

State Medical Response Team

Job Action Sheets



SMRT 5

ORLANDO, FLORIDA
OCTOBER, 2011
VERSION 2.0

COMMAND DECISION POINTS WORKSHEET

- 1) Justification criteria met to activate SMRT? ___NO ___YES
- 2) Initial type of SMRT ___1 ___2 ___3 ___4
- 3) Size of facility needed. _____
- 4) Location of facility. _____
- 5) Command positions needed. _____

- 6) Decontamination needed? ___NO ___YES
- 7) How many SMRT caches needed? ___1 ___2 ___3 ___4
- 8) What initial level of triaged patients will be received?
___Deceased ___Minor ___Delayed ___Immediate
- 9) Are any specialized response teams needed? ___NO ___YES If YES, what special teams?

- 10) Are any specialized resources needed? ___NO ___YES If YES, what special resources? _____
- 11) What level of staff PPE is needed? _____
- 12) Who will be the SMRT “authority” figure for the news media? _____
- 13) Is there a need for patient isolation or quarantining? ___NO ___YES
- 14) Are there any major safety issues? ___NO ___YES If YES what are they? _____

Appendix 5

ORGANIZATION ASSIGNMENT LIST			9. Operations Section		
1. Incident Name			Chief		
			Deputy		
2. Date		3. Time	a. Branch I - Division/Groups		
			Branch Director		
4. Operational Period			Deputy		
			Division/Group		
Position	Name		Division/Group		
5. Incident Commander and Staff			Division/Group		
Incident Commander			Division/Group		
Deputy			Division/Group		
Safety Officer			b. Branch II - Division/Groups		
Information Officer			Branch Director		
Liaison Officer			Deputy		
6. Agency Representative			Division/Group		
Agency	Name		Division/Group		
			Division/Group		
			Division/Group		
			Division/Group		
			c. Branch III - Division/Groups		
			Branch Director		
7. Planning Section			Deputy		
Chief			Division/Group		
Deputy			Division/Group		
Resources Unit			Division/Group		
Situation Unit			Division/Group		
Documentation Unit			Division/Group		
Demobilization Unit			d. Air Operations Branch		
Technical Specialists			Air Operations Branch Director		
Human Resources			Air Attack Supervisor		
Training			Air Support Supervisor		
			Helicopter Coordinator		
			Air Tanker Coordinator		
			10. Finance Section		
			Chief		
			Deputy		
8. Logistics Section			Time Unit		
Chief			Procurement Unit		
Deputy			Compensation/Claims Unit		
Supply Unit			Cost Unit		
Facilities Unit					
Ground Support Unit			Prepared by (Resource Unit Leader)		
Communications Unit					
Medical Unit					
Security Unit					
Food Unit					

Appendix 6

MASTER “QUICK START” CHECKLIST

- SMRT Group Leader assigned
- SMRT Command Staff positions assigned
- SMRT General Staff positions assigned
- SMRT Plan referenced for detailed guidance
- SMRT Facility selected
- SMRT Command Post established
- Communication links established with the scene Incident Command, the LEOC, and the hospitals
- Security established
- SMRT Organizational Chart positions assigned
- Fire Department Hazardous Materials Teams notified for decontamination duties
- General workers for the SMRT requested
- Command and General Staff formulate SMRT layout with designated areas for each activity
- Staff check-in station and procedures are developed
- All staff positions reference plan for tasks and responsibilities
- SMRT Cache(s) requested
- Regional communication centers notified
- Brief command personnel
- Public Information Officer gathers initial information and sets up a media gathering location
- Level of required SMRT PPE established
- Medical Director provides direction on the standard or sufficiency of care
- Medical Director and Triage Unit Leader obtain latest information on hospital capacity
- Scene Incident Command notified that the SMRT can accept patients
- Logistics Chief and Communications Unit Leader complete communication plan and distribute radios
- Additional logistical resources are requested to facilitate operations for the first 12 hour period
- Special teams including State Medical Response Teams, requested
- Safety Officer identifies and corrects any initial safety hazards
- A check-in procedure developed for those being admitted to the SMRT
- Logistics arranges for food and water for meals during the first 12 hour operational period
- SMRT Incident Commander briefed by Planning Chief on the status of personnel resources
- Assess type of patients (according to triage categories) that will be treated at the SMRT
- Medical staff assignments are made

Appendix 7

LOGISTICS CHECKLIST

- Acquire and set up the SMRT cache(s)
- Lay out the BOO and allocate space to the individual task areas
- Arrange for appropriate PPE for staff personnel
- Acquire any needed garments or supplies to support the decontamination process
- Get oxygen supply delivery established if respiratory patients are being treated at the SMRT
- Arrange for cleaning service and waste disposal for the SMRT
- Acquire an additional ambulance unit for standby at the SMRT
- Arrange for portable air filtration systems to help control cross contamination
- Establish strong security measures for the SMRT
- Create signage around the site for easy recognition of specialized areas
- Establish a strong communications plan and use the "Communications Checklist" to see that key areas are covered
- Ensure that the power supply is adequate and that backup generators are in place
- Order any additional key supplies early to ensure that the supply chain is uninterrupted
- Order food and beverages for the first operational period
- Establish a records system to track patients at the SMRT
- Track all costs associated with the establishment and operation of the SMRT
- Keep track of all costs and information necessary for later reimbursement processes
- Keep time sheets on all personnel assigned to the SMRT
- Facilitate the purchase of goods and services and coordinate with the Logistics section on financial issues

