

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:

PUBLIC INFORMATION OFFICER (P.I.O.)

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

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:
 - _____
 - _____
 - _____
 - _____

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:

SAFETY AND SECURITY OFFICER

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

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: _____

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:



FACILITY UNIT LEADER

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

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:



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:

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:

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:



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:

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:

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:

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.
- Extended
- _____ Ensure the security and prevent the loss of medical record hard copies.
 - _____ 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:

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:

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:

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:

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:

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:

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:

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:
 - _____
 - _____
 - _____
 - _____

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 chiefs 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:

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:

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:

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:

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:

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:

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.

Extended

- _____ 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:

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:
- _____



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:

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:

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:

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:

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:

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:

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:

PHARMACY UNIT LEADER

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

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:

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:

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:

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:

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:
