**Mission:** Responsible for the documentation of personnel time records. Monitor and report on regular and overtime hours worked or volunteered.

|  |
| --- |
| Position Reports to:  **Finance/Administration 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. |

|  |  |  |
| --- | --- | --- |
| **Immediate Response (0 – 2 hours)** | **Time** | **Initial** |
| **Receive appointment** * Obtain briefing from Finance/Administration Section Chief on:
* Size and complexity of 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 Time Unit Leader
* Review this Job Action Sheet
* Put on position identification (e.g., position vest)
* Notify your usual supervisor of your assignment
 |  |  |
| **Assess the operational situation*** Obtain information and status from the Finance/Administration Section Chief
* Provide information to the Finance/Administration Section Chief on the operational status of the Time Unit
 |  |  |
| **Determine unit objectives, tactics, and assignments** * Based on the unit's objectives for the response period consider the issues and priorities:
* Determine strategies and how the tactics will be accomplished
* Determine needed resources
* Brief unit personnel on situation, strategies, and tactics, and designate time for next briefing
 |  |  |
| **Activities*** Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the hospital’s emergency incident response
* Coordinate with the Logistics Section Labor Pool and Credentialing Unit Leader
* Collaborate with the Planning Section Personnel Tracking Manager in accounting for hospital personnel
* Provide status updates to the Finance/Administration Section Chief regularly to discuss the Incident Action Plan (IAP), advising of accomplishments and issues encountered
* Confirm the utilization of HICS 252: Section Personnel Time Sheet by all sections; document section personnel time
 |  |  |
| **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: Document personnel time on Section Personnel Time Sheet
 |  |  |
| **Resources*** Determine staffing needs and place requests with the Finance/ Administration Section Chief or the Logistics Section Labor Pool and Credentialing Unit
* Determine equipment and supply needs and place request with the Finance/Administration Section Chief or the Logistics Section Supply Unit
 |  |  |
| **Communication***Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security*** Ensure that all unit personnel comply with safety procedures and instructions
 |  |  |

| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
| --- | --- | --- |
| **Activities*** Transfer the Time Unit Leader 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)
* Collect HICS 252: Section Personnel Time Sheets from each work area for recording and tabulation every eight hours, or as specified by the Finance/ Administration Section Chief; forward to the Cost Unit Leader
* Meet regularly with the Finance/Administration Section Chief for status reports
* Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct
 |  |  |
| **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: Section Personnel Time Sheets
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Resources*** Assess issues and needs in unit areas; coordinate resource management
* Make requests for external assistance, as needed, in coordination with the Logistics Section Supply Unit Leader
 |  |  |
| **Communication***Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security*** Ensure that all unit personnel comply with safety procedures and instructions
* Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
* Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Extended Response (greater than 12 hours)** | **Time** | **Initial** |
| **Activities*** Transfer the Time Unit Leader 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)
* Continue to provide a summary of staff and volunteer personnel hours worked during the incident every eight hours or as requested
* Forward tabulated HICS 252: Section Personnel Time Sheets to the Cost Unit Leader
* Ensure that time activity is being tracked in a fashion that data is meeting state and federal reimbursement reporting requirements
 |  |  |
| **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: Section Personnel Time Sheets
 |  |  |
| **Resources*** Assess issues and needs in unit areas; coordinate resource management
* Determine equipment and supply needs; request them from the Logistics Section Supply Unit Leader
 |  |  |
| **Communication***Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security*** Ensure that unit 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 your physical readiness through proper nutrition, water intake, rest, and stress management techniques
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Demobilization/System Recovery** | **Time** | **Initial** |
| **Activities*** Transfer the Time Unit Leader 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 objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader
* Compile final cost accounting reports for the Finance/Administration Section Chief
* Assist coordination of resupply, ordering and restocking of equipment
* Notify the Finance/Administration Section Chief when clean-up and restoration is complete
* Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow up requirements
* Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed
* Summarize in a report all time related costs as requested by Finance/Administration Section Chief
* 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 Planning Section Documentation Unit
* Provide final reports as requested
 |  |  |

|  |
| --- |
| **Documents/Tools** |
| * 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
* HICS 253 - Volunteer Registration
* Standard timekeeping/payroll procedures
* FEMA reimbursement guidance and forms
* State and Department of Homeland Security reimbursement forms
* Hospital Emergency Operations Plan
* Incident Specific Plans or Annexes
* Hospital organization chart
* Hospital telephone directory
* Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication
 |