COMMUNICATIONS CHECKLIST

- Establish a communications plan for the SMRT
- Set up and distribute base and portable radios from the SMRT cache
- Assess and make use of the host facility communication systems
- Publish and distribute an SMRT internal / external phone extension list
- Set up fax machines and internet service for use in the SMRT
- Make use of Regional radio caches or EDICS to facilitate communications
- In larger operations, establish a radio network with the Med 8 channels
- Utilize "broadband over Internet" for data sharing
- Acquire phone banks from private providers to facilitate patient phone needs
- Ensure that backup communications systems are operational in case primary ones fail

SECURITY CHECKLIST

- Establish a secure perimeter around the SMRT
- Safeguard SMRT staff and workers from ancillary terrorism
- With Planning and Administration personnel, establish a staff check-in point
- Establish an ID system for SMRT staff and check upon entry
- Create a traffic flow pattern for the SMRT
- Control any unruly or disruptive patients
- Obtain facility keys and keep unused areas locked
- If necessary, search victims and their belongings prior to their entry into the SMRT
- Assist in securing "controlled" pharmaceuticals
- Acquire the necessary security staffing to accomplish the security mission.

Appendix 8

OPERATIONS CHECKLIST

- Establish decontamination station
- Establish triage area
- Establish treatment and transportation areas
- Implement security plan for the SMRT
- Order any specialized teams needed
- Order any specialized resources needed
- Establish a helicopter landing zone
- Set up an antidote administration process
- Establish a receiving process for patients coming from hospitals
- Work with Safety Officer to develop a safety plan

PLANNING CHECKLIST

- Establish a staffing plan
- Order necessary staff personnel
- Establish a Planning area
- Set up a patient tracking and records system
- Establish a staff check-in station
- Insure staff personnel are credentialed
- Establish a lab / testing procedure
- Establish an out-processing procedure
- Set up a reunification area
- Implement a volunteer resources process

ADMINISTRATION / FINANCE CHECKLIST

- Establish a records system to track patients at the SMRT
- Track all costs associated with the establishment and operation of the SMRT
- Keep track of all costs and information necessary for later reimbursement processes
- Keep time sheets on all personnel assigned to the SMRT
- Facilitate the purchase of goods and services and coordinate with the Logistics section on financial issues

Appendix 9

NOTIFICATION CHECKLIST

- Scene Incident Command
- Medical Director
- County Health Department
- LEOC
- Law Enforcement
- Special Teams and Resources
- Area Communication Centers
- State Department of Health
- State EOC
- ESF 8
- RERAs
- Hospitals
- Fire Departments
- Private ambulance transport services
- RDSTF
- FFCA SERP
- SMRT Cache responders
- Volunteer service agencies

CONTACT NUMBERS

Emergency Manager	() _____
Medical Director	() _____
County Health Department Director	() _____
Law Enforcement contact	() _____
Fire Department contact	() _____
State Warning Point	() _____
RDSTF Chair	() _____
Local EOC	() _____
State EOC	() _____
ESF 8 Desk at the State EOC	() _____
FFCA SERP Contact	() _____
Local Hospital 1	() _____
Local Hospital 2	() _____
Local Hospital 3	() _____
Communication Center	() _____
Private ambulance service	() _____
Contact for nearest SMRT Cache	() _____
State Department of Health	() _____
Volunteer Service Agency 1	() _____
Volunteer Service Agency 2	() _____

Appendix 10

Incident Commander Job Assignment Checklist

Position Assigned To:

You Report To: Emergency Coordinating Officer (ECO) at the EOC

Upon Activation:

- Receive briefing from the ECO.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
 - Operations Section Chief
 - Logistics Section Chief
 - Administration Section Chief
 - Security Officer
 - Safety Officer
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or the Safety Officer if regarding a safety issue).
 - Any questions, problems, or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided in their Job Action Sheet. This ensures standardization and consistency with respect to performance and information during operations.
 - Ensure they are personally prepared, self-sufficient and adequately equipped to perform their assignments.
- Prepare a briefing statement, to be given to staff members at scheduled briefing(s):
 - Operational overview
 - Stations / patient flow
 - Operational Periods
 - Resupply Timetable
 - Recurring Report Schedule
 - Staffing/Equipment/Supply Issues
- Confirm with the Operations Section Chief and Logistics Section Chief that all equipment and supplies are being shipped to the shelter, and that areas are being set up.
- Develop staff assignments and work schedule.

Response Phase:

- Interface with the EOC for coordination of medical/health resource requests.
- Establish interface with appropriate local officials:
 - Establish call-back numbers to EOC/ESF-8.
 - Notify FOC when shelter operations commence processing of patients.
 - Report progress to EOC/ESF-8.
- Review shelter work schedule and assign work assignments for each station.
- Ensure standardization/consistency of information provided to patients.
- Brief officials and media, as appropriate.
- Establish time schedule for operational briefings, and conduct as scheduled.
- Work with the operations Section Chief and Logistics Section Chief to set up shelter Stations.
- Ensure staff has all equipment and supplies needed to carry out their functions.
- Work with the Administration Section Chief to ensure sufficient staff is available for intake/discharge and to assist patients where needed.
- Brief all station leaders on procedures for additional supplies, security problems, treatment issues and other problems.
- Follow the process as patients begin to filter through each station. Modify any process as needed.
- Ensure that proper documentation is maintained for all activities.
- Confirm with Operations Section Chief that EMS is ready to transport to designated medical facility.

Recovery/Termination Phase:

- Ensure that all records and reports are turned in.
- Conduct exit interviews with your direct reports.
- Participate in the After Action process.

Expertise/Training:

Safety Officer Job Assignment Checklist

Position Assigned To:

You Report To: Incident Commander

Upon Activation:

- Receives briefing from the Incident Commander.
- Review plan and checklist.

Response Phase:

- Maintain Unit Log.
- Responsible for the safety of all shelter occupants.
- Has authority of the Incident Commander in stopping unsafe acts.
- Participate in meetings and briefings to ensure that safety considerations are a part of the plan at all times
- At a minimum:
 - Monitor clinical and medication safety
 - Monitor food and safe drinking water standards.
 - Monitor environmental safety for fall hazards, sanitation and waste management.
 - Monitor weather safety precautions and response in conjunction with FOC
 - Report hazards and plan for mitigation
 - Ensure completion of incident/accident reports
 - Coordinate with Logistics Chief for additional facility assistance in sanitation assistance
- Coordinate staff badges/passes as necessary.
- Identify and make known to the Incident Commander any safety issues.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Administration Section Chief.
- Identify issues for the After Action Report.

Expertise/Training:

- Registered Nurse
- Environmental Health specialist

Liaison Officer Job Assignment Checklist

Position Assigned To:

You Report To: Incident Commander

Upon Activation:

- Receives briefing from the Incident Commander.
- Review plan and checklist.

Response Phase:

- Maintain Unit Log.
- Coordinate staff badges/passes as necessary.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Administration Section Chief.
- Identify issues for the After Action Report.

Expertise/Training:

Public Information Officer Job Assignment Checklist

Position Assigned To:

You Report To: Incident Commander

Upon Activation:

- Receives briefing from the Incident Commander.
- Review plan and checklist.

Response Phase:

- Maintain Unit Log.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Administration Section Chief.
- Identify issues for the After Action Report.

Expertise/Training:

Operations Section Chief Job Assignment Checklist

Position Assigned To:

You Report To: Incident Commander

Upon Activation:

- Receive briefing from Incident Commander.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
 - Medical Branch Director
 - Morgue Unit Leader
 - Decontamination Unit Leader
 - Transportation Unit Leader
 - Laboratory Unit Leader
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
Your direct reports are to report **ONLY** to you.
 - They work with other staff as assigned by you, but they **DO NOT** take instructions from or provide information to anyone other than you (or the Safety Officer if regarding a safety issue).
 - Any questions, problems, or incidents should be reported to you, **NOT** to anyone else.
 - It is important that they **DO NOT MAKE DECISIONS** on their own, other than provided in their Job Action Sheet. This ensures standardization and consistency with respect to performance and information during operations.
 - Ensure they are personally prepared, self-sufficient and adequately equipped to perform their assignments.
- Prepare a briefing statement, to be given to Unit Leaders at scheduled briefing(s):
 - Operational overview
 - Stations / patient flow
 - Operational Periods
 - Resupply Timetable
 - Recurring Report Schedule
 - Staffing/Equipment/Supply Issues
- Confirm with the Logistics Section Chief and Incident Commander that all equipment and supplies are being shipped.
- Develop staff assignments and work schedule.

Response Phase:

- Participate in staff briefing(s) as scheduled by the Incident Commander.
- Interface with the FOC for coordination of medical/health resource requests.
- Establish interface with appropriate local officials:
 - Establish call-back numbers to FOC.
 - Notify FOC when shelter operations commence processing of patients.
 - Report progress to FOC and Incident Commander.
- Ensure standardization/consistency of information provided to patients.
- Assist in briefing officials and media, as appropriate.
- Establish time schedule for operational briefings, and conduct as scheduled.
- Participate in staff briefing(s) as scheduled by the Incident Commander.
- Maintain Operations Log.
- Meet with Unit Leaders and ensure that material presented is consistent with the plan and other information being distributed.
- Ensure that proper documentation is maintained for all Operations activities.
- For issues of medical necessity, the Operations Chief, in consultation with the FOC, will have the final say in patient care and transportation to a hospital or nursing home, if needed.

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Incident Commander.
- Conduct exit interviews with your direct reports.
- Participate in the After Action process.

Expertise/Training:

- Registered Nurse
- Doctor

Medical Branch Director Job Assignment Checklist

Position Assigned To:

You Report To: Operations Section Chief

Upon Activation:

- Receive briefing from the Operations Section Chief.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 and SpNS Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
 - ARNP
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or the ESF-8 Safety Officer if regarding a safety issue).
 - Any questions, problems, or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided in their Job Action Sheet. This ensures standardization and consistency with respect to performance and information during operations.
 - Ensure they are personally prepared, self-sufficient and adequately equipped to perform their assignments.
- Develop staff assignments and work schedule.

Response Phase:

- Participate in staff briefing(s) as scheduled by the Operations Section Chief.
- Review your position checklist.
- Perform duties as outlined by the Operations Section Chief, which may include:
 - Oversee all clinic functions/problem solving.
 - Ensure all clinic staff has proper identification and has signed in.
 - Assist with emergency medical situations
 - Review storage and handling instructions for the vaccine/medication being used.
 - Introduce self to area leaders and managers, communicate expectations of shelter operations.
 - Familiarize self with all paperwork, equipment and supplies used in shelter.
 - Familiarize self with all areas of shelter.
 - Ensure that all patient care or contact areas are adhering to infection control policies.
 - Be available for consult from other areas of shelter.
 - Give directions to patients and staff as needed.
 - Monitor colleagues, patients and family members for signs of fatigue and stress.
 - Report any difficulties to the Operations Section Chief

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Operations Section Chief
- Conduct exit interviews with your staff
- Identify issues for the After Action Report.

- Expertise/Training:
- Medical Doctor
- Physician Assistant
- Advanced Practice Nurse

Triage Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Medical Branch Director

Upon Activation:

- Receives briefing from the Medical Branch Director.
- Review plan and checklist.
- Perform duties as outlined by the Medical Branch Director.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you or law enforcement officer if regarding a safety issue.
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Work with the Operations Section Chief and the Medical Branch Director to ensure patients are transported to proper location for additional treatment.
- Maintain Unit Log
- Work with Operations Section Chief and On-site Doctor to ensure proper care of patients and that pertinent information is recorded on the patient record.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Medical Branch Director.
- Conduct exit interviews with your staff
- Identify issues for the After Action Report.

Expertise/Training:

- Registered Nurse
- Paramedic
- Licensed Practical Nurse
- Certified Nursing Assistant

Treatment Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Medical Branch Director

Upon Activation:

- Receives briefing from the Medical Branch Director.
- Review plan and checklist.
- Perform duties as outlined by the Medical Branch Director.

Response Phase:

- Work with the Triage, Treatment, Disaster Behavior Health, and Medical Intelligence Unit Leaders as needed.
- Provide basic and emergency life-saving capability
- Oversee and/or provide transport to other facilities such as hospital.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Medical Branch Director.
- Identify issues for the After Action Report.

Expertise/Training:

Medical Intelligence Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Medical Branch Director

Upon Activation:

- Receives briefing from the Medical Branch Director.
- Review plan and checklist.
- Perform duties as outlined by the Medical Branch Director.

Response Phase:

- Work with the Triage and Treatment Unit Leaders, Medical Branch Director, and Operations and Planning Chiefs as needed.
- Provide specialized intelligence services.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Medical Branch Director.
- Identify issues for the After Action Report.

Expertise/Training:

Disaster Behavioral Health Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Medical Branch Director

Upon Activation:

- Receives briefing from the Medical Branch Director.
- Review plan and checklist.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
 - Behavioral Health staff
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you or law enforcement officer if regarding a safety issue.
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Responsible for the mental health of both staff and patients.
- Helps both staff and patients adjust .
- Responsible for:
 - Making rounds and watching for signs of agitation, depression, confusion and responding to alleviate potential problems.
 - Assist staff in promoting diversions and activities, conversation, time orientation, etc.
 - Work with shelterees experiencing problems and guiding staff on best therapeutic methods.
 - Coordinate medication requirements with Medical Branch Director.
 - Report potential problems that may need further intervention to the Medical Branch Director

Recovery/Termination Phase:

- Plan for debriefing staff before they leave
- Determine efficacy of conducting a debriefing session one to two weeks following event
- Identify issues for the After Action Report.

Decontamination Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Operations Section Chief

Upon Activation:

- Receives briefing from the Operations Section Chief.
- Review plan and checklist.
- Perform duties as outlined by the Operations Section Chief.

Response Phase:

- Work with the Triage and Treatment Unit Leaders, Medical Branch Director, and Operations and Planning Section Chiefs as needed.
- Provide specialized decontamination services.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Operations Section Chief.
- Identify issues for the After Action Report.

Expertise/Training:

Transportation Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Operations Section Chief

Upon Activation:

- Receives briefing from the Operations Section Chief.
- Review plan and checklist.
- Perform duties as outlined by the Operations Section Chief.

Response Phase:

- Work with the Triage and Treatment Unit Leaders, Medical Branch Director, and Operations and Planning Section Chiefs as needed.
- Provide specialized transportation services.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Operations Section Chief.
- Identify issues for the After Action Report.

Expertise/Training:

Morgue Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Operations Section Chief

Upon Activation:

- Receives briefing from the Operations Section Chief.
- Review plan and checklist.
- Perform duties as outlined by the Operations Section Chief.

Response Phase:

- Work with the Triage and Treatment Unit Leaders, Medical Branch Director, and Operations and Planning Section Chiefs as needed.
- Provide specialized fatality services.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Operations Section Chief.
- Identify issues for the After Action Report.

Expertise/Training:

Laboratory Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Operations Section Chief

Upon Activation:

- Receives briefing from the Operations Section Chief.
- Review plan and checklist.
- Perform duties as outlined by the Operations Section Chief.

Response Phase:

- Work with the Triage and Treatment Unit Leaders, Medical Branch Director, and Operations and Planning Section Chiefs as needed.
- Provide specialized lab services.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Operations Section Chief.
- Identify issues for the After Action Report.

