

## EMERGENCY INCIDENT COMMANDER

**Mission:** Organize and direct Emergency Operations Center (EOC). Give overall direction for hospital operations and if needed, authorize evacuation.

### Immediate

- \_\_\_ Initiate the Hospital Emergency Incident Command System by assuming role of Emergency Incident Commander.
- \_\_\_ Read this entire Job Action Sheet.
- \_\_\_ Put on position identification name badge.
- \_\_\_ Appoint all Section Chiefs and the Medical Staff Director positions; distribute the four section packets which contain:
  - Job Action Sheets for each position
  - Identification vest for each position
  - Forms pertinent to Section & positions
- \_\_\_ Appoint Public Information Officer, Liaison Officer, and Safety and Security Officer; distribute Job Action Sheets.
- \_\_\_ Announce a status/action plan meeting of all Section Chiefs and Medical Staff Director to be held within 5 to 10 minutes.
- \_\_\_ Assign someone as Documentation Recorder/Aide.
- \_\_\_ Receive status report and discuss an initial action plan with Section Chiefs and Medical Staff Director. Determine appropriate level of service during immediate aftermath.
- \_\_\_ Receive initial facility damage survey report from Logistics Chief, if applicable, evaluate the need for evacuation.
- \_\_\_ Obtain patient census and status from Planning Section Chief. Emphasize proactive actions within the Planning Section. Call for a hospital-wide projection report for 4, 8, 24 & 48 hours from time of incident onset. Adjust projections as necessary.
- \_\_\_ Authorize a patient prioritization assessment for the purposes of designating appropriate early discharge, if additional beds needed.
- \_\_\_ Assure that contact and resource information has been established with outside agencies through the Liaison Officer.

### Intermediate

- \_\_\_ Authorize resources as needed or requested by Section Chiefs.
- \_\_\_ Designate routine briefings with Section Chiefs to receive status reports and update the action plan regarding the continuance and termination of the action plan.
- \_\_\_ Communicate status to the Hospital Governing Board or designee.
- \_\_\_ Consult with Section Chiefs on needs for staff, physician, and volunteer responder food and shelter. Consider needs for dependents. Authorize plan of action.

### Extended

- \_\_\_ Approve media releases submitted by P.I.O.
- \_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- \_\_\_ Other concerns:  
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### PUBLIC INFORMATION OFFICER (P.I.O.)

Position Assigned To: _____  You Report To: _____ (Emergency Incident Commander)  Command Center: _____ Telephone: _____
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**Mission:** Provide information to the news media.

- Immediate
  - \_\_\_\_\_ Receive appointment from Emergency Incident Commander.
  - \_\_\_\_\_ Read this entire Job Action sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Identify restrictions in contents of news release information from Emergency Incident Commander.
  - \_\_\_\_\_ Establish a Public Information area away from emergency operations center and patient care activity.
- Intermediate
  - \_\_\_\_\_ Ensure that all news releases have the approval of the Emergency Incident Commander.
  - \_\_\_\_\_ Issue an initial incident information report to the news media with the cooperation of the Situation-Status Unit Leader. Relay any pertinent data back to Situation-Status Unit Leader.
  - \_\_\_\_\_ Inform on-site media of the physical areas which they have access to, and those which are restricted. Coordinate with Safety and Security Officer.
  - \_\_\_\_\_ Contact other at-scene agencies to coordinate released information, with respective P.I.O.s. Inform Liaison Officer of action.
- Extended
  - \_\_\_\_\_ Obtain progress reports from Section Chiefs as appropriate.
  - \_\_\_\_\_ Notify media about casualty status.
  - \_\_\_\_\_ Direct calls from those who wish to volunteer to Labor Pool. Contact Labor Pool to determine requests to be made to the public via the media.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:
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## LIAISON OFFICER

Position Assigned To: \_\_\_\_\_

You Report To: \_\_\_\_\_ (Emergency Incident Commander)

Command Center: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Mission:** Function as incident contact person for representatives from other agencies.

- Immediate
- \_\_\_\_\_ Receive appointment from Emergency Incident Commander.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Emergency Incident Commander.
  - \_\_\_\_\_ Establish contact with Communications Unit Leader in emergency operations center Obtain one or more aides as necessary from Labor Pool.
  - \_\_\_\_\_ Review county and municipal emergency organizational charts to determine appropriate contacts and message routing. Coordinate with Public Information Officer.
  - \_\_\_\_\_ Obtain information to provide the HAN or Regional Terrorist Task Force as appropriate or upon request. The following information should be gathered for relay:
    - The number of "Immediate" and "Delayed" patients that can be received and treated immediately (Patient Care Capacity).
    - Any current or anticipated shortage of personnel, supplies, etc.
    - Current condition of hospital structure and utilities (hospital's overall status).
    - Number of patients to be transferred by wheelchair or stretcher to another hospital.
    - Any resources which are requested by other facilities (i.e., staff, equipment, supplies).
  - \_\_\_\_\_ Establish communication with the assistance of the Communication Unit Leader with the HAN representative or the regional area terrorist task force. Relay current hospital status.
  - \_\_\_\_\_ Establish contact with liaison counterparts of each assisting and cooperating agency (i.e., Regional task force.). Keeping governmental Liaison Officers updated on changes and development of hospital's response to incident.
- Intermediate
- \_\_\_\_\_ Request assistance and information as needed through the HAN representative or the regional area terrorist task force.
  - \_\_\_\_\_ Respond to requests and complaints from incident personnel regarding inter-organization problems.
  - \_\_\_\_\_ Prepare to assist Labor Pool Unit Leader with problems encountered in the volunteer credentialing process.

\_\_\_\_\_ Relay any special information obtained to appropriate personnel in the receiving facility (i.e., information regarding toxic decontamination or any special emergency conditions).

Extended

- \_\_\_\_\_ Assist the Medical Staff Director and Labor Pool Unit Leader in soliciting physicians and other hospital personnel willing to volunteer as Disaster Service Workers outside of the hospital, when appropriate.
- \_\_\_\_\_ Inventory any material resources which may be sent upon official request and method of transportation, if appropriate.
- \_\_\_\_\_ Supply casualty data to the appropriate authorities; prepare the following minimum data:
  - Number of casualties received and types of injuries treated
  - Number hospitalized and number discharged to home or other facilities
  - Number dead
  - Individual casualty data: name or physical description, sex, age, address, seriousness of injury or condition
- \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- \_\_\_\_\_ Other concerns:  
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### SAFETY AND SECURITY OFFICER

Position Assigned To: _____  You Report To: _____ (Emergency Incident Commander)  Command Center: _____ Telephone: _____
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**Mission:** Monitor and have authority over the safety of rescue operations and hazardous conditions. Organize and enforce scene/facility protection and traffic security.

- Immediate
- \_\_\_\_\_ Receive appointment from Emergency Incident Commander.
  - \_\_\_\_\_ Read this entire Job Action sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain a briefing from Emergency Incident Commander.
  - \_\_\_\_\_ Implement the code gray policy and personnel identification policy.
  - \_\_\_\_\_ Establish Security Command Post.
  - \_\_\_\_\_ Remove unauthorized persons from restricted areas.
  - \_\_\_\_\_ Establish ambulance entry and exit routes in cooperation with Transportation Unit Leader.
  - \_\_\_\_\_ Secure the emergency operations center, triage, patient care, morgue and other sensitive or strategic areas from unauthorized access.

- Intermediate
- \_\_\_\_\_ Communicate with Damage Assessment and Control Officer to secure and post non-entry signs around unsafe areas. Keep Safety and Security staff alert to identify and report all hazards and unsafe conditions to the Damage Assessment and Control Officer.
  - \_\_\_\_\_ Secure areas evacuated to and from, to limit unauthorized personnel access.
  - \_\_\_\_\_ Initiate contact with fire, police agencies through the Liaison Officer, when necessary.
  - \_\_\_\_\_ Advise the Emergency Incident Commander and Section Chiefs immediately of any unsafe, hazardous or security related conditions.
  - \_\_\_\_\_ Assist Labor Pool and Medical Staff Unit Leaders with credentialing/screening process of volunteers. Prepare to manage large numbers of potential volunteers.
  - \_\_\_\_\_ Confer with Public Information Officer to establish areas for media personnel.
  - \_\_\_\_\_ Establish routine briefings with Emergency Incident Commander.
  - \_\_\_\_\_ Provide vehicular and pedestrian traffic control.
  - \_\_\_\_\_ Secure food, water, medical, and blood resources.
  - \_\_\_\_\_ Inform Safety & Security staff to document all actions and observations.
  - \_\_\_\_\_ Establish routine briefings with Safety & Security staff.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:

### LOGISTICS SECTION CHIEF

Position Assigned To: _____  You Report To: _____ (Emergency Incident Commander)  Command Center: _____ Telephone: _____
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**Mission:** Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter and supplies to support the medical objectives.

- Immediate
- \_\_\_\_\_ Receive appointment from the Emergency Incident Commander. Obtain packet containing Section's Job Action Sheets, identification vests and forms.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Emergency Incident Commander.
  - \_\_\_\_\_ Appoint Logistics Section Unit Leaders: Facilities Unit Leader, Communications Unit Leader, Transportation Unit Leader, Material's Supply Unit Leader, Nutritional Supply Unit Leader; distribute Job Action Sheets and name badges.
  - \_\_\_\_\_ Brief unit leaders on current situation; outline action plan and designate time for next briefing.
  - \_\_\_\_\_ Establish Logistics Section Center in proximity to the emergency operations center.
  - \_\_\_\_\_ Attend damage assessment meeting with Emergency Incident Commander, Facility Unit Leader and Damage Assessment and Control Officer.
- Intermediate
- \_\_\_\_\_ Obtain information and updates regularly from unit leaders and officers; maintain current status of all areas; pass status info to Situation-Status Unit Leader.
  - \_\_\_\_\_ Communicate frequently with Emergency Incident Commander.
  - \_\_\_\_\_ Obtain needed supplies with assistance of the Finance Section Chief, Communications Unit Leader and Liaison Unit Leader.
- Extended
- \_\_\_\_\_ Assure that all communications are copied to the Communications Unit Leader.
  - \_\_\_\_\_ Document actions and decisions on a continual basis.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns: \_\_\_\_\_  
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### FACILITY UNIT LEADER

Positioned Assigned To: _____  You Report To: _____ (Logistics Section Chief)  Logistics Command Center: _____ Telephone: _____
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**Mission:** Maintain the integrity of the physical facility to the best level. Provide adequate environmental controls to perform the medical mission.

- Immediate     \_\_\_\_\_ Receive appointment from Logistics Section Chief and Job Action Sheets for Damage Assessment and Control Officer, and Sanitation Systems Officer.
- \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
- \_\_\_\_\_ Put on position identification name badge.
- \_\_\_\_\_ Meet with Logistics Section Chief to receive briefing and develop action plan; deliver preliminary report on the physical status of the facility if available.
- \_\_\_\_\_ Appoint Damage Assessment and Control Officer and Sanitation Systems Officer; supply the corresponding Job Action Sheets. Provide the Facility System Status Report Form to the Damage Assessment and Control Officer. (May be pre-established.)
- \_\_\_\_\_ Receive a comprehensive facility status report as soon as possible from Damage Assessment and Control Officer.
- \_\_\_\_\_ Facilitate and participate in damage assessment meeting between Emergency Incident Commander, Logistics Section Chief and Damage Assessment and Control Officer.
- Intermediate   \_\_\_\_\_ Prepare for the possibility of evacuation and/or the relocation of medical services outside of existing structure, if appropriate.
- \_\_\_\_\_ Receive continually updated reports from the Damage Assessment and Control Officer, and Sanitation Systems Officer.
- Extended        \_\_\_\_\_ Forward requests of outside service providers/ resources to the Materials Supply Unit Leader after clearing through the Logistics Section Chief.
- \_\_\_\_\_ Document actions and decisions on a continual basis. Obtain the assistance of a documenter if necessary.
- \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- \_\_\_\_\_ Other concerns:

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## DAMAGE ASSESSMENT AND CONTROL OFFICER

Positioned Assigned To: _____
You Report To: _____ (Facility Unit Leader)
Logistics Command Center: _____ Telephone: _____

**Mission:** Provide sufficient information regarding the operational status of the facility for the purpose of decision/policy making, including those regarding full or partial evacuation. Identify safe areas where patients and staff can be moved if needed. Manage fire suppression, search and rescue and damage mitigation activities.

- Immediate
- \_\_\_\_\_ Receive appointment, Job Action Sheet and Facility System Status Report form from Facility Unit Leader.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Facility Unit Leader.
  - \_\_\_\_\_ Assign teams to check system components of entire facility, and report back within 5 minutes.
  - \_\_\_\_\_ Identify hazards, e.g. fire and assign staff to control and eliminate.
  - \_\_\_\_\_ Receive initial assessment/damage reports and immediately relay information in a briefing to Emergency Incident Commander, Logistics Section Chief and Facility Unit Leader; follow-up with written documentation.
  - \_\_\_\_\_ Notify Safety & Security Officer of unsafe areas and other security problems.
  - \_\_\_\_\_ Assemble light-duty search rescue team(s) to retrieve victims and deliver to Triage Area. Obtain Search and Rescue Team equipment pack from Materials Supply Unit Leader.
  - \_\_\_\_\_ Notify Labor Pool of staffing needs.
  - \_\_\_\_\_ Identify areas where immediate repair efforts should be directed to restore critical services.
- Intermediate
- \_\_\_\_\_ Arrange to have structural engineer under contract report and obtain more definitive assessment if indicated.
  - \_\_\_\_\_ Inspect those areas of reported damage and photographically record.
  - \_\_\_\_\_ Identify areas where immediate salvage efforts should be directed in order to save critical services and equipment.
- Extended
- \_\_\_\_\_ Assign staff to salvage operations.
  - \_\_\_\_\_ Assign staff to repair operations.
  - \_\_\_\_\_ Brief Facility Unit Leader routinely to provide current damage/recovery status.
  - \_\_\_\_\_ Observe and assist any staff who exhibit signs of stress and fatigue. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.

\_\_\_\_ Other concerns:

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## SANITATION SYSTEMS OFFICER

Positioned Assigned To: _____
You Report To: _____ (Facility Unit Leader)
Logistics Command Center: _____ Telephone: _____

**Mission:** Evaluate and monitor the patency of existing sewage and sanitation systems. Enact pre-established alternate methods of waste disposal if necessary.

- Immediate
- \_\_\_\_\_ Receive appointment and Job Action Sheet from Facility Unit Leader.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Facility Unit Leader.
  - \_\_\_\_\_ Coordinate the inspection of the hospital's sewage system with Damage Assessment and Control Officer.
  - \_\_\_\_\_ Inspect the hazardous waste collection areas(s) to ensure patency of containment measures. Cordon off unsafe areas with assistance of the Safety & Security Officer.
  - \_\_\_\_\_ Control observed hazards, leaks or contamination with the assistance of the Safety & Security Officer and the Damage Assessment and Control Officer.
  - \_\_\_\_\_ Report all findings and actions to the Facility Unit Leader. Document all observations and actions.

- Intermediate
- \_\_\_\_\_ Implement preestablished alternative waste disposal/collection plan, if necessary.
  - \_\_\_\_\_ Assure that all sections and areas of the hospital are informed of the implementation of the alternative waste disposal/collection plan.
  - \_\_\_\_\_ Position portable toilets in accessible areas; away from patient care and food preparation.
  - \_\_\_\_\_ Ensure an adequate number of handwashing areas are operational near patient care/food preparation areas, and adjacent to portable toilet facilities.
  - \_\_\_\_\_ Inform Infection Control personnel of actions and enlist assistance where necessary.

- Extended
- \_\_\_\_\_ Monitor levels of all supplies, equipment and needs relevant to all sanitation operations.
  - \_\_\_\_\_ Brief Facility Unit Leader routinely on current condition of all sanitation operations; communicate needs in advance.
  - \_\_\_\_\_ Obtain support staff as necessary from Labor Pool.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:



## COMMUNICATIONS UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Logistics Section Chief)
Logistics Command Center: _____ Telephone: _____

**Mission:** Organize and coordinate internal and external communications; act as custodian of all logged/documented communications.

- Immediate
- \_\_\_\_\_ Receive appointment from Logistics Section Chief.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Emergency Incident Commander or Logistics Section Chief.
  - \_\_\_\_\_ Establish a Communications Center in close proximity to emergency operations center
  - \_\_\_\_\_ Request the response of assigned amateur radio personnel assigned to facility.
  - \_\_\_\_\_ Assess current status of internal and external telephone system and report to Logistics Section Chiefs and Damage Assessment and Control Officer.
  - \_\_\_\_\_ Establish a pool of runners and assure distribution of 2-way radios to predesignated areas.
  - \_\_\_\_\_ Use pre-established message forms to document all communication. Instruct all assistants to do the same.
  - \_\_\_\_\_ Establish contact with Liaison Officer.
  - \_\_\_\_\_ Receive and hold all documentation related to internal facility communications.
  - \_\_\_\_\_ Monitor and document all communications sent and received via the interhospital emergency communication network or other external communication.

Intermediate \_\_\_\_\_ Establish mechanism to alert Code Team and UT Police to respond to internal patient and/or physical emergencies, i.e. cardiac arrest, fires, etc..

Extended \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.

\_\_\_\_\_ Other concerns:

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## TRANSPORTATION UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Logistics Section Chief)
Logistics Command Center: _____ Telephone: _____

**Mission:** Organize and coordinate the transportation of all casualties, ambulatory and non-ambulatory. Arrange for the transportation of human and material resources to and from the facility.

- Immediate
- \_\_\_\_\_ Receive appointment from Logistics Section Chief.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review the organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from Logistics Section Chief.
  - \_\_\_\_\_ Assess transportation requirements and needs for patients, personnel and materials; request patient transporters from Labor Pool to assist in the gathering of patient transport equipment.
  - \_\_\_\_\_ Establish ambulance off-loading area in cooperation with the Triage Unit Leader.
  - \_\_\_\_\_ Assemble gurneys, litters, wheelchairs and stretchers in proximity to ambulance off-loading area and Triage Area.
  - \_\_\_\_\_ Establish ambulance loading area in cooperation with the Discharge Unit Leader.
- Intermediate
- \_\_\_\_\_ Contact Safety & Security Officer on security needs of loading areas.
  - \_\_\_\_\_ Provide for the transportation/shipment of resources into and out of the facility.
  - \_\_\_\_\_ Secure ambulance or other transport for discharged patients.
  - \_\_\_\_\_ Identify transportation needs for ambulatory casualties.
- Extended
- \_\_\_\_\_ Maintain transportation assignment record in Triage Area, Discharge Area, and Material Supply Pool.
  - \_\_\_\_\_ Keep Logistics Section Chief apprised of status.
  - \_\_\_\_\_ Direct unassigned personnel to Labor Pool.
  - \_\_\_\_\_ Observe and assist any staff who exhibits signs of stress or fatigue. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:  
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## MATERIALS SUPPLY UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Logistics Section Chief)
Logistics Command Center: _____ Telephone: _____

