**Mission:** Organize and manage the deployment of supplementary vehicle resources.

|  |
| --- |
| Position Reports to: **Staging Manager**  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 the Staging Manager 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 Vehicle Staging Team 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 Staging Areas and Operations Sections
* Provide information to the Staging Manager on the operational situation
 |  |  |
| **Determine area objectives, tactics, and assignments** * Document area 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 Vehicle Staging Team personnel in collaboration with the Staging Manager
* 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
 |  |  |
| **Activities*** Identify vehicle holding areas within the Staging Areas, as appropriate
* Maintain an organized area and inventory control
* Coordinate the delivery and assignment of needed vehicles, working with the Logistics Section Transportation Unit
* Establish and maintain contact with the Planning Section Materiel Tracking Manager and the Logistics Section Transportation Unit Leader to share information and vehicle status
* Assess problems and needs in the area; coordinate resource management
* Communicate and meet regularly with the Staging Manager, other Staging Area Team Leaders, and team personnel to discuss a plan of action, if needed, staffing for all activities, report status, and to relay important information
* Consider development of a team action plan; submit to the Staging Manager if requested
* Brief team personnel on the current situation; outline the area action plan, if used, and confirm the time for next briefing
* Advise the Staging Manager 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: Distribute Section Personnel Time Sheet to team 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
 |  |  |
| **Resources*** Assess issues and needs in area; 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
 |  |  |

| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
| --- | --- | --- |
| **Activities*** Transfer the Vehicle Staging Team 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 coordinating the delivery and assignment of needed vehicles, working with the Logistics Section Transportation Unit
* Coordinate the use of external resources
* Ensure the prioritization of problems when multiple issues are presented
* Ensure documentation is done correctly and collected
* Provide status updates to team leaders
* Communicate regularly with the Staging Manager and the Operations Section Chief
* Report resource problems and issues to the Staging Manager
* Advise the Staging Manager immediately of any operational issue you are not able to correct
* Continue to meet regularly with the Staging Manager for status reports, and to relay important information
 |  |  |
| **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 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
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Extended Response (greater than 12 hours)** | **Time** | **Initial** |
| **Activities*** Transfer the Vehicle Staging Team 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 with the Operations Section Chief and the Logistics Section Support Branch on the assignment of external resources
* Continue to monitor the ability of the Vehicle Staging Team to meet workload demands, personnel health and safety, resource needs, and documentation practices
* Rotate personnel on a regular basis
 |  |  |

|  |  |  |
| --- | --- | --- |
| **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 team 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
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Demobilization/System Recovery** | **Time** | **Initial** |
| **Activities*** Transfer the Vehicle Staging Team 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 needs for Vehicle Staging Team personnel 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 Staging Manager and the Operations Section Chief with restoring hospital resources to normal operating conditions
* Ensure the return, retrieval, and restocking of equipment and supplies
* Notify the Staging Manager when demobilization and restoration is complete
* Upon deactivation of your position, brief the Staging Manager 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
 |  |  |
| **Documentation*** HICS 221: Demobilization Check-Out
* Ensure all documentation is submitted to the Planning Section Documentation Unit
 |  |  |

| **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
* Hospital Emergency Operations Plan
* 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
 |