Expertise/Training:

Logistics Section Chief Job Assignment Checklist

Position Assigned To:

You Report To: Incident Commander

Upon Activation:

- Receive briefing from Incident Commander.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
 - Services Branch Director
 - Support Branch Director
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or the Safety Officer if regarding a safety issue).
 - Any questions, problems, or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided in their Job Action Sheet. This ensures standardization and consistency with respect to performance and information during SpNS operations.
 - Ensure they are personally prepared, self-sufficient and adequately equipped to perform their assignments.
- Prepare a briefing statement, to be given to Branch Directors at scheduled briefing(s):
 - Operational overview
 - Stations / patient flow
 - Operational Periods
 - Resupply Timetable
 - Recurring Report Schedule
 - Staffing/Equipment/Supply Issues
- Develop staff assignments and work schedule.

Response Phase:

- Participate in staff briefing(s) as scheduled by the Incident Commander.
- Interface with the FOC for coordination of resource requests.
- Establish interface with appropriate local officials:
 - Establish call-back numbers to FOC.
- Responsible for oversight of all logistics functions.
- Coordinate with school representative in maintaining facilities such as restrooms, kitchen, break and sleeping areas.
- Responsible for the set-up and tear down of equipment prior to opening and after closing the shelter.

- Ensure staff has all equipment and supplies required to accomplish their functions.
- Participate in staff briefing(s) as scheduled by the Incident Commander.
- Maintain Logistics Log.
- Meet with Unit Leaders and ensure that material presented is consistent with the plan and other information being distributed.
- Ensure that proper documentation is maintained for all Logistics activities.

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Incident Commander.
- Conduct exit interviews with your direct reports.
- Participate in the After Action process.

Expertise/Training:

- Facilities Staff
- Logistician

Support Branch Director Job Assignment Checklist

Position Assigned To:

You Report To: Logistics Section Chief

Upon Activation:

- Receive briefing from the Logistics Section Chief.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or the ESF-8 Safety Officer if regarding a safety issue).
 - Any questions, problems, or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided in their Job Action Sheet. This ensures standardization and consistency with respect to performance and information during operations.
 - Ensure they are personally prepared, self-sufficient and adequately equipped to perform their assignments.
- Develop staff assignments and work schedule.

Response Phase:

- Participate in staff briefing(s) as scheduled by the Logistics Section Chief.
- Review your position checklist.
- Perform duties as outlined by the Operations Section Chief, which may include:
 - Oversee all support functions/problem solving.
 - Introduce self to area leaders and managers, communicate expectations of operations.
 - Familiarize self with all paperwork, equipment and supplies used in shelter.
 - Familiarize self with all areas
 - Monitor colleagues and patients for signs of fatigue and stress.
 - Report any difficulties to the Logistics Section Chief

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Logistics Section Chief
- Conduct exit interviews with your staff
- Identify issues for the After Action Report.

Expertise/Training:

Supply Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Support Branch Director

Upon Activation:

- Attend overall staff briefing and receive assignment briefing from the Support Branch Director.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
Your direct reports are to report **ONLY** to you.
 - They work with other staff as assigned by you, but they **DO NOT** take instructions from or provide information to anyone other than you (or the Safety Officer if regarding a safety issue).
 - Any questions, problems, or incidents should be reported to you, **NOT** to anyone else.
 - It is important that they **DO NOT MAKE DECISIONS** on their own, other than provided in their Job Action Sheet. This ensures standardization and consistency with respect to performance and information during operations.
 - Ensure they are personally prepared, self-sufficient and adequately equipped to perform their assignments.
- Review your position checklist.

Response Phase:

- Perform duties as outlined by the Support Branch Director which may include:
 - Assure a continuous stream of supplies.
 - Maintain control and security of supplies.
 - Maintain an inventory log and account for use of supplies.
 - Identify and tag all equipment needing repair and/or replacement.
 - Assist with set-up and tear down of the facility.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Support Branch Director.
- Identify issues for the After Action Report.

Facilities Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Support Branch Director

Upon Activation:

- Attend overall staff briefing and receive assignment briefing from the Support Branch Director.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
Your direct reports are to report **ONLY** to you.
 - They work with other staff as assigned by you, but they **DO NOT** take instructions from or provide information to anyone other than you (or the Safety Officer if regarding a safety issue).
 - Any questions, problems, or incidents should be reported to you, **NOT** to anyone else.
 - It is important that they **DO NOT MAKE DECISIONS** on their own, other than provided in their Job Action Sheet. This ensures standardization and consistency with respect to performance and information during operations.
 - Ensure they are personally prepared, self-sufficient and adequately equipped to perform their assignments.
- Review your position checklist.

Response Phase:

- Ensure facility is adequate to meet staff and patient needs.
- Ensure toileting facilities are continuously cleaned and stocked.
- Ensure adequate kitchen and eating facilities.
- Coordinate with Supply Unit Leader to ensure sufficient quantities of food and water and that special meals are available for those that need them.
- Coordinate with the Safety Officer to ensure environmental and health standards are met and maintained.
- Ensure adequate rooms are secured away from patients to provide rest areas for staff.
- Duties and responsibilities include:
 - Assist with set-up and tear down of the facility.
 - Plan for meal delivery for non-ambulatory clients.
 - Monitor environmental and feeding facility sanitation.
 - Provide oversight for environmental or service contractors
 - Plan for general waste and medical waste management and disposal.
 - Coordinate linen management for delivery of clean linen and removal of soiled linen.
- Maintain Unit Log.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Support Branch Director.
- Identify issues for the After Action Report.

Security Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Support Branch Director

Upon Activation:

- Receives briefing from the Support Branch Director
- Review plan and checklist.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
 - Security Specialist
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you or law enforcement officer
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Ensure that a resource accountability system (personnel and equipment) is established and maintained.
- Maintain Unit Log.
- Arrange for security of equipment and supplies as they arrive at the site.
- Supervise the set-up of crowd control system (cones, ropes, etc)
- Participate in meetings and briefings to ensure that security considerations are a part of the plan at all times
- Post security staff as needed. At a minimum:
 - Entrance: Admit authorized personnel and patients only
 - Exit: Ensure no unauthorized entry
- Ensure security is provided for all personnel, equipment, vehicles and buildings.
- Coordinate staff badges/passes as necessary.
- Identify and make known to the Incident Commander any security issues.
- Offer operational assistance and recommendations regarding evidence collection, processing, and security to local law enforcement.
- Notify the Safety Officer of any accidents

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Support Branch Director.
- Conduct exit interviews with your direct reports
- Identify issues for the After Action Report.

Expertise/Training:

- Law enforcement

Ground Support Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Support Branch Director

Upon Activation:

- Receives briefing from the Support Branch Director
- Review plan and checklist.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
 - Security Specialist
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you or law enforcement officer
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Ensure that a resource accountability system (personnel and equipment) is established and maintained.
- Maintain Unit Log.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Support Branch Director.
- Conduct exit interviews with your direct reports
- Identify issues for the After Action Report.

Expertise/Training:

Services Branch Director Job Assignment Checklist

Position Assigned To:

You Report To: Logistics Section Chief

Upon Activation:

- Receive briefing from the Logistics Section Chief.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or the ESF-8 Safety Officer if regarding a safety issue).
 - Any questions, problems, or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided in their Job Action Sheet. This ensures standardization and consistency with respect to performance and information during operations.
 - Ensure they are personally prepared, self-sufficient and adequately equipped to perform their assignments.
- Develop staff assignments and work schedule.

Response Phase:

- Participate in staff briefing(s) as scheduled by the Logistics Section Chief.
- Review your position checklist.
- Perform duties as outlined by the Operations Section Chief, which may include:
 - Oversee all support functions/problem solving.
 - Introduce self to area leaders and managers, communicate expectations of operations.
 - Familiarize self with all paperwork, equipment and supplies used in shelter.
 - Familiarize self with all areas
 - Monitor colleagues and patients for signs of fatigue and stress.
 - Report any difficulties to the Logistics Section Chief

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Logistics Section Chief
- Conduct exit interviews with your staff
- Identify issues for the After Action Report.

Expertise/Training:

Communications Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Services Branch Director

Upon Activation:

- Attend overall staff briefing and receive assignment briefing from the Services Branch Director.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Review your position checklist.

Response Phase:

- Perform duties as outlined by the Services Branch Director which may include:
 - Responsible for ensuring continuous communications between the shelter staff and the FOC
 - Ensure all communications equipment (radios, telephones, batteries, chargers, electrical cords, etc) is included in equipment cache sent to the shelter.
 - Set up, test, maintain, and arrange for repair of all telecommunications equipment.
 - Set up a communications center to house communications support equipment (back-up radios and phones, batteries, etc).
 - Obtain information for a directory of significant contact phone/fax/pager numbers.
 - Establish and manage a message system.
 - Issue radio, computers and/or phone equipment to personnel according to orders from Incident Commander or Logistics Section Chief. Maintain records of equipment issued.
 - Attempt to establish FAX and wireless connectivity with the FOC and EOC.
 - Provide Just-In-Time training on equipment, as needed.
 - Maintain a Unit Log.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Services Branch Director
- Remove all communications equipment and pack it appropriately for transport.
- Account for all communications equipment issued to staff.
- Identify and tag all equipment needing repair and/or replacement.
- Identify issues for the After Action Report.

Medical Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Services Branch Director

Upon Activation:

- Receive briefing from the Services Branch Director.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or the ESF-8 Safety Officer if regarding a safety issue).
 - Any questions, problems, or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided in their Job Action Sheet. This ensures standardization and consistency with respect to performance and information during operations.
 - Ensure they are personally prepared, self-sufficient and adequately equipped to perform their assignments.
- Develop staff assignments and work schedule.

Response Phase:

- Participate in staff briefing(s) as scheduled by the Services Branch Director.
- Review your position checklist.
- Perform duties as outlined by the Services Branch Director, which may include:
 - Oversee all clinic functions/problem solving.
 - Ensure all clinic staff has proper identification and has signed in.
 - Assist with emergency medical situations
 - Be available for consult from other areas.
 - Give directions to staff as needed.
 - Monitor colleagues for signs of fatigue and stress.
 - Report any difficulties to the Services Branch Director

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Services Branch Director
- Conduct exit interviews with your staff
- Identify issues for the After Action Report.

Expertise/Training:

- Medical Doctor
- Physician Assistant

Food Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Services Branch Director

Upon Activation:

- Attend overall staff briefing and receive assignment from the Services Branch Director.
- Review your position checklist
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned to you, but they DO NOT take instructions from or provide information to anyone other than you.
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for in the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Responsible for providing food to staff and patients
- Provide water to staff and patients.
- Coordinate with Facilities Unit Leader to provide a secure food preparation and serving area.
- Maintain cleanliness and implement hygiene measures to reduce disease transmission.
- Consult with Safety Officer on infection control issues or child illness for exclusion guidelines.
- Maintain Unit Log.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Services Branch Director
- Conduct exit interviews with your staff.
- Identify issues for the After Action Report.

Expertise/Training:

Finance/Administration Section Chief Job Assignment Checklist

Position Assigned To:

You Report To: Incident Commander

Upon Activation:

- Receives briefing from the Incident Commander.
- Review plan and checklist.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
 - Registration/Discharge Unit Leader
 - Support Unit Leader
 - Data Entry Unit Leader
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you or law enforcement officer if regarding a safety issue.
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Perform duties as outlined by the Incident Commander which may include:
 - Setup waiting and registration area.
 - Ensure all patients and staff are registered before they enter the shelter.
 - Ensure information is available to patients before departure.
 - Institute system for staff and patients to be checked in and out
 - Maintain accurate census of staff and patients and provide that information to the FOC when requested.
 - Maintain database of staff and patients to include home address and means of transport
 - Maintain staff and volunteer registry, sign-in sheets and work hour logs.
 - Make sure staff has all equipment and supplies needed to carry out their functions.
 - Maintain Unit Log

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Incident Commander.
- Determine permanent storage/ownership of all documentation and coordinate delivery of all materials through the Logistics Section Chief.
- Conduct exit interview with your direct reports.
- Participate in the After Action process.

Time Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Finance/Administration Section Chief

Upon Activation:

- Receives briefing from the Finance/Administration Section Chief.
- Review plan and checklist.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you or law enforcement officer if regarding a safety issue.
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Perform duties as outlined by the Finance/Administration Section Chief which may include:
 - Ensure all patients and staff are registered
 - Institute system for staff and patients to be checked in and out .
 - Maintain accurate census of staff and patients and providing that information to the Finance/Administrative Section Chief and FOC when requested.
 - Enter registration/discharge forms in database.
 - Maintain a database of all staff and patients
 - Maintain staff, sign-in sheets and work hour logs.
 - Make sure staff has all equipment and supplies needed to carry out their functions.
 - Maintain Unit Log

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Finance/Administration Section Chief.
- Conduct exit interview with your direct reports.
- Participate in the After Action process.

Staffing Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Finance/Administration Section Chief

Upon Activation:

- Receives briefing from the Finance/Administration Section Chief.
- Review plan and checklist.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you or law enforcement officer if regarding a safety issue.
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Perform duties as outlined by the Finance/Administration Section Chief which may include:
 - Recruit and assign volunteers to duties as needed.
 - Assist Supply Unit Leader with loading and unloading supplies and delivering to appropriate area.
 - Assist with set-up and tear down
 - Post orientation information in areas where it can be read by patients.
 - Make sure staff has all equipment and supplies needed to carry out their functions.
 - Provide comfort measures to and emotional support to patients.
 - Assist in maintaining cleanliness and safety of the site.
 - Maintain Unit Log

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Finance/Administration Section Chief.
- Conduct exit interview with your direct reports.
- Participate in the After Action process.

Cost Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Finance/Administration Section Chief

Upon Activation:

- Receives briefing from the Finance/Administration Section Chief.
- Review plan and checklist.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you or law enforcement officer if regarding a safety issue.
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Perform duties as outlined by the Finance/Administration Section Chief which may include:
 - Tracking cost of personnel assigned and equipment purchased for the event
 - Work closely with the Time and Supply Unit Leaders to maintain an accurate accounting of costs
 - Make sure staff has all equipment and supplies needed to carry out their functions.
 - Maintain Unit Log

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Finance/Administration Section Chief.
- Conduct exit interview with your direct reports.
- Participate in the After Action process.

Procurement Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Finance/Administration Section Chief

Upon Activation:

- Attend overall staff briefing and receive assignment briefing from the Finance/Administration Section Chief.
- Review your position checklist.

Recovery/Termination Phase:

- Ensure all records and reports are turned in to the Finance Administration Unit Leader.
- Identify issues for the After Action Report.

Planning Section Chief Job Assignment Checklist

Position Assigned To:

You Report To: Incident Commander

Upon Activation:

- Receive briefing from Incident Commander.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you (or the Safety Officer if regarding a safety issue).
 - Any questions, problems, or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided in their Job Action Sheet. This ensures standardization and consistency with respect to performance and information during operations.
 - Ensure they are personally prepared, self-sufficient and adequately equipped to perform their assignments.
- Prepare a briefing statement, to be given to Unit Leaders at scheduled briefing(s):
 - Operational overview
 - Stations / patient flow
 - Operational Periods
 - Resupply Timetable
 - Recurring Report Schedule
 - Staffing/Equipment/Supply Issues
- Develop staff assignments and work schedule.

Response Phase:

- Participate in staff briefing(s) as scheduled by the Incident Commander.
- Interface with the FOC for coordination of resource requests.
- Establish interface with appropriate local officials:
 - Establish call-back numbers to FOC.
- Responsible for oversight of all planning functions.
- Ensure staff has all equipment and supplies required to accomplish their functions.
- Participate in staff briefing(s) as scheduled by the Incident Commander.
- Maintain Logistics Log.
- Meet with Unit Leaders and ensure that material presented is consistent with the plan and other information being distributed.
- Ensure that proper documentation is maintained for all Planning activities.

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Incident Commander.
- Conduct exit interviews with your direct reports.
- Participate in the After Action process.

Expertise/Training:

Resources Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Planning Section Chief

Upon Activation:

- Receives briefing from the Planning Section Chief.
- Review plan and checklist.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report **ONLY** to you.
 - They work with other staff as assigned by you, but they **DO NOT** take instructions from or provide information to anyone other than you or law enforcement officer if regarding a safety issue.
 - Any questions, problems or incidents should be reported to you, **NOT** to anyone else.
 - It is important that they **DO NOT MAKE DECISIONS** on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Perform duties as outlined by the Planning Section Chief which may include:
 - Tracking personnel and equipment assigned to the event
 - Work closely with the Situation and Credentialing Unit Leaders to maintain an accurate status of resources
 - Make sure staff has all equipment and supplies needed to carry out their functions.
 - Maintain Unit Log

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Planning Section Chief.
- Conduct exit interview with your direct reports.
- Participate in the After Action process.

Situation Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Planning Section Chief

Upon Activation:

- Receives briefing from the Planning Section Chief.
- Review plan and checklist.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you or law enforcement officer if regarding a safety issue.
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Perform duties as outlined by the Planning Section Chief which may include:
 - Developing the incident action plan
 - Work closely with the Operations, Logistics, and Planning Section Chiefs to determine current and future resource needs and objectives
 - Make sure staff has all equipment and supplies needed to carry out their functions.
 - Maintain Unit Log

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Planning Section Chief.
- Conduct exit interview with your direct reports.
- Participate in the After Action process.

Documentation Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Planning Section Chief

Upon Activation:

- Receives briefing from the Planning Section Chief.
- Review plan and checklist.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you or law enforcement officer if regarding a safety issue.
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Perform duties as outlined by the Planning Section Chief which may include:
 - Maintain all documentation related to the event
 - Work closely with the command and general staff to maintain an accurate record of all incident activities
 - Make sure staff has all equipment and supplies needed to carry out their functions.
 - Maintain Unit Log

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Planning Section Chief.
- Conduct exit interview with your direct reports.
- Participate in the After Action process.

Medical Records Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Planning Section Chief

Upon Activation:

- Receives briefing from the Planning Section Chief.
- Review plan and checklist.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you or law enforcement officer if regarding a safety issue.
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Perform duties as outlined by the Planning Section Chief which may include:
 - Maintaining accurate records of all medical records generated during the event
 - Work closely with the Operations Section Chief and the Medical Branch Director to collect all medical records for proper filing
 - Make sure staff has all equipment and supplies needed to carry out their functions.
 - Maintain Unit Log

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Planning Section Chief.
- Conduct exit interview with your direct reports.
- Participate in the After Action process.

Credentialing Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Planning Section Chief

Upon Activation:

- Receives briefing from the Planning Section Chief.
- Review plan and checklist.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report **ONLY** to you.
 - They work with other staff as assigned by you, but they **DO NOT** take instructions from or provide information to anyone other than you or law enforcement officer if regarding a safety issue.
 - Any questions, problems or incidents should be reported to you, **NOT** to anyone else.
 - It is important that they **DO NOT MAKE DECISIONS** on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Perform duties as outlined by the Planning Section Chief which may include:
 - Verification of medical license and background check for volunteers
 - Work closely with the Operations and Logistics Section Chiefs to maintain determine credentialing needs
 - Make sure staff has all equipment and supplies needed to carry out their functions.
 - Maintain Unit Log

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Planning Section Chief.
- Conduct exit interview with your direct reports.
- Participate in the After Action process.

Patient Tracking Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Planning Section Chief

Upon Activation:

- Receives briefing from the Planning Section Chief.
- Review plan and checklist.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you or law enforcement officer if regarding a safety issue.
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Perform duties as outlined by the Planning Section Chief which may include:
 - Tracking patients seen during the event
 - Work closely with the Triage, Treatment, Disaster Behavioral Health, Decontamination, Transportation and Morgue Unit Leaders to maintain an accurate status patients
 - Make sure staff has all equipment and supplies needed to carry out their functions.
 - Maintain Unit Log

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Planning Section Chief.
- Conduct exit interview with your direct reports.
- Participate in the After Action process.

Reunification Unit Leader Job Assignment Checklist

Position Assigned To:

You Report To: Planning Section Chief

Upon Activation:

- Receives briefing from the Planning Section Chief.
- Review plan and checklist.
- Ensure knowledge of mission and plan of operations.
- Review ESF-8 Plans.
- Confirm activation of your direct reports, and assign or greet them as they arrive:
- Meet with your direct reports:
 - Establish chain of command and performance expectations:
 - Your direct reports are to report ONLY to you.
 - They work with other staff as assigned by you, but they DO NOT take instructions from or provide information to anyone other than you or law enforcement officer if regarding a safety issue.
 - Any questions, problems or incidents should be reported to you, NOT to anyone else.
 - It is important that they DO NOT MAKE DECISIONS on their own, other than provided for the job assignment.
 - Ensure that they are personally prepared, self-sufficient and adequately equipped to perform their assignment.

Response Phase:

- Perform duties as outlined by the Planning Section Chief which may include:
 - Ensure families are made aware of status of patients
 - Ensure released patients are provided all pertinent information and where to call for questions
 - Make sure staff has all equipment and supplies needed to carry out their functions.
 - Maintain Unit Log

Recovery/Termination Phase:

- Ensure that all records and reports are turned in to the Planning Section Chief.
- Conduct exit interview with your direct reports.
- Participate in the After Action process.