**Mission:** Organize and supply medical and non-medical care equipment and supplies.

Immediate

- \_\_\_\_\_ Receive appointment from Logistics Section Chief.
- \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
- \_\_\_\_\_ Put on position identification name badge.
- \_\_\_\_\_ Receive briefing from Logistics Section Chief.
- \_\_\_\_\_ Meet with and brief Materials Management and Central/Sterile Supply Personnel.
- \_\_\_\_\_ Establish and communicate the operational status of the Materials Supply Pool to the Logistics Section Chief, emergency operations center and Procurement Unit Leader.
- \_\_\_\_\_ Dispatch the predesignated supply carts to Triage Area, Immediate Treatment Area, Delayed Treatment Area and the Minor Treatment Area, once these areas have been established. Enlist the assistance of the Transportation Unit Leader.
- \_\_\_\_\_ Release Search and Rescue Team equipment packs to those teams designated by the Damage Assessment and Control Officer.
- \_\_\_\_\_ Collect and coordinate essential medical equipment and supplies. (Prepare to assist with equipment salvage and recovery efforts.)
- \_\_\_\_\_ Develop medical equipment inventory to include, but not limited to the following:
  - Bandages, dressings, compresses and suture material
  - Sterile scrub brushes, normal saline, anti-microbial skin cleanser.
  - Waterless handcleaner and gloves
  - Fracture immobilization, splinting and casting materials
  - Backboard, rigid stretchers
  - Non-rigid transporting devices (litters)
  - Oxygen-ventilation-suction devices
  - Advance life support equipment (chest tube, airway, major suture trays)

Extended

- \_\_\_\_\_ Identify additional equipment and supply needs. Make requests/needs known through Logistics Section Chief. Gain the assistance of the Procurement Unit Leader when indicated.
- \_\_\_\_\_ Determine the anticipated pharmaceuticals needed with the assistance of the Medical Care Director and Pharmacy Unit Leader to obtain/request items.
- \_\_\_\_\_ Coordinate with Safety & Security Officer to protect resources.
- \_\_\_\_\_ Observe and assist staff who exhibit signs of stress or fatigue. Report concerns to Psychological Support Unit Leader.

\_\_\_\_ Other concerns:

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## NUTRITIONAL SUPPLY UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Logistics Section Chief)
Logistics Command Center: _____ Telephone: _____

**Mission:** Organize food and water stores for preparation and rationing during periods of anticipated or actual shortage.

- Immediate
- \_\_\_\_\_ Receive appointment from Logistics Section Chief.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from Logistics Section Chief.
  - \_\_\_\_\_ Meet with and brief Nutritional Services personnel.
  - \_\_\_\_\_ Estimate the number of meals which can be served utilizing existing food stores; implement rationing if situation dictates.
  - \_\_\_\_\_ Inventory the current emergency drinking water supply and estimate time when resupply will be necessary. Implement rationing if situation dictates.
  - \_\_\_\_\_ Report inventory levels of emergency drinking water and food stores to Logistics Section Chief.
- Intermediate
- \_\_\_\_\_ Meet with Labor Pool Unit Leader and Staff Support Unit Leader to discuss location of personnel refreshment and nutritional break areas.
  - \_\_\_\_\_ Secure nutritional and water inventories with the assistance of the Safety & Security Officer.
  - \_\_\_\_\_ Submit an anticipated need list of water and food to the Logistics Section Chief. Request should be based on current information concerning emergency events as well as projected needs for patients, staff and dependents.
- Extended
- \_\_\_\_\_ Meet with Logistics Section Chief regularly to keep informed of current status.
  - \_\_\_\_\_ Observe and assist staff who exhibit signs of stress and fatigue. Report concerns to Psychological Support Unit Leader. Provide for staff rest period and relief.
  - \_\_\_\_\_ Other Concerns:  
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## PLANNING SECTION CHIEF

Positioned Assigned To: _____
You Report To: _____ (Emergency Incident Commander)
Planning Command Center: _____ Telephone: _____

**Mission:** Organize and direct all aspects of Planning Section operations. Ensure the distribution of critical information/data. Compile scenario/resource projections from all section chiefs and effect long range planning. Document and distribute facility Action Plan.

- Immediate
- \_\_\_\_\_ Receive appointment from Incident Commander. Obtain packet containing Section's Job Action Sheets.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Incident Commander.
  - \_\_\_\_\_ Recruit a documenter from the Labor Pool
  - \_\_\_\_\_ Appoint Planning unit leaders: Situation - Status Unit Leader, Labor Pool Unit Leader, Medical Staff Unit Leader, Nursing Unit Leader; distribute the corresponding Job Action Sheets and name badges. (May be pre-established.)
  - \_\_\_\_\_ Brief unit leaders after meeting with Emergency Incident Commander.
  - \_\_\_\_\_ Provide for a Planning/Information Center.
  - \_\_\_\_\_ Ensure the formulation and documentation of an incident-specific, facility Action Plan. Distribute copies to Incident Commander and all section chiefs.
  - \_\_\_\_\_ Call for projection reports (Action Plan) from all Planning Section unit leaders and section chiefs for scenarios 4, 8, 24 & 48 hours from time of incident onset. Adjust time for receiving projection reports as necessary.
  - \_\_\_\_\_ Instruct Situation - Status Unit Leader and staff to document/update status reports from all disaster section chiefs and unit leaders for use in decision making and for reference in post-disaster evaluation and recovery assistance applications.
- Intermediate
- \_\_\_\_\_ Obtain briefings and updates as appropriate. Continue to update and distribute the facility Action Plan.
  - \_\_\_\_\_ Schedule planning meetings to include Planning Section unit leaders, section chiefs and the Incident Commander for continued update of the facility Action Plan.
- Extended
- \_\_\_\_\_ Continue to receive projected activity reports from section chiefs and Planning Section unit leaders at appropriate intervals.
  - \_\_\_\_\_ Assure that all requests are routed/documented through the Communications Unit Leader.

- \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- \_\_\_\_\_ Other concerns:

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## SITUATION-STATUS (SIT-STAT) UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Planning Section Chief)
Planning Command Center: _____ Telephone: _____

**Mission:** Maintain current information regarding the incident status for all hospital staff. Ensure a written record of the hospital's emergency planning and response. Develop the hospital's internal information network. Monitor the maintenance and preservation of the computer system.

- Immediate
- \_\_\_\_\_ Receive appointment from Planning Section Chief.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Planning Section Chief.
  - \_\_\_\_\_ Obtain status report on computer information system.
  - \_\_\_\_\_ Assign recorder to document decisions, actions and attendance in emergency operations center.
  - \_\_\_\_\_ Establish a status/condition board in emergency operations center with a documenter. Ensure that this board is kept current.
  - \_\_\_\_\_ Assign recorder to Communications Unit Leader to document telephone, radio and memo traffic.

- Intermediate
- \_\_\_\_\_ Ensure that an adequate number of recorders are available to assist areas as needed. Coordinate personnel with Labor Pool.
  - \_\_\_\_\_ Supervise backup and protection of existing data for main and support computer systems.
  - \_\_\_\_\_ Publish an internal incident informational sheet for employee information at least every 4-6 hours. Enlist the assistance of the Public Information Officer, Staff Support Unit Leader and Labor Pool Unit Leader.
  - \_\_\_\_\_ Ensure the security and prevent the loss of medical record hard copies.

- Extended
- \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:

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## LABOR POOL UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Planning Section Chief)
Planning Command Center: _____ Telephone: _____

**Mission:** Collect and inventory available staff and volunteers at a central point. Receive requests and assign available staff as needed. Maintain adequate numbers of both medical and non-medical personnel. Assist in the maintenance of staff morale.

- Immediate
- \_\_\_\_\_ Receive appointment from Planning Section Chief.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from the Planning Section Chief.
  - \_\_\_\_\_ Establish Labor Pool area and communicate operational status to emergency operations center and all patient care and non-patient care areas.
  - \_\_\_\_\_ Inventory the number and classify staff presently available. Use the following classifications and subclassifications for personnel:

I. MEDICAL PERSONNEL

A. Physician (Obtain with assistance of Medical Staff Unit Leader.)

- 1. Critical Care
- 2. General Care
- 3. Other

B. Nurse

C. Medical Technicians

II. NON-MEDICAL PERSONNEL

A. Engineering/Maintenance/Materials Management

- B. Environmental/Nutritional Services
- C. Business/Financial
- D. Volunteer
- E. Other

- \_\_\_\_\_ Establish a registration and credentialing desk for volunteers not employed or associated with the hospital.
  - \_\_\_\_\_ Obtain assistance from Safety & Security Officer in the screening and identification of volunteer staff.
  - \_\_\_\_\_ Meet with Nursing Unit Leader, Medical Staff Unit Leader and Operations Section Chief to coordinate long term staffing needs.
  - Intermediate \_\_\_\_\_ Maintain log of all assignments.
  - \_\_\_\_\_ Assist the Situation - Status Unit Leader in publishing an informational sheet to be distributed at frequent intervals to update the hospital population.
  - \_\_\_\_\_ Maintain a message center in Labor Pool Area with the cooperation of Staff Support Unit Leader and Situation - Status Information Systems Unit Leader.
  - Extended \_\_\_\_\_ Brief Planning Section Chief as frequently as necessary on the status of labor pool numbers and composition.
  - \_\_\_\_\_ Develop staff rest and nutritional area in coordination with Staff Support Unit Leader and Nutritional Supply Unit Leader.
  - \_\_\_\_\_ Document actions and decisions on a continual basis.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:
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## MEDICAL STAFF UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Planning Section Chief)
Planning Command Center: _____ Telephone: _____

**Mission:** Collect available physicians, and other medical staff, at a central point. Credential volunteer medical staff as necessary. Assist in the assignment of available medical staff as needed.

- Immediate
- \_\_\_\_\_ Receive assignment from Planning Section Chief.
  - \_\_\_\_\_ Read this entire Job Action Sheet and refer to organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Emergency Incident Commander or Planning Section Chief.
  - \_\_\_\_\_ Establish Medical Staff Pool in predetermined location and communicate operational status to emergency operations center and Medical Staff Director. Obtain documentation personnel from Labor Pool.
  - \_\_\_\_\_ Inventory the number and types of physicians, and other staff present. Relay information to Labor Pool Unit Leader.
  - \_\_\_\_\_ Register and credential volunteer physician/medical staff. Request the assistance of the Labor Pool Unit Leader and Safety & Security Officer when necessary.
- Intermediate
- \_\_\_\_\_ Meet with Labor Pool Unit Leader, Nursing Service Unit Leader and Operations Section Chief to coordinate projected staffing needs and issues.
  - \_\_\_\_\_ Assist the Medical Staff Director in the assignment of medical staff to patient care and treatment areas.
- Extended
- \_\_\_\_\_ Establish a physician message center and emergency incident information board with the assistance of Staff Support Unit Leader and Labor Pool Unit Leader.
  - \_\_\_\_\_ Assist the Medical Staff Director in developing a medical staff rotation schedule.
  - \_\_\_\_\_ Assist the Medical Staff Director in maintaining a log of medical staff assignments.
  - \_\_\_\_\_ Brief Planning Section Chief as frequently as necessary on the status of medical staff pool numbers and composition.
  - \_\_\_\_\_ Develop a medical staff rest and nutritional area in coordination with Staff Support Unit Leader and the Nutritional Supply Unit Leader.
  - \_\_\_\_\_ Document actions and decisions on a continual basis.
  - \_\_\_\_\_ Observe and assist medical staff who exhibit signs of stress and other fatigue. Report concerns to the Medical Staff Director and/or Psychological Support Unit Leader.
  - \_\_\_\_\_ Other concerns:
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## NURSING UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Planning Section Chief)
Planning Command Center: _____ Telephone: _____

**Mission:** Organize and coordinate nursing and direct patient care services.

- Immediate
- \_\_\_\_\_ Receive appointment from Planning Section Chief.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain a briefing from Emergency Incident Commander or Planning Section Chief.
  - \_\_\_\_\_ Appoint Patient Tracking Officer and Patient Information Officer and distribute the corresponding Job Action Sheets. Ensure the implementation of a patient tracking system.
  - \_\_\_\_\_ Obtain current in-patient census and request a prioritization assessment (triage) of all in-house patients from the Medical Care Director.
  - \_\_\_\_\_ Meet with Operations Chief, Medical Staff Director and Medical Care Director to assess and project nursing staff and patient care supply needs.
  - \_\_\_\_\_ Recall staff as appropriate; assist the Labor Pool in meeting the nursing staff needs of the Medical Care Director.
- Intermediate
- \_\_\_\_\_ Implement emergency patient discharge plan at the direction of the Emergency Incident Commander with support of the Medical Staff Director.
  - \_\_\_\_\_ Meet regularly with the Patient Tracking Officer and Patient Information Officer.
  - \_\_\_\_\_ Meet with Labor Pool Unit Leader, Medical Care Director and Operations Section Chief to coordinate long term staffing needs.
  - \_\_\_\_\_ Coordinate with the Labor Pool staff the number of nursing personnel which may be released for future staffing or staffing at another facility.
- Extended
- \_\_\_\_\_ Establish a staff rest and nutritional area in cooperation with Labor Pool Unit Leader and Staff Support Unit Leader.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:  
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## PATIENT TRACKING OFFICER

Positioned Assigned To: _____
You Report To: _____ (Nursing Unit Leader)
Planning Command Center: _____ Telephone: _____

**Mission:** Maintain the location of patients at all times within the hospital's patient care system.

- Immediate
- \_\_\_\_\_ Receive appointment from Nursing Unit Leader.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain a briefing from Nursing Unit Leader.
  - \_\_\_\_\_ Obtain patient census from Nursing Unit Leader, Admitting personnel or other source.
  - \_\_\_\_\_ Establish an area near the emergency operations center to track patient arrivals, location and disposition. Obtain sufficient assistance to document current and accurate patient information.
  - \_\_\_\_\_ Ensure the proper use of the hospital disaster chart and tracking system for all newly admitted.
- Intermediate
- \_\_\_\_\_ Meet with Patient Information Officer, Public Information Officer and Liaison Officer on a routine basis to update and exchange patient information and census data.
- Extended
- \_\_\_\_\_ Maintain log to document the location and time of all patients cared for.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:  
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## PATIENT INFORMATION OFFICER

Positioned Assigned To: _____
You Report To: _____ (Nursing Unit Leader)
Planning Command Center: _____ Telephone: _____

**Mission:** Provide information to visitors and families regarding status and location of patients. Collect information necessary to complete the Disaster Welfare Inquiry process in cooperation with the American Red Cross.

- Immediate
- \_\_\_\_\_ Receive appointment from Nursing Unit Leader.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing on incident and any special instructions from Nursing Unit Leader.
  - \_\_\_\_\_ Establish Patient Information Area away from emergency operations center
  - \_\_\_\_\_ Meet with Patient Tracking Officer to exchange patient related information and establish regularly scheduled meetings.

- Intermediate
- \_\_\_\_\_ Direct patient related news releases through Nursing Unit Leader to the Public Information Officer.
  - \_\_\_\_\_ Receive and screen requests about the status of individual patients. Obtain appropriate information and relay to the appropriate requesting party.
  - \_\_\_\_\_ Request assistance of runners and amateur radio operators from Labor Pool as needed.

- Extended
- \_\_\_\_\_ Work with American Red Cross representative in development of the Disaster Welfare Inquiry information.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:

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## FINANCE SECTION CHIEF

Positioned Assigned To: _____
You Report To: _____ (Emergency Incident Commander)
Finance Command Center: _____ Telephone: _____

**Mission:** Monitor the utilization of financial assets. Oversee the acquisition of supplies and services necessary to carry out the hospital's medical mission. Supervise the documentation of expenditures relevant to the emergency incident.

- Immediate
- \_\_\_ Receive appointment from Emergency Incident Commander. Obtain packet containing Section's Job Action Sheets.
  - \_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_ Put on position identification name badge.
  - \_\_\_ Obtain briefing from Emergency Incident Commander.
  - \_\_\_ Appoint Time Unit Leader, Procurement Unit Leader, Claims Unit Leader and Cost Unit Leader; distribute the corresponding Job Action Sheets and name badges. (May be pre-established.)
  - \_\_\_ Confer with Unit Leaders after meeting with Emergency Incident Commander; develop a section action plan.
  - \_\_\_ Establish a Financial Section Operations Center. Ensure adequate documentation/recording personnel.

- Intermediate
- \_\_\_ Approve a "cost-to-date" incident financial status report submitted by the Cost Unit Leader every eight hours summarizing financial data relative to personnel, supplies and miscellaneous expenses.
  - \_\_\_ Obtain briefings and updates from Emergency Incident Commander as appropriate. Relate pertinent financial status reports to appropriate chiefs and unit leaders.
  - \_\_\_ Schedule planning meetings to include Finance Section unit leaders to discuss updating the section's incident action plan and termination procedures.

- Extended
- \_\_\_ Assure that all requests for personnel or supplies are copied to the Communications Unit Leader in a timely manner.
  - \_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_ Other concerns:

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## TIME UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Finance Section Chief)
Finance Command Center: _____ Telephone: _____

**Mission:** Responsible for the documentation of personnel time records. The monitoring and reporting of regular and overtime hours worked/volunteered.

- Immediate
- \_\_\_\_\_ Receive appointment from Finance Section Chief.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Finance Section Chief; assist in the development of the section action plan.
  - \_\_\_\_\_ Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the hospital's emergency incident response. Confirm the utilization of the Emergency Incident Time Sheet by all section chiefs and/or unit leaders. Coordinate with Labor Pool Unit Leader.
- Intermediate
- \_\_\_\_\_ Collect all Emergency Incident Time Sheets from each work area for recording and tabulation every eight hours, or as specified by the Finance Section Chief.
  - \_\_\_\_\_ Forward tabulated Emergency Incident Time Sheets to Cost Unit Leader every eight hours.
- Extended
- \_\_\_\_\_ Prepare a total of personnel hours worked during the declared emergency incident.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:  
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## PROCUREMENT UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Finance Section Chief)
Finance Command Center: _____ Telephone: _____

**Mission:** Responsible for administering accounts receivable and payable to contract and non-contract vendors.

- Immediate
- \_\_\_\_\_ Receive appointment from Finance Section Chief.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Finance Section Chief; assist in the development of the section action plan.
  - \_\_\_\_\_ Ensure the separate accounting of all contracts specifically related to the emergency incident; and all purchases within the enactment of the emergency incident response plan.
  - \_\_\_\_\_ Establish a line of communication with the Material Supply Unit Leader.
  - \_\_\_\_\_ Obtain authorization to initiate purchases from the Finance Section Chief, or authorized representative.
- Intermediate
- \_\_\_\_\_ Forward a summary accounting of purchases to the Cost Unit Leader every eight hours.
- Extended
- \_\_\_\_\_ Prepare a Procurement Summary Report identifying all contracts initiated during the declared emergency incident.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:  
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## CLAIMS UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Finance Section Chief)
Finance Command Center: _____ Telephone: _____

**Mission:** Responsible for receiving, investigating and documenting all claims reported to the hospital during the emergency incident which are alleged to be the result of an accident or action on hospital property.

- Immediate
- \_\_\_\_\_ Receive appointment from Finance Section Chief.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review the organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Finance Section Chief; assist in the development of section action plan.
  - \_\_\_\_\_ Receive and document alleged claims issued by employees and non-employees. Use photographs or video documentation when appropriate.
  - \_\_\_\_\_ Obtain statements as quickly as possible from all claimants and witnesses.
  - \_\_\_\_\_ Enlist the assistance of the Safety & Security Officer where necessary.
- Intermediate
- \_\_\_\_\_ Inform Finance Section Chief of all alleged claims as they are reported.
  - \_\_\_\_\_ Document claims on hospital risk/loss forms.
- Extended
- \_\_\_\_\_ Report any cost incurred as a result of a claim to the Cost Unit Leader as soon as possible.
  - \_\_\_\_\_ Prepare a summary of all claims reported during the declared emergency incident.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:  
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## COST UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Finance Section Chief)
Finance Command Center: _____ Telephone: _____

**Mission:** Responsible for providing cost analysis data for declared emergency incident. Maintenance of accurate records of incident cost.

- Immediate
- \_\_\_\_\_ Receive appointment from Finance Section Chief.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review the Organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Finance Section Chief; assist in development of section action plan.
  - \_\_\_\_\_ Meet with Time Unit Leader, Procurement Unit Leader and Claims Unit Leader to establish schedule for routine reporting periods.
- Intermediate
- \_\_\_\_\_ Prepare a "cost-to-date" report form for submission to Finance Section Chief once every eight hours.
  - \_\_\_\_\_ Inform all section chief's of pertinent cost data at the direction of the Finance Section Chief or Emergency Incident Commander.
- Extended
- \_\_\_\_\_ Prepare a summary of all costs incurred during the declared emergency incident.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:  
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## OPERATIONS SECTION CHIEF

Positioned Assigned To: _____
You Report To: _____ (Emergency Incident Commander)
Operations Command Center: _____ Telephone: _____

**Mission:** Organize and direct aspects relating to the Operations Section. Carry out directives of the Emergency Incident Commander. Coordinate and supervise the Medical Services Subsection, Ancillary Services Subsection and Human Services Subsection of the Operations Section.

- Immediate
- \_\_\_\_\_ Receive appointment from Emergency Incident Commander. Obtain packet containing Section's Job Action Sheets.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Emergency Incident Commander.
  - \_\_\_\_\_ Appoint Medical Staff Director, Medical Care Director, Ancillary Services Director and Human Services Director and transfer the corresponding Job Action Sheets. (May be pre-established.)
  - \_\_\_\_\_ Brief all Operations Section directors on current situation and develop the section's initial action plan. Designate time for next briefing.
  - \_\_\_\_\_ Establish Operations Section Center in proximity to emergency operations center
  - \_\_\_\_\_ Meet with the Medical Staff Director, Medical Care Director and Nursing Unit Leader to plan and project patient care needs.
- Intermediate
- \_\_\_\_\_ Designate times for briefings and updates with all Operations Section directors to develop/update section's action plan.
  - \_\_\_\_\_ Ensure that the Medical Services Subsection, Ancillary Services Subsection and Human Services Subsection are adequately staffed and supplied.
  - \_\_\_\_\_ Brief the Emergency Incident Commander routinely on the status of the Operations Section.
- Extended
- \_\_\_\_\_ Assure that all communications are copied to the Communications Unit Leader; document all actions and decisions.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:  
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## MEDICAL STAFF DIRECTOR

Positioned Assigned To: _____
You Report To: _____ (Operations Section Chief)
Operations Command Center: _____ Telephone: _____

**Mission:** Organize, prioritize and assign physicians to areas where medical care is being delivered. Advise the Incident Commander on issues related to the Medical Staff.

- Immediate
- \_\_\_\_\_ Receive appointment from the Operations Section Chief.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Meet with Operations Section Chief and other Operations Section directors for briefing and development of an initial action plan.
  - \_\_\_\_\_ Meet with the Medical Staff Unit Leader to facilitate recruitment and staffing of Medical Staff. Assist in Medical Staff credentialing issues.
  - \_\_\_\_\_ Document all physician assignments; facilitate rotation of physician staff with the assistance of the Medical Staff Unit Leader; where necessary, assist with physician orientation to in-patient and treatment areas.
  - \_\_\_\_\_ Meet with Operations Chief, Medical Care Director and Nursing Unit Leader to plan and project patient care needs.
  - \_\_\_\_\_ Provide medical staff support for patient priority assessment to designate patients for early discharge.
- Intermediate
- \_\_\_\_\_ Meet with Incident Commander for appraisal of the situation regarding medical staff and projected needs. Establish meeting schedule with IC if necessary.
  - \_\_\_\_\_ Maintain communication with the Medical Care Director to co-monitor the delivery and quality of medical care in all patient care areas.
- Extended
- \_\_\_\_\_ Ensure maintenance of Medical Staff time sheet; obtain clerical support from Labor Pool if necessary.
  - \_\_\_\_\_ Meet as often as necessary with the Operations Section Chief to keep appraised of current conditions.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:  
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## MEDICAL CARE DIRECTOR

Positioned Assigned To: _____
You Report To: _____ (Operations Section Chief)
Operations Command Center: _____ Telephone: _____

**Mission:** Organize and direct the overall delivery of medical care in all areas of the hospital.

- Immediate
- \_\_\_\_\_ Receive appointment from the Operations Section Chief and receive the Job Action Sheets for the Medical Services Subsection.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Meet with Operations Section Chief and other Operations Section directors for briefing and development of an initial action plan. Establish time for follow up meetings.
  - \_\_\_\_\_ Appoint the In-Patient Areas Supervisor and the Treatment Areas Supervisor and transfer the corresponding Job Action Sheets.
  - \_\_\_\_\_ Assist in establishing an Operations Section Center in proximity to the emergency operations center
  - \_\_\_\_\_ Meet with In-Patient Areas Supervisor and Treatment Areas Supervisor to discuss medical care needs and physician staffing in all patient care areas.
  - \_\_\_\_\_ Confer with the Operations Chief, Medical Staff Director and Nursing Unit Leader to make medical staff and nursing staffing/material needs known.
  - \_\_\_\_\_ Request Medical Staff Director to provide medical staff support to assist with patient priority assessment to designate those eligible for early discharge.
  - \_\_\_\_\_ Establish 2-way communication (radio or runner) with In-Patient Areas Supervisor and Treatment Areas Supervisor.
- Intermediate
- \_\_\_\_\_ Meet regularly with Medical Staff Director, In-Patient Areas Supervisor and Treatment Areas Supervisor to assess current and project future patient care conditions.
  - \_\_\_\_\_ Brief Operations Section Chief routinely on the status/quality of medical care.
- Extended
- \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:  
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## IN-PATIENT AREAS SUPERVISOR

Positioned Assigned To: _____
You Report To: _____ (Medical Care Director)
Operations Command Center: _____ Telephone: _____

**Mission:** Assure treatment of in-patients and manage the in-patient care area(s). Provide for a controlled patient discharge.

- Immediate
- \_\_\_\_\_ Receive appointment from Medical Care Director and receive Job Action Sheets for the Surgical Services, Maternal - Child, Critical Care, General Nursing and Out Patient Services Unit Leaders.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from Medical Care Director; develop initial action plan with Medical Care Director, Treatment Areas Supervisor and Medical Staff Director.
  - \_\_\_\_\_ Appoint Unit Leaders for:
    - In Patient Nursing Care
    - Out Patient Services
  - \_\_\_\_\_ Distribute corresponding Job Action Sheets, request a documenter/assistant for each unit leader from Labor Pool.
  - \_\_\_\_\_ Brief unit leaders on current status. Designate time for follow-up meeting.
  - \_\_\_\_\_ Assist establishment of in-patient care areas in new locations if necessary.
  - \_\_\_\_\_ Instruct all unit leaders to begin patient priority assessment; designate those eligible for early discharge. Remind all unit leaders that all in-patient discharges are routed through the Discharge Unit.
  - \_\_\_\_\_ Assess problems and treatment needs in each area; coordinate the staffing and supplies between each area to meet needs.
  - \_\_\_\_\_ Meet with Medical Care Director to discuss medical care plan of action and staffing in all in-patient care areas.
  - \_\_\_\_\_ Receive, coordinate and forward requests for personnel and supplies to the Labor Pool Unit Leader, Medical Care Director and Material Supply Unit Leader. Copy all communication to the Communications Unit Leader.
- Intermediate
- \_\_\_\_\_ Contact the Safety & Security Officer for any security needs. Advise the Medical Care Director of any actions/requests.
  - \_\_\_\_\_ Report equipment needs to Materials Supply Unit Leader.

Extended

- \_\_\_\_\_ Establish 2-way communication (radio or runner) with Medical Care Director.
- \_\_\_\_\_ Assess environmental services (housekeeping) needs in all in-patient care areas; contact Sanitation Systems Officer for assistance.
- \_\_\_\_\_ Assist Patient Tracking Officer and Patient Information Officer in obtaining information.
- \_\_\_\_\_ Observe and assist any staff who exhibit signs of stress and fatigue. Report any concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- \_\_\_\_\_ Report frequently and routinely to Medical Care Director to keep apprised of situation.
- \_\_\_\_\_ Document all action/decisions with a copy sent to the Medical Care Director.
- \_\_\_\_\_ Other concerns:

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## IN PATIENT NURSING CARE UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (In-Patient Areas Supervisor)
Operations Command Center: _____ Telephone: _____

**Mission:** Supervise and maintain general nursing services to the best possible level to meet the needs of in-house and newly admitted patients.

- Immediate**
- \_\_\_\_\_ Receive appointment from In-Patient Areas Supervisor.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from In-Patient Areas Supervisor with other In-Patient Area unit leaders.
  - \_\_\_\_\_ Assess current capabilities. Project immediate and prolonged capacities to provide mental health nursing services based on current data.
  - \_\_\_\_\_ Begin patient priority assessment; designate those eligible for early discharge. Remind all staff that all in-patient discharges are routed through the Discharge Unit.
  - \_\_\_\_\_ Develop action plan in cooperation with the In-Patient Areas Supervisor.
  - \_\_\_\_\_ Request needed resources from the In-Patient Areas Supervisor.
  - \_\_\_\_\_ Assign patient care teams as necessary; obtain additional personnel from Labor Pool.
- Intermediate**
- \_\_\_\_\_ Identify location of Immediate and Delayed Treatment areas; inform patient transportation personnel.
  - \_\_\_\_\_ Contact Safety & Security Officer of security and traffic flow needs. Inform In-Patient Areas Supervisor of action.
  - \_\_\_\_\_ Report equipment/material needs to Materials Supply Unit Leader. Inform In-Patient Areas Supervisor of action.
- Extended**
- \_\_\_\_\_ Ensure that all area and individual documentation is current and adhered. Request documentation/clerical personnel from Labor Pool if necessary.
  - \_\_\_\_\_ Keep In-Patient Areas Supervisor, Immediate Treatment and Delayed Treatment Unit Leader apprised of status, capabilities and projected services.
  - \_\_\_\_\_ Observe and assist any staff who exhibit signs of stress and fatigue. Report concerns to In-Patient Areas Supervisor. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Review and approve the area documenter's recordings of actions/decisions in the Surgical Services Area. Send copy to the In-Patient Areas Supervisor.
  - \_\_\_\_\_ Direct non-utilized personnel to Labor Pool.
  - \_\_\_\_\_ Other concerns:



## OUT PATIENT SERVICES UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (In-Patient Areas Supervisor)
Operations Command Center: _____ Telephone: _____

**Mission:** Prepare any out patient service areas to meet the needs of in-house and newly admitted patients.

- Immediate
- \_\_\_\_\_ Receive appointment from In-Patient Areas Supervisor.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from In-Patient Areas Supervisor with In-Patient Area unit leader.
  - \_\_\_\_\_ Assess current capabilities. Project immediate and prolonged capacities to provide nursing services based on current data.
  - \_\_\_\_\_ Begin out patient priority assessment; designate those eligible for immediate discharge; admit those patients unable to be discharged. Remind all staff that all patient discharges are routed through the Discharge Unit.
  - \_\_\_\_\_ Develop action plan in cooperation with In-Patient Area unit leader and the In-Patient Areas Supervisor.
  - \_\_\_\_\_ Request needed resources from the In-Patient Areas Supervisor.
  - \_\_\_\_\_ Assign patient care teams in configurations to meet the specific mission of the Out Patient areas; obtain additional personnel as necessary from Labor Pool.
- Intermediate
- \_\_\_\_\_ Contact Safety & Security Officer of security and traffic flow needs. Inform In-Patient Areas Supervisor of action.
  - \_\_\_\_\_ Report equipment/material needs to Materials Supply Unit Leader. Inform In-Patient Areas Supervisor of action.
- Extended
- \_\_\_\_\_ Ensure that all area and individual documentation is current and accurate. Request documentation/clerical personnel from Labor Pool if necessary.
  - \_\_\_\_\_ Keep In-Patient Areas Supervisor apprised of status, capabilities and projected services.
  - \_\_\_\_\_ Observe and assist any staff who exhibit signs of stress and fatigue. Report concerns to In-Patient Areas Supervisor. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Review and approve the area documenter's recordings of actions/decisions in the Surgical Services Area. Send copy to the In-Patient Areas Supervisor.
  - \_\_\_\_\_ Direct non-utilized personnel to Labor Pool.
  - \_\_\_\_\_ Other concerns:

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\_\_\_\_\_



## TREATMENT AREAS SUPERVISOR

Positioned Assigned To: _____
You Report To: _____ (Medical Care Director)
Operations Command Center: _____ Telephone: _____

**Mission:** Initiate and supervise the patient triage process. Assure treatment of casualties according to triage categories and manage the treatment area(s). Provide for a controlled patient discharge. Supervise morgue service.

- Immediate
- \_\_\_\_\_ Receive appointment from Medical Care Director and Job Action Sheets for the Triage, Immediate-Delayed-Minor Treatment, Discharge and Morgue Unit Leaders.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from Medical Care Director and develop initial action plan with Medical Care Director, In-Patient Areas Supervisor and Medical Staff Director.
  - \_\_\_\_\_ Appoint unit leaders for the following treatment areas:
    - Triage
    - Immediate Treatment
    - Delayed Treatment
    - Minor Treatment
    - Discharge
    - Morgue
  - \_\_\_\_\_ Distribute corresponding Job Action Sheets, request a documenter/assistant for each unit leader from Labor Pool.
  - \_\_\_\_\_ Brief Treatment Area unit leaders. Designate time for follow-up meeting.
  - \_\_\_\_\_ Assist establishment of Triage, Immediate, Delayed, Minor Treatment, Discharge and Morgue Areas in pre-established locations.
  - \_\_\_\_\_ Assess problem, treatment needs and customize the staffing and supplies in each area.
  - \_\_\_\_\_ Meet with Medical Care Director to discuss medical care plan of action and staffing in all triage/treatment/discharge/morgue areas. Maintain awareness of all in-patient capabilities via the In-Patient Areas Supervisor.
  - \_\_\_\_\_ Receive, coordinate and forward requests for personnel and supplies to the Labor Pool Unit Leader, Medical Care Director and Material Supply Unit Leader. Copy all communication to the Communications Unit Leader.
- Intermediate
- \_\_\_\_\_ Contact the Safety and Security Officer for any security needs, especially those in the Triage, Discharge and Morgue areas. Advise the Medical Care Director of any actions/requests.

- \_\_\_\_\_ Report equipment needs to Materials Supply Unit Leader.
- \_\_\_\_\_ Establish 2-way communication (radio or runner) with Medical Care Director.
- \_\_\_\_\_ Assess environmental services (housekeeping) needs for all Treatment Areas; contact Sanitation Systems Officer for assistance.
- \_\_\_\_\_ Observe and assist any staff who exhibit signs of stress and fatigue. Report any concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- \_\_\_\_\_ Assist Patient Tracking Officer and Patient Information Officer in obtaining information.
- \_\_\_\_\_ Report frequently and routinely to Medical Care Director to keep apprised of situation.
- \_\_\_\_\_ Document all action/decisions with a copy sent to the Medical Care Director.
- \_\_\_\_\_ Other concerns:

Extended

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## TRIAGE UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Treatment Areas Supervisor)
Operations Command Center: _____ Telephone: _____

**Mission:** Sort casualties according to priority of injuries, and assure their disposition to the proper treatment area.

- Immediate
- \_\_\_\_\_ Receive appointment from Treatment Areas Supervisor.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from Treatment Areas Supervisor with other Treatment Area unit leaders.
  - \_\_\_\_\_ Establish patient Triage Area; consult with Transportation Unit Leader to designate the ambulance off-loading area.
  - \_\_\_\_\_ Ensure sufficient transport equipment and personnel for Triage Area.
  - \_\_\_\_\_ Assess problem, triage-treatment needs relative to specific incident.
  - \_\_\_\_\_ Assist the In-Patient Areas Supervisor with triage of internal hospital patients, if requested by Treatment Areas Supervisor.
  - \_\_\_\_\_ Develop action plan, request needed resources from Treatment Areas Supervisor.
  - \_\_\_\_\_ Assign triage teams.
- Intermediate
- \_\_\_\_\_ Identify location of Immediate, Delayed, Minor Treatment, Discharge and Morgue areas; coordinate with Treatment Areas Supervisor.
  - \_\_\_\_\_ Contact Safety & Security Officer of security and traffic flow needs in the Triage Area. Inform Treatment Areas Supervisor of action.
- Extended
- \_\_\_\_\_ Report emergency care equipment needs to Materials Supply Unit Leader. Inform Treatment Areas Supervisor of action.
  - \_\_\_\_\_ Ensure that the disaster chart and admission forms are utilized. Request documentation/clerical personnel from Labor Pool if necessary.
  - \_\_\_\_\_ Keep Treatment Areas Supervisor apprised of status, number of injured in the Triage Area or expected to arrive there.
  - \_\_\_\_\_ Observe and assist any staff who exhibit signs of stress and fatigue. Report concerns to Treatment Areas Supervisor. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Review and approve the area documenter's recordings of actions/decisions in the Triage Area. Send copy to the Treatment Areas Supervisor.
  - \_\_\_\_\_ Direct non-utilized personnel to Labor Pool.
  - \_\_\_\_\_ Other concerns:
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## IMMEDIATE TREATMENT UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Treatment Areas Supervisor)
Operations Command Center: _____ Telephone: _____

**Mission:** Coordinate the care given to patients received from the Triage Area; assure adequate staffing and supplies in the Immediate Treatment Area; facilitate the treatment and disposition of patients in the Immediate Treatment Area.

- Immediate
- \_\_\_\_\_ Receive appointment from Treatment Areas Supervisor.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from Treatment Areas Supervisor with other Treatment Area unit leaders.
  - \_\_\_\_\_ Assist Treatment Areas Unit Leader in the establishment of Immediate Treatment Area.
  - \_\_\_\_\_ Assess situation/area for supply and staffing needs; request staff and supplies from the Labor Pool and Materials Supply Unit Leaders. Request medical staff support through Treatment Areas Supervisor.
  - \_\_\_\_\_ Obtain an adequate number of patient transportation resources from the Transportation Unit Leader to ensure the movement of patients in and out of the area.
- Intermediate
- \_\_\_\_\_ Ensure the rapid disposition and flow of treated patients from the Immediate Treatment Area.
  - \_\_\_\_\_ Report frequently and routinely to the Treatment Areas Supervisor on situational status.
- Extended
- \_\_\_\_\_ Observe and assist any staff who exhibits signs of stress and fatigue. Report any concerns to the Treatment Areas Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Review and approve the area documenter's recordings of actions/decisions in the Immediate Treatment Area. Send copy to the Treatment Areas Supervisor.
  - \_\_\_\_\_ Direct non-utilized personnel to Labor Pool.
  - \_\_\_\_\_ Other concerns:  
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## DELAYED TREATMENT UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Treatment Areas Supervisor)
Operations Command Center: _____ Telephone: _____

**Mission:** Coordinate the care given to patients received from the Triage Area. Assure adequate staffing and supplies in the Delayed Treatment Area. Facilitate the treatment and disposition of patients in the Delayed Treatment Area.

- Immediate
- \_\_\_\_\_ Receive appointment from Treatment Areas Supervisor.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from Treatment Areas Supervisor with other Treatment Area unit leaders.
  - \_\_\_\_\_ Assist Treatment Areas Supervisor in the establishment of Delayed Treatment Area.
  - \_\_\_\_\_ Assess situation/area for supply and staffing need; request staff and supplies from the Labor Pool and Materials Supply Unit Leaders. Request medical staff support through Treatment Areas Supervisor.
  - \_\_\_\_\_ Obtain an adequate number of patient transportation resources from the Transportation Unit Leader to ensure the movement of patients in and out of area.

- Intermediate
- \_\_\_\_\_ Ensure the rapid disposition and flow of treated patients from the Delayed Treatment Area.
  - \_\_\_\_\_ Report frequently and routinely to the Treatment Areas Supervisor on situational status.

- Extended
- \_\_\_\_\_ Observe and assist any staff who exhibits signs of stress and fatigue. Report any concerns to the Treatment Areas Supervisor. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Review and approve the area documenter's recordings of actions/decisions in the Delayed Treatment Area. Send copy to the Treatment Areas Supervisor.
  - \_\_\_\_\_ Direct non-utilized personnel to Labor Pool.
  - \_\_\_\_\_ Other concerns:

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## MINOR TREATMENT UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Treatment Areas Supervisor)
Operations Command Center: _____ Telephone: _____

**Mission:** Coordinate the minor care of patients received from the Triage Area, and other areas of the hospital. Assure adequate staffing and supplies in the Minor Treatment. Facilitate the minor treatment of patients and disposition.

- Immediate
- \_\_\_\_\_ Receive appointment from the Treatment Areas Supervisor.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from Treatment Areas Supervisor with other Treatment Area unit leaders.
  - \_\_\_\_\_ Assist Treatment Areas Supervisor in the establishment of Minor Treatment Area.
  - \_\_\_\_\_ Assess situation/area for supply and staffing need; request staff and supplies from the Labor Pool and Materials Supply Unit Leaders. Request medical staff support through Treatment Areas Supervisor.

- Intermediate
- \_\_\_\_\_ Obtain an adequate number of patient transportation resources from the Transportation Unit Leader to ensure the movement of patients in and out of the area.
  - \_\_\_\_\_ Ensure a rapid, appropriate disposition of patients treated within Minor Treatment Area.
  - \_\_\_\_\_ Report frequently and routinely to the Treatment Areas Supervisor on situational status.

- Extended
- \_\_\_\_\_ Observe and assist any staff who exhibit signs of stress or fatigue. Report any concerns to the Treatment Areas Supervisor. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Review and approve the area documenter's recordings of action/decisions in the Minor Treatment Area. Send copy to the Treatment Areas Supervisor.
  - \_\_\_\_\_ Direct non-utilized personnel to Labor Pool.
  - \_\_\_\_\_ Other concerns:

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## DISCHARGE UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Treatment Areas Supervisor)
Operations Command Center: _____ Telephone: _____

**Mission:** Coordinate the controlled discharge, (possible observation and discharge) of patients received from all areas of the hospital. Facilitate the process of final patient disposition by assuring adequate staff and supplies in the Discharge Area.

- Immediate
- \_\_\_\_\_ Receive appointment from the Treatment Areas Supervisor.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from Treatment Areas Supervisor with other Treatment Areas unit leaders.
  - \_\_\_\_\_ Assist Treatment Areas Supervisor in the establishment of Discharge Area. Coordinate with Human Services Director, Transportation Unit Leader and Safety & Security Officer.
  - \_\_\_\_\_ Assess situation/area for supply and staffing need; request staff and supplies from the Labor Pool and Materials Supply Unit Leaders. Request medical staff support through Treatment Areas Supervisor. Prepare area for minor medical treatment and extended observation.

- Intermediate
- \_\_\_\_\_ Request involvement of Human Services Director in appropriate patient disposition. Communicate regularly with Patient Tracking Officer.
  - \_\_\_\_\_ Ensure that all patients discharged from area are tracked and documented in regards to disposition. Ensure a copy of the patient chart is sent with patient transfers. If copy service is not available, record chart number and destination for future retrieval. (If other hospital areas are discharging patients, provide for accurate controls and documentation.) Provide for patient discharge services in Morgue Area.
  - \_\_\_\_\_ Report frequently and routinely to Treatment Areas Supervisor on situational status.

- Extended
- \_\_\_\_\_ Observe and assist any staff or patient who exhibits sign of stress. Report concerns to the Treatment Areas Supervisor. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Review and approve the area documenter's recordings of action/decisions in the Discharge Area. Send copy to the Treatment Areas Supervisor.
  - \_\_\_\_\_ Direct non-utilized personnel to Labor Pool.
  - \_\_\_\_\_ Other concerns:

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## MORGUE UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Treatment Areas Supervisor)
Operations Command Center: _____ Telephone: _____

**Mission:** Collect, protect and identify deceased patients. Assist Discharge Area Unit Leader in appropriate patient discharge.

- Immediate
- \_\_\_\_\_ Receive appointment from the Treatment Areas Supervisor.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from Treatment Areas Supervisor with other Treatment Area unit leaders.
  - \_\_\_\_\_ Establish Morgue Area; coordinate with Treatment Areas Supervisor and Medical Care Director.
  - \_\_\_\_\_ Request an on-call physician from the Treatment Areas Supervisor to confirm any resuscitatable casualties in Morgue Area.
  - \_\_\_\_\_ Obtain assistance from the Transportation Unit Leader for transporting deceased patients.
  - \_\_\_\_\_ Assure all transporting devices are removed from under deceased patients and returned to the Triage Area.
- Extended
- \_\_\_\_\_ Maintain master list of deceased patients with time of arrival for Patient Tracking Officer and Patient Information Officer.
  - \_\_\_\_\_ Assure all personal belongings are kept with deceased patients and are secured.
  - \_\_\_\_\_ Assure all deceased patients in Morgue Areas are covered, tagged and identified where possible.
  - \_\_\_\_\_ Keep Treatment Areas unit leaders apprised of number of deceased.
  - \_\_\_\_\_ Contact the Safety & Security Officer for any morgue security needs.
  - \_\_\_\_\_ Arrange for frequent rest and recovery periods, as well as relief for staff.
  - \_\_\_\_\_ Schedule meetings with the Psychological Support Unit Leader to allow for staff debriefing.
  - \_\_\_\_\_ Observe and assist any staff who exhibits signs of stress or fatigue. Report any concerns to the Treatment Areas Supervisor.
  - \_\_\_\_\_ Review and approve the area documenter's recording of action/decisions in the Morgue Area. Send copy to the Treatment Areas Supervisor.
  - \_\_\_\_\_ Direct non-utilized personnel to Labor Pool.
  - \_\_\_\_\_ Other concerns:

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## ANCILLARY SERVICES DIRECTOR

Positioned Assigned To: _____
You Report To: _____ (Operations Section Chief)
Operations Command Center: _____ Telephone: _____

**Mission:** Organize and manage ancillary medical services. To assist in providing for the optimal functioning of these services. Monitor the use and conservation of these resources.

- Immediate
- \_\_\_\_\_ Receive appointment from Operation Section Chief and subsection's Job Action Sheets.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Meet with Operations Section Chief and other Operations Section directors for a briefing and development of initial action plan. Designate time for next meeting.
  - \_\_\_\_\_ Appoint unit leaders for:
    - Laboratory Services
    - Pharmacy Services
  - \_\_\_\_\_ Distribute corresponding Job Action Sheets; request a documenter/assistant for each unit leader from the Labor Pool.
  - \_\_\_\_\_ Brief all unit leaders. Request an immediate assessment of each service's capabilities, human resources and needs. Designate time for follow-up meeting.
  - \_\_\_\_\_ Receive, coordinate and forward requests for personnel and materials to the appropriate individual.
- Intermediate
- \_\_\_\_\_ Report routinely to the Operations Section Chief the actions, decisions and needs of the Ancillary Services Section.
  - \_\_\_\_\_ Track the ordering and receiving of needed supplies.
  - \_\_\_\_\_ Supervise salvage operations within Ancillary Services when indicated.
  - \_\_\_\_\_ Meet routinely with Ancillary Services unit leaders for status reports, and relay important information to Operation Section Chief.
- Extended
- \_\_\_\_\_ Observe and assist any staff who exhibits signs of stress or fatigue. Report any concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Review and approve the documenter's recordings of actions/decisions in the Ancillary Services Section. Send copy to the Operations Section Chief.
  - \_\_\_\_\_ Direct non-utilized personnel to Labor Pool.
  - \_\_\_\_\_ Other concerns:  
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## LABORATORY UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Ancillary Services Director)
Operations Command Center: _____ Telephone: _____

**Mission:** Maintain Laboratory services, blood and blood products at appropriate levels. Prioritize and manage the activity of the Laboratory Staff.

- Immediate
- \_\_\_\_\_ Receive appointment from Ancillary Services Director.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from Ancillary Services Director with other subsection unit leaders; develop a subsection action plan.
  - \_\_\_\_\_ Evaluate availability of lab services
  - \_\_\_\_\_ Ascertain the approximate "turn around" time for study results. Report capabilities and operational readiness to Ancillary Services Director.
  - \_\_\_\_\_ Assign a phlebotomist and runner with adequate blood collection supplies to the Immediate Treatment and Delayed Treatment Areas.
  - \_\_\_\_\_ Assess ability to perform EKG services
- Intermediate
- \_\_\_\_\_ Contact Materials Supply Unit Leader in anticipation of needed supplies.
  - \_\_\_\_\_ Send any unassigned personnel to Labor Pool.
  - \_\_\_\_\_ Inform patient care areas of currently available service.
  - \_\_\_\_\_ Communicate with Patient Tracking Officer to ensure accurate routing of test results.
- Extended
- \_\_\_\_\_ Provide for routine meetings with Ancillary Services Director.
  - \_\_\_\_\_ Review and approve the documenter's recordings of actions/decisions in the Laboratory Services area. Send copy of to the Ancillary Services Director.
  - \_\_\_\_\_ Observe and assist any staff who exhibit signs of stress and fatigue. Report concerns to Ancillary Services Director. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:

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### PHARMACY UNIT LEADER

Positioned Assigned To: _____  You Report To: _____ (Ancillary Services Director)  Operations Command Center: _____ Telephone: _____
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**Mission:** Ensure the availability of emergency, incident specific, pharmaceutical and pharmacy services.

- Immediate
- \_\_\_\_\_ Receive appointment from Ancillary Services Director.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from Ancillary Services Director with other subsection unit leaders; develop a subsection action plan.
  - \_\_\_\_\_ Assign pharmacist to Immediate and Delayed Treatment Areas, when appropriate.
  - \_\_\_\_\_ Inventory most commonly utilized pharmaceutical items and provide for the continual update of this inventory.
  - \_\_\_\_\_ Identify any inventories which might be transferred upon request to another facility and communicate list to the Ancillary Services Director.

Intermediate \_\_\_\_\_ Communicate with the Materials Supply Unit Leader to assure a smooth method of requisitioning and delivery of pharmaceutical inventories within the hospital.

- Extended
- \_\_\_\_\_ Provide for routine meetings with Ancillary Services Director.
  - \_\_\_\_\_ Review and approve the documenter's recordings of actions/decisions in the Pharmacy Service Area. Send copy to Ancillary Services Director.
  - \_\_\_\_\_ Observe and assist any staff who exhibit signs of stress and fatigue. Report any concerns to Ancillary Services Director. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:

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## HUMAN SERVICES DIRECTOR

Positioned Assigned To: _____
You Report To: _____ (Operations Section Chief)
Operations Command Center: _____ Telephone: _____

**Mission:** Organize, direct and supervise those services associated with the social and psychological needs of the patients, staff and their respective families. Assist with discharge planning.

- Immediate
- \_\_\_\_\_ Receive appointment from Operations Section Chief. Obtain packet containing subsection Job Action Sheets.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Operations Section Chief with other section directors and assist with development of the Operations Section's action plan. Designate time for follow up meeting.
  - \_\_\_\_\_ Appoint Staff Support Unit Leader, Psychological Support Unit Leader and Dependent Care Unit Leader. Distribute corresponding Job Action Sheets and identification name badges.
  - \_\_\_\_\_ Brief unit leaders on current situation; outline action plan for subsection and designate time for next briefing.
  - \_\_\_\_\_ Establish Human Services Center near Discharge Area or near staff rest/rehabilitation area.
  - \_\_\_\_\_ Assist with establishment of Discharge Area. Lend support personnel to assist with patient discharge process.
  - \_\_\_\_\_ Assist in the implementation of patient early discharge protocol on the direction of Operations Section Chief. Secure the aid of Nursing Unit Leader.
- Intermediate
- \_\_\_\_\_ Assist Psychological Support Unit Leader in securing a debriefing area.
  - \_\_\_\_\_ Meet regularly with unit leaders to receive updates and requests.
  - \_\_\_\_\_ Communicate frequently with Operations Section Chief.
- Extended
- \_\_\_\_\_ Document action and decisions on a continual basis.
  - \_\_\_\_\_ Observe and assist anyone who exhibits signs of stress and fatigue. Provide for staff rest and relief.
  - \_\_\_\_\_ Other concerns:  
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## STAFF SUPPORT UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Human Services Director)
Operations Command Center: _____ Telephone: _____

**Mission:** Assure the provision of logistical and psychological support of the hospital staff.

- Immediate
- \_\_\_\_\_ Receive assignment from Human Services Director.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Human Services Director with other subsection unit leaders; assist in development of subsection action plan. Designate time for follow up meeting.
- Intermediate
- \_\_\_\_\_ Anticipate staff needs as they might relate to the specific disaster.
  - \_\_\_\_\_ Establish a staff rest and nutritional area in a low traffic area. Provide for a calm relaxing environment provide overall disaster information updates (bulletins) for rumor control.
  - \_\_\_\_\_ Provide for nutritional support and sleeping arrangements; contact Nutritional Supply Unit Leader and Labor Pool Unit Leader for assistance.
  - \_\_\_\_\_ Establish a staff Information Center with the help of Communications Unit Leader, Nursing Unit Leader and Labor Pool Unit Leader. Provide overall disaster info updates (bulletins) for rumor control.
  - \_\_\_\_\_ Arrange for routine visits/evaluations by the Psychological Support Unit Leader. Assist in establishment of separate debriefing area.
- Extended
- \_\_\_\_\_ Observe all staff closely for signs of stress and fatigue; intervene appropriately. Provide for personal staff rest periods and relief.
  - \_\_\_\_\_ Assist staff with logistical and personal concerns; act as facilitator when appropriate.
  - \_\_\_\_\_ Report routinely to the Human Services Director.
  - \_\_\_\_\_ Document all actions, decisions and interventions.
  - \_\_\_\_\_ Other concerns:  
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## PSYCHOLOGICAL SUPPORT UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Human Services Director)
Operations Command Center: _____ Telephone: _____

**Mission:** Assure the provision of psychological, spiritual and emotional support to the hospital staff, patients, dependents and guests. Initiate and organize the Critical Stress Debriefing process.

- Immediate
- \_\_\_\_\_ Receive appointment from Human Services Director.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Receive briefing from Human Services Director; assist in development of subsection action plan. Designate time for follow up meeting.
  - \_\_\_\_\_ Establish teams composed of staff, clergy and other mental health professionals to support the psycho-social needs of the staff, patients and guests.
- Intermediate
- \_\_\_\_\_ Designate a secluded debriefing area where individual and group intervention may take place. Coordinate with Staff Support Unit Leader.
  - \_\_\_\_\_ Appoint psychological support staff to visit patient care and non-patient care areas on a routine schedule.
  - \_\_\_\_\_ Meet regularly with all members of the Human Services Subsection.
  - \_\_\_\_\_ Assist the Staff Support Unit Leader in establishment of staff information/status board (situation, disaster update, hospital activities).
- Extended
- \_\_\_\_\_ Advise psychological support staff to document all contacts.
  - \_\_\_\_\_ Observe psychological support staff for signs of stress and fatigue. Arrange for frequent, mandatory rest periods and debriefing sessions.
  - \_\_\_\_\_ Schedule and post the dates and times for critical stress debriefing sessions during and after the immediate disaster period.
  - \_\_\_\_\_ Document all actions, decisions and interventions.
  - \_\_\_\_\_ Other concerns:  
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## DEPENDENT CARE UNIT LEADER

Positioned Assigned To: _____
You Report To: _____ (Human Services Director)
Operations Command Center: _____ Telephone: _____

**Mission:** Initiate and direct the sheltering and feeding of staff and volunteer dependents.

- Immediate
- \_\_\_\_\_ Receive appointment from Human Services Director.
  - \_\_\_\_\_ Read this entire Job Action Sheet and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification name badge.
  - \_\_\_\_\_ Obtain briefing from Human Services Director; participate in development of subsection action plan. Designate time for follow up meeting.
  - \_\_\_\_\_ Establish a controlled, comfortable area where patients and visitors may wait for disposition home.
- Intermediate
- \_\_\_\_\_ Establish a Dependent Care Area removed from any patient care areas.
  - \_\_\_\_\_ Obtain volunteers from the Labor Pool to assist with child and/or adult care. Make tentative plans for extended care.
  - \_\_\_\_\_ Monitor the area continuously for safety and dependant needs with a minimum of two hospital employees.
  - \_\_\_\_\_ Implement a positive I.D. system for all children cared for under age of 10 years of age. Provide matching I.D. for retrieving guardian to show upon release of child.
  - \_\_\_\_\_ Document care and all personnel in the area.
  - \_\_\_\_\_ Contact the Safety & Security Officer for assistance.
  - \_\_\_\_\_ Contact Materials Supply Unit Leader and Nutritional Supply Unit Leader for supplies and food; advise Situation - Status Unit Leader and Labor Pool Unit Leader of any extended plans.
- Extended
- \_\_\_\_\_ Assure that those dependents taking medications have sufficient supply for estimated length of stay.
  - \_\_\_\_\_ Arrange for the Psychological Support Unit Leader to make routine contact with dependents in the shelter, as well as responding when necessary.
  - \_\_\_\_\_ Observe staff and dependents for signs of stress and fatigue. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Report routinely to Human Services Director. Document all actions/decisions.
  - \_\_\_\_\_ Other concerns:  
\_\_\_\_\_