

APPENDIX D
Job Action Sheets

Job Action Sheets

Command Section

ACC EMERGENCY INCIDENT COMMAND SYSTEM COMMAND SECTION

Job Action Sheet ACC Administrator

ACC ADMINISTRATOR

Mission: Organize and direct the establishment, staffing, and operations of the Acute Care Center (ACC). Manage and supervise the day-to-day operations of the ACC in accordance with predetermined policies.

Immediate

___ Initiate the ACC Emergency Incident Command System by assuming role of ACC Administrator.

___ Read this entire Job Action Sheet.

___ Put on position identification vest.

___ Appoint all Section Directors and distribute the section packets that contain the following:

.. Job Action Sheets for each position

.. Identification vest for each position

.. Forms pertinent to section and positions

___ Appoint a Communications Director, Community Liaison Director, and Security/Safety Director; distribute Job Action Sheets. (May be preestablished.)

___ Meet with all the preselected Section Directors and critical staff. Direct each section chief to establish his/her section according to procedures established in this document and under the direction of the ACC Administrator.

___ Establish the ACC Communications Section (CS).

___ Establish communications with the community's Emergency Operations Center (EOC), the Casualty Relocation Unit (CRU), and the supporting hospital's Medical Command Center (MCC).

___ Assign a Documentation Recorder/Aide.

___ Announce a schedule of status/Action Plan meetings of all Section Directors and Unit Leaders.

___ Receive status reports and discuss an initial Action Plan with Section Directors and Unit Leaders as the ACC is physically established. Determine appropriate level of service to be provided in the ACC based on planning guidance from the MCC.

___ Obtain patient census and status from MCC Planning Section Chief. Emphasize the necessity of proactive actions from the Command Center and the Functional Units within the Planning Section. Call for a hospital-wide projection report for 4, 8, 24, and 48 hours from time of initial opening of the ACC. Adjust projections as necessary.

____ Coordinate with the Medical Operations Director to authorize a patient prioritization assessment to allow for designating appropriate early discharge if additional beds are needed.

____ Ensure that contact and resource information has been established with outside agencies through the Community Liaison Director.

Intermediate

____ Authorize resources as needed or requested by Section Directors.

____ Establish routine briefings with Section Directors to receive status reports and update the Action Plan regarding the continuance and termination of the Action Plan.

____ Communicate status of the ACC (e.g. bed availability, staffing, etc.) to chairperson of the Hospital Board of Directors and the MCC.

____ Consult with Section Directors 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 ____.

____ Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

____ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM COMMAND SECTION

Job Action Sheet COMMUNICATIONS DIRECTOR

Position Assigned To:

You Report To: (ACC Administrator)

Command Center:

Telephone:

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

Immediate

- ___ Receive appointment from ACC Administrator.
- ___ Read this entire Job Action Sheet and review the organizational chart.
- ___ Put on position identification vest.
- ___ Obtain briefing from ACC Administrator.
- ___ Establish a Communications Center in the Communication Section.
- ___ Assess current status of internal and external telephone systems and report to ACC Administrator.
- ___ Establish a pool of runners and ensure distribution of two-way radios to predesignated areas.
- ___ Use pre-established message forms to document all communication. Instruct all assistants to do the same.
- ___ Establish contact with Community Liaison Director.
- ___ 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 Fire Suppression Team 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, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

___ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM COMMAND SECTION

Job Action Sheet SECURITY/SAFETY DIRECTOR

Position Assigned To:

You Report To: (ACC Administrator)

Command Center:

Telephone:

Mission: Monitor and have authority over the safety of patients and staff in the ACC. Organize and enforce facility protection and traffic security.

Immediate

- ___ Receive appointment from the ACC Administrator.
- ___ Read this entire Job Action Sheet and review the organizational chart.
- ___ Put on position identification vest.
- ___ Obtain a briefing from the ACC Administrator.
- ___ Implement the facility's disaster plan emergency lockdown 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 Communication Section, Admissions Area, patient care units, morgue, and other sensitive or strategic areas from unauthorized access.

Intermediate

- ___ Keep Security and Safety staff alert to identify and report all hazards and unsafe conditions to the Security/Safety Director.
- ___ Secure areas where patients are evacuated to and from, to limit unauthorized personnel access.
- ___ Initiate contact with fire and police agencies through the Community Liaison Director, when necessary.
- ___ Attend assessment meeting with ACC Administrator.

___ Advise the ACC Administrator and Section Directors immediately of any unsafe, hazardous, or security-related conditions.

___ Assist Labor Pool and patient care area Unit Leaders with the process of credentialing and screening volunteers. Prepare to manage large numbers of potential volunteers.

___ Confer with Community Liaison Director to establish areas for media personnel.

___ Establish routine briefings with ACC Administrator.

___ Provide vehicular and pedestrian traffic control.

___ Secure food, water, and medical resources for staff.

___ Inform Security/Safety staff to document all actions and observations.

Extended

___ Establish routine briefings with Security/Safety staff.

___ Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

___ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM COMMAND SECTION

Job Action Sheet COMMUNITY LIAISON DIRECTOR

Position Assigned To:

You Report To: (ACC Administrator)

Command Center:

Telephone:

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

Immediate

___ Receive appointment from the ACC Administrator.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Obtain briefing from ACC Administrator.

___ Establish contact with Communications Director in the Communication Section. 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 the Communications Director.

___ Attend assessment meeting with ACC Administrator.

___ Obtain information to provide the interhospital emergency communication network, municipal EOC, and/or county EOC as appropriate, upon request.

The following information should be gathered for relay:

.. The number of patients that can be received and treated immediately (patient care capacity) in the ACC.

.. Any current or anticipated shortage of personnel, supplies, etc.

.. Current condition of facility and utilities (ACC's overall status).

.. Number of patients to be transferred by wheelchair or stretcher to the hospital.

.. Any resources requested by other facilities (i.e., staff, equipment, supplies).

____ Establish communication with the assistance of the Communications Director with the interhospital emergency communication network, municipal EOC, or with county EOC/County Health Officer. Relay current ACC status.

____ Establish contact with liaison counterparts of each assisting and cooperating agency (i.e., municipal EOC). Keep governmental Liaison Officers updated on changes in and development of ACC.

Intermediate

____ Request assistance and information as needed through the inter-hospital emergency communication network or municipal/county EOC.

____ 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 Operations Director and Labor Pool Unit Leader in soliciting physicians and other ACC personnel.

____ Inventory any material resources that may be sent upon official request.

____ Supply casualty data to the appropriate authorities; prepare the following minimum data:

.. Number of casualties received and types of injuries treated

.. Number admitted 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, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

____ Other concerns:

Job Action Sheets

Records/Planning Section

ACC EMERGENCY INCIDENT COMMAND SYSTEM RECORDS/PLANNING SECTION

Job Action Sheet Records/Planning Director RECORDS/PLANNING DIRECTOR

Position Assigned To:

You Report To: (ACC Administrator)

Records/Planning Command Center:

Telephone:

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

Immediate

___ Receive appointment from ACC Administrator. Obtain packet containing Section's Job Action Sheets.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Attend briefing with ACC Administrator and other Section Directors.

___ Recruit a documentation aide from the Labor Pool.

___ Brief Unit Leaders after meeting with ACC Administrator.

___ Provide for a Records/Planning Center.

___ Ensure the formulation and documentation of an incident-specific facility Action Plan. Distribute copies to ACC Administrator and all Section Directors.

___ Call for projection reports (Action Plan) from all Unit Leaders and Section Directors for Scenarios 4, 8, 24, and 48 hours from time of facility opening. Adjust time for receiving projection reports as necessary.

___ Appoint individual to document/update status reports from all Section Directors and Unit Leaders for use in decision making and for reference in post-BW 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 Records/Planning Unit Leaders. Then brief other Section Directors and the ACC Administrator on continued update of the facility Action Plan.

Extended

____ Continue to receive projected activity reports from Section Directors and Records/Planning Unit Leaders at appropriate intervals.

____ Assure that all requests are routed and documented through the Communications Director.

____ Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

____ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM RECORDS/PLANNING SECTION

Job Action Sheet Labor Pool Unit Leader LABOR POOL UNIT LEADER

Position Assigned To:

You Report To: (Records/Planning Director)

Records/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 nonmedical personnel. Assist in maintenance of staff morale.

Immediate

___ Receive appointment from Records/Planning Director.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Obtain briefing from the Records/Planning Director.

___ Establish labor pool area and communicate operational status to EOC and all patient care and nonpatient 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 Operations Director)

1. Critical Care

2. General Care

3. Other

B. Nurse

1. Critical Care

2. General Care

3. Other

C. Medical Technicians

1. Patient Care (aides, orderlies, paramedics, EMTs, etc.)
2. Diagnostic

II. NONMEDICAL PERSONNEL

- A. Engineering/Maintenance/Materials Management
- B. Housekeeping and Food Services
- C. Business/Financial
- D. Clerks
- E. Volunteers
- F. Communication Personnel
- G. Other

___ Establish a registration and credentialing desk for volunteers not employed or associated with the corresponding hospital.

___ Obtain assistance from Security/Safety Director in screening and identifying volunteer staff.

___ Meet with Nursing Subunit Leaders and all other Section Directors to coordinate long-term staffing needs.

Intermediate

___ Maintain log of all assignments.

___ Assist the Communications Director in publishing an informational sheet to be distributed at frequent intervals to update the ACC population.

___ Maintain a message center in labor pool area.

Extended

___ Brief Records/Planning Director as frequently as necessary on the status of labor pool numbers and composition.

___ Develop staff rest and nutritional areas in coordination with Food Service Unit Leader.

___ Document actions and decisions on a continual basis.

___ Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

____ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM RECORDS/PLANNING SECTION

Job Action Sheet Internal Patient Transportation Unit Leader INTERNAL PATIENT TRANSPORTATION UNIT LEADER

Position Assigned To:

You Report To: (Records/Planning Director)

Records/Planning Command Center:

Telephone:

Mission: Organize and coordinate the transportation of all patients within the ACC. Arrange for transportation to and from the nursing subunits.

Immediate

___ Receive appointment from Records/Planning Director.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Receive briefing from Records/Planning Director.

___ Assess patient transportation requirements and needs for personnel and materials; request patient transporters from Labor Pool to assist in gathering of equipment and supplies.

___ Establish ambulance off-loading area in cooperation with the Admissions Area Unit Leader.

___ Assemble gurneys, litters, wheelchairs, and stretchers in proximity to ambulance off-loading area and admissions area.

Intermediate

___ Contact Security/Safety Director on security needs of loading areas.

___ Identify transportation needs for ambulatory casualties.

Extended

___ Maintain transportation assignment record in the admissions area and nursing subunits.

___ Keep Records/Planning Director apprised of status.

___ Direct unassigned personnel to Labor Pool.

_____ Observe and assist any staff members who exhibit signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

_____ Other concerns:

Job Action Sheets

Medical Operations Section

ACC EMERGENCY INCIDENT COMMAND SYSTEM MEDICAL OPERATIONS SECTION

Job Action Sheet Medical Operations Director MEDICAL OPERATIONS DIRECTOR

Position Assigned To:

You Report To: (ACC Administrator)

Medical Operations Command Center:

Telephone:

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

Immediate

___ Receive appointment from the ACC Administrator and receive the Job Action Sheets for the Medical Operations Section.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Meet with ACC Administrator and Section Directors for briefing and development of an initial action plan. Establish time for followup meetings.

___ Appoint the Patient Care Coordinator (PCC), the Family Services, Pharmacy and Morgue unit leaders and the Nursing Subunit Supervisors and transfer the corresponding Job Action Sheets.

___ Assist in establishing a Medical Operations Section.

___ Meet with the PCC and Nursing Subunit unit leaders/charge nurses to discuss medical care needs, staffing, and material needs in all patient care areas.

___ Provide medical staff support to assist with patient priority assessment to designate those eligible for early discharge.

___ Establish two-way communication (radio or runner) with Admissions Supervisor and Nursing Subunit Supervisors.

Intermediate

___ Meet regularly with PCC and Nursing Subunit Supervisors to assess current and project future patient care conditions.

___ Brief ACC Administrator routinely on the status/quality of medical care.

Extended

____ Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior.
Provide for staff rest periods and relief.

____ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM MEDICAL OPERATIONS SECTION

Job Action Sheet Patient Care Coordinator PATIENT CARE COORDINATOR

Position Assigned To:

You Report To: (Medical Operations Director)

Medical Operations Command Center:

Telephone:

Mission: Sort casualties according to priority of illness and ensure their disposition to the proper patient care area.

Immediate

___ Receive appointment from Medical Operations Director.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Receive briefing from Medical Operations Director.

___ Establish patient admissions area; consult with Internal Transportation Unit Leader to designate the ambulance off-loading area.

___ Ensure sufficient transport equipment and personnel for the admissions area.

___ Assess problem, triage-treatment needs relative to specific agent of bioterrorism.

___ Assist the Nursing Subunits Supervisors with triage of internal ACC atients, if requested.

___ Develop Action Plan and request needed resources from the Medical Operations Director.

___ Assign triage teams.

Intermediate

___ Identify location of Nursing Subunits immediate, discharge, and morgue areas; coordinate with Unit Supervisors.

___ Contact Safety/Security Director of security and traffic flow needs in the admission area. Inform Nursing Subunit Area unit leaders/charge nurses of action.

Extended

___ Report emergency care equipment needs to Materials/Supply Unit Leader. Inform Medical Operations Director of action.

___ Ensure that the disaster chart and admission forms are used. Request documentation/clerical personnel from Labor Pool if necessary.

___ Keep the Medical Operations Director apprised of status.

___ Observe and assist any staff members who exhibit signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

___ Review and approve the area documenter's recordings of actions/decisions in the admissions area. Send copy to the Medical Operations Director.

___ Direct nonutilized personnel to Labor Pool.

___ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM MEDICAL OPERATIONS SECTION

Job Action Sheet Nursing Subunit Supervisor NURSING SUBUNIT SUPERVISOR

Position Assigned To:

You Report To: (Medical Operations Director)

Medical Operations Command Center:

Telephone:

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

Immediate

___ Receive appointment from Medical Operations Director and receive Job Action Sheets for the Subunit Leaders.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Receive briefing from Medical Operations Director; develop initial action plan with Medical Operations Director and Patient Care Coordinator.

___ Appoint Unit Leaders for subunits.

___ Distribute corresponding Job Action Sheets, request a documentation aide/assistant for each Unit Leader from Labor Pool.

___ Brief Unit Leaders on current status. Designate time for follow-up meeting.

___ Assist establishment of patient care areas in new locations if necessary.

___ Instruct all Unit Leaders to begin patient priority assessment; designate those eligible for early discharge.

___ Assess problems and treatment needs in each area; coordinate the staffing and supplies for each area to meet needs.

___ Meet with Medical Operations Director to discuss medical care plan of action and staffing in all patient care areas.

___ Receive, coordinate, and forward requests for personnel and supplies to the Labor Pool Unit Leader, Medical Operations Director, and Materials/Supply Unit Leader. Copy all communication to the Communications Director.

Intermediate

____ Contact the Security/Safety Director for any security needs. Advise the Medical Operations Director of any actions/requests.

____ Report equipment needs to Materials/Supply Unit Leader.

____ Establish two-way communication (radio or runner) with Medical Operations Director.

Extended

____ Assess environmental services (housekeeping) needs in all in-patient care areas.

____ Assist Community Liaison Director in obtaining information.

____ Observe and assist any staff members who exhibit signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

____ Report frequently and routinely to Medical Operations Director to keep him/her apprised of situation.

____ Document all action/decisions with a copy sent to the Medical Operations Director.

____ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM MEDICAL OPERATIONS SECTION

**Job Action Sheet Family Services Subsection
Family Service Unit Leader**

Position Assigned To:

You Report To: (Medical Operations Director)

Medical Operations Command Center:

Telephone:

Mission: Ensure the availability of social service needs, victim assistance activities, referral, translator services and child care needs.

Immediate

___ Receive appointment from Medical Operations Director

___ Read this entire Job Action Sheet and review the organizational chart

___ Put on position identification vest

___ Receive briefing from Medical Operations Director with other subsection Unit Leaders; develop a subsection action plan

___ Provide an area separate from patient care areas for family members and visitors to sit and relax

Intermediate

___ Coordinate social service and victim assistance activities

___ Coordinate for translator services

___ Coordinate for child care services

Extended

___ Observe and assist any staff members who exhibit signs of stress, fatigue, or inappropriate behavior. Provide for staff rest periods and relief.

___ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM MEDICAL OPERATIONS SECTION

Job Action Sheet Pharmacy Services Subsection Pharmacy Unit Leader

Position Assigned To:

You Report To: (Medical Operations Director)

Medical Operations Command Center:

Telephone:

Mission: Ensure the availability of emergency, incident-specific, pharmaceutical and pharmacy services.

Immediate

___ Receive appointment from Medical Operations Director.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Receive briefing from Medical Operations Director with other subsection Unit Leaders; develop a subsection action plan.

___ Assign pharmacist to patient care areas, when appropriate.

___ Inventory most commonly used pharmaceutical items and provide for the continual update of this inventory.

___ Identify any inventories that might be transferred upon request to another facility and communicate list to the Medical Operations Director.

Intermediate

___ Communicate with the Materials/Supply Unit Leader to ensure a smooth method of requisitioning and delivery of pharmaceutical inventories within the ACC.

Extended

___ Provide for routine meetings with Medical Operations Director.

___ Review and approve the documenter's recordings of actions/decisions in the pharmacy service area. Send copy to Medical Operations Director.

___ Observe and assist any staff members who exhibit signs of stress, fatigue, or inappropriate behavior. Provide for staff rest periods and relief.

___ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM MEDICAL OPERATION SECTION

Job Action Sheet Temporary Morgue Subsection Morgue Unit Leader

Position Assigned To:

You Report To: (Medical Operations Director)

Medical Operations Command Center:

Telephone:

Mission: Collect and protect deceased patients.

Immediate

___ Receive appointment from the Medical Operations Director.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Receive briefing from Medical Operations Director with other Unit Leaders.

___ Establish morgue area; coordinate with Nursing Subunit Areas Supervisor and Medical Operations Director.

___ Obtain assistance from the Internal Patient Transportation Unit Leader for transporting deceased patients.

___ Ensure all transporting devices are removed from under deceased patients and returned to the transportation area.

Intermediate

___ Maintain master list of deceased patients with time of arrival for Community Liaison Director.

___ Ensure all deceased patients in morgue areas are covered, tagged, and identified where possible.

___ Keep patient care areas Unit Leaders apprised of number of deceased.

___ Contact the Security/Safety Director for any morgue security needs.

Extended

___ Arrange for frequent rest and recovery periods, as well as relief for staff.

___ Observe and assist any staff members who exhibit signs of stress, fatigue or inappropriate behavior.

____ Review and approve the area documenter's recording of action/decisions in the morgue area. Send copy to the Patient Care Coordinator.

____ Direct nonutilized personnel to Labor Pool.

____ Other concerns:

Job Action Sheets
Supply/Logistics Section

ACC EMERGENCY INCIDENT SYSTEM SUPPLY/LOGISTICS SECTION

Job Action Sheet Supply/Logistics Director SUPPLY/LOGISTICS DIRECTOR

Position Assigned To:

You Report To: (ACC Administrator)

Supply/Logistics 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 ACC Administrator. Obtain packet containing Section's Job Action Sheets, identification vests, and forms.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Obtain briefing from ACC Administrator.

___ Brief Unit Leaders on current situation; outline action plan and designate time for next briefing.

___ Establish Logistics Section in proximity to Communications Section (CS).

___ Attend assessment meeting with ACC Administrator.

Intermediate

___ Obtain information and updates regularly from Unit Leaders and Directors; maintain current status of all areas; pass status information to ACC Administrator.

___ Communicate frequently with ACC Administrator.

___ Obtain needed supplies with assistance of the Finance Director, Communications Director, and Community Liaison Director.

Extended

___ Ensure that all communications are copied to the Communications Director.

___ Document actions and decisions on a continual basis.

_____ Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

_____ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM SUPPLY/LOGISTICS SECTION

Job Action Sheet Facility Maintenance Unit Leader MAINTENANCE UNIT LEADER

Position Assigned To:

You Report To: (Supply/Logistics Director)

Supply/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 Supply/Logistics Director and Job Action Sheets.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Meet with Supply/Logistics Director to receive briefing and develop Action Plan; deliver preliminary report on the physical status of the facility if available.

___ Provide the Facility System Status Report Form to the ACC Administrator. (May be pre-established.)

___ Receive a comprehensive facility status report as soon as possible from ACC Administrator.

___ Facilitate and participate in damage assessment meeting between ACC Administrator and Supply/Logistics Section Director.

Intermediate

___ Receive continually updated reports from the Command Center.

Extended

___ Forward requests from outside service providers/resources to the Materials Supply Unit Leader after clearing through the Supply/Logistics Section Director.

___ Document actions and decisions on a continual basis. Obtain the assistance of a documentation aide if necessary.

___ Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

____ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM SUPPLY/LOGISTICS SECTION

Job Action Sheet Materials/Supply Unit Leader MATERIALS/SUPPLY UNIT LEADER

Position Assigned To:

You Report To: (Supply/Logistics Director)

Supply/Logistics Command Center:

Telephone:

Mission: Organize and supply medical and nonmedical care equipment and supplies.

Immediate

___ Receive appointment from Supply/Logistics Director.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Receive briefing from Supply/Logistics Director.

___ Meet with and brief Supply Personnel.

___ Establish and communicate the operational status of the Materials/Supply Pool to the Supply/Logistics Director.

___ Dispatch the predesignated supply carts to the Nursing Subunits once these areas have been established. Enlist the assistance of the Internal Transportation Unit Leader.

___ Collect and coordinate essential medical equipment and supplies.

___ Develop medical equipment inventory.

Intermediate

___ Identify additional equipment and supply needs. Make requests and needs known through Supply/Logistics Director. Gain the assistance of the Finance Section when indicated.

___ Determine the anticipated pharmaceuticals needed with the assistance of the Medical Operations Director and Pharmacy Unit Leader to obtain or request items.

Extended

___ Coordinate with Security/Safety Director to protect resources.

___ Observe and assist staff members who exhibit signs of stress, fatigue, and inappropriate behavior.

____ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM SUPPLY/LOGISTICS SECTION

Job Action Sheet Resource Transportation Unit Leader RESOURCE TRANSPORTATION UNIT LEADER

Position Assigned To:

You Report To: (Supply/Logistics Director)

Supply/Logistics Command Center:

Telephone:

Mission: Organize and coordinate the transportation of all equipment and supplies internally and externally to the ACC. Arrange for the transportation of human and material resources to and from the facility.

Immediate

___ Receive appointment from Supply/Logistics Director.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Receive briefing from Supply/Logistics Director.

___ Assess transportation requirements and needs for personnel and materials; request transporters from Labor Pool to assist in gathering equipment and supplies.

Intermediate

___ Contact Safety/Security Director on security needs of loading areas.

___ Provide for the transportation and shipment of resources into and out of the facility.

Extended

___ Keep Supply/Logistics Director apprised of status.

___ Direct unassigned personnel to Labor Pool.

___ Observe and assist any staff member who exhibits signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

___ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM SUPPLY/LOGISTICS SECTION

Job Action Sheet Food Service Unit Leader FOOD SERVICE UNIT LEADER

Position Assigned To:

You Report To: (Supply/Logistics Director)

Supply/Logistics Command Center:

Telephone:

Mission: Organize food and water stores for staff and patients. Manage preparation of food. Coordinate rationing during periods of anticipated or actual shortage.

Immediate

- ___ Receive appointment from Supply/Logistics Director.
- ___ Read this entire Job Action Sheet and review the organizational chart.
- ___ Put on position identification vest.
- ___ Receive briefing from Supply/Logistics Director.
- ___ Meet with and brief Food Services personnel.
- ___ Estimate the number of meals that can be served using existing food stores; implement rationing if situation dictates.
- ___ Identify an outside catering source and order food to meet the needs of the ACC
- ___ 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 Supply/Logistics Director.

Intermediate

- ___ Meet with Labor Pool Unit Leader to discuss location of personnel refreshment and nutritional break areas.
- ___ Secure nutritional and water inventories with the assistance of the Security/Safety Director.

____ Submit an anticipated need list of water and food to the Supply/Logistics Director. Request should be based on current information concerning emergency events as well as projected needs for patients, staff, and dependents.

Extended

____ Meet with Supply/Logistics Director regularly to keep informed of current status.

____ Observe and assist staff members who exhibit signs of stress, fatigue, and inappropriate behavior. Provide for staff rest period and relief.

____ Other concerns:

ACC EMERGENCY INCIDENT COMMAND SYSTEM SUPPLY/LOGISTICS SECTION

Job Action Sheet Housekeeping Unit Leader HOUSEKEEPING UNIT LEADER

Position Assigned To:

You Report To: Supply/Logistics Director

Supply/Logistics Command Center:

Telephone:

Mission: Evaluate and monitor the cleanliness of the ACC facility.

Immediate

___ Receive appointment and Job Action Sheet from Supply/Logistics Director.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Obtain briefing from Supply/Logistics Director.

___ Inspect the hazardous waste collection areas(s) to ensure patency of containment measures. Lock unsafe areas with assistance of the Security/Safety Director.

___ Control observed hazards, leaks, or contamination with the assistance of the Security/Safety Director.

___ Set up housekeeping supply area.

___ Brief and assign all housekeepers to appropriate areas and ensure housekeepers perform all duties.

Intermediate

___ Implement preestablished alternative waste disposal/collection plan, if necessary.

___ Ensure that all sections and areas of the ACC are informed of the implementation of the Housekeeping Plan.

___ Ensure an adequate number of handwashing areas are operational near patient care and 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 Supply/Logistics Director 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 the Labor Pool Unit Leader. Provide for staff rest periods and relief.

____ Other concerns:

Job Action Sheets

Finance Section

ACC EMERGENCY INCIDENT COMMAND SYSTEM FINANCE SECTION

Job Action Sheet Finance Director FINANCE DIRECTOR

Position Assigned To:

You Report To: (ACC Administrator)

Finance Command Center:

Telephone:

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

Immediