**Mission:** Organize and coordinate the transportation of all ambulatory and non-ambulatory patients. Arrange for the transportation of personnel and material resources within or outside of the hospital.

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| Position Reports to: **Support Branch Director** 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 Support Branch Director 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 Transportation 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**   * Evaluate current capabilities and resources for patient transportation within the hospital * Evaluate internal and external transportation support contingencies; coordinate issues with the Liaison Officer and the Supply Unit * Verify vendors’ ability to support or expand hospital operations per contract or agreement * Verify availability of secondary vendors as needed |  |  |
| **Determine unit objectives, tactics, and assignments**   * Document unit objectives, tactics, and assignments on the HICS 204: Assignment List * Based on the incident objectives for the response period consider the issues and priorities: * Appoint Transportation Unit personnel in collaboration with the Support Branch Director * Determine strategies and how the tactics will be accomplished * Determine needed resources * Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing |  |  |
| **Activities**   * Designate resources (e.g., people and wheelchairs) to support ambulance off-loading areas during influx of patients; coordinate with the Operations Section Staging Manager and the Security Branch Director, and local emergency medical services * Locate existing inventories of wheelchairs, stretchers, etc., and move them to locations designated in hospital plans * Designate resources (e.g., people and gurneys or carts) to move patients, equipment, or supplies within the hospital as needed; coordinate with the Operations Section Staging Manager and the Medical Care Branch Director * Designate resources (e.g., people and wheelchairs) to support movement of patients and equipment to ambulance or other loading areas during a controlled patient discharge or evacuation; coordinate with the Operations Section Staging Manger and the Medical Care Branch Director * Coordinate requests for ambulance or medical air transport of patients to and from the hospital in concert with the Operations Section Medical Care Branch Director and the Liaison Officer * Consider activation of local agreements for transportation services (bus companies, hotel shuttle operators, other local vendors) * Coordinate issues related to vehicle access to ambulance and supply loading areas with the Operations Section Security Branch Director * Anticipate increased demand for transportation resources as indicated by the situation * Obtain information and updates regularly from the Support Branch Director * Maintain current status of all unit areas * Inform the Support Branch Director of activities that have occurred; keep updated with status and utilization of resources and anticipated resource needs * Consider development of a unit action plan; submit to the Support Branch Director if requested |  |  |
| **Documentation**   * HICS 204: Document assignments and operational period objectives on Assignment List * HICS 205A: As directed by the Communications Unit Leader, list radio, cellular phone, or other communications assignments on the Communications List; coordinate with the Communications Unit * 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 section 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 * HICS 256: As directed by the Finance/Administration Section Procurement Unit Leader, log all purchases on a Procurement Summary Report * HICS 257: As directed by the Logistics Section Chief, use the Resource Accounting Record to track equipment used during the response |  |  |
| **Resources**   * Assess issues and needs in unit 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 unit personnel comply with safety procedures and instructions |  |  |

| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
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| **Activities**   * Transfer the Transportation 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) * Work through the Support Branch Director, the Logistics Section Chief, and the Liaison Officer to request external resource acquisition assistance (e.g., specialized transportation or other vendor-supplied services from the local Emergency Operations Center [EOC]) * Project capacities to provide services based on current information and situation * Meet regularly with the Support Branch Director for status reports * Advise the Support Branch Director immediately of any operational issue you are not able to correct * Designate times for briefings and updates with unit personnel to develop or update the unit action plan and demobilization procedures * Ensure that staffing and supply issues are addressed |  |  |
| **Documentation**   * HICS 204: Document assignments and operational period objectives on Assignment List * HICS 205A: As directed by the Communications Unit Leader, update the Communications List if necessary * 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 256: As directed by the Finance/Administration Section Procurement Unit Leader, log all purchases on a Procurement Summary Report * HICS 257: As directed by the Logistics Section Chief, use the Resource Accounting Record to track equipment used during the response |  |  |
| **Resources**   * Assess issues and needs in unit 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 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 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** |
| **Activities**   * Transfer the Transportation 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 monitor the ability of the Transportation Unit to meet workload demands, personnel health and safety, resource needs, and documentation practices |  |  |
| **Documentation**   * HICS 204: Document assignments and operational period objectives on Assignment List * HICS 205A: As directed by the Communications Unit Leader, update the Communications List if necessary * 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 256: As directed by the Finance/Administration Section Procurement Unit Leader, log all purchases on a Procurement Summary Report * HICS 257: As directed by the Logistics Section Chief, use the Resource Accounting Record to track equipment used during the response |  |  |
| **Resources**   * Assess issues and needs in unit 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 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 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 Transportation 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) * Ensure equipment borrowed from other hospitals is cleaned, repaired, replaced, and then returned to them * Coordinate the return of all used transportation equipment to their proper storage sites after appropriate cleaning and repairing * Document the return of leased or borrowed equipment * Ensure the return, retrieval, and restocking of all supplies * 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 * Notify the Support Branch Director when demobilization and restoration is complete * Coordinate reimbursement issues with the Finance/Administration Section * Upon deactivation of your position, brief the Support Branch Director 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 * 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 |  |  |

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| **Documents and 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 * HICS 252 - Section Personnel Time Sheet * HICS 256 - Procurement Summary Report * HICS 257 - Resource Accounting Record * Hospital Emergency Operations Plan * Hospital Incident Specific Plans or Annexes * Hospital Evacuation Plan * Alternate Care Site Plan * Supply, equipment, and personnel vendor directories and support agreements * Hospital organization chart * Hospital telephone directory * Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication |