to team leaders
 |  |  |
| **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
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| **Resources*** Assess issues and needs in Staging 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 area personnel comply with safety procedures and instructions
* Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
* Ensure 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
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| **Extended Response (greater than 12 hours)** | **Time** | **Initial** |
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| **Activities*** Transfer the Staging Manager 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)
* Monitor operations and documentation
* Continue to monitor the ability of the Staging Area Teams to meet workload demands, personnel health and safety, resource needs, and documentation practices
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| **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
 |  |  |
| **Resources*** Assess issues and needs in Staging 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 area 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
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| **Demobilization/System Recovery** | **Time** | **Initial** |
| **Activities*** Transfer the Staging Manager 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)
* As needs for Staging Area decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner, in coordination with the Planning Section Demobilization Unit Leader
* Assist the Operations Section Chief with restoring hospital resources to normal operating conditions
* Ensure the return, retrieval, and restocking of equipment and supplies
* Notify the Operations Section Chief when demobilization and restoration is complete
* Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow up requirements
* Debrief area 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 Planning Section Documentation Unit
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| **Documents/Tools** |
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| * HICS 203 - Organization Assignment List
* HICS 204 - Assignment List
* HICS 213 - General Message Form
* HICS 214 - Activity Log
* HICS 215A - Incident Action Plan (IAP) Safety Analysis
* HICS 221 - Demobilization Check-Out
* HICS 252 - Section Personnel Time Sheet
* Hospital Emergency Operations Plan
* Hospital blueprints and maps
* Hospital Incident Specific Plans or Annexes
* Hospital organization chart
* Hospital telephone directory
* Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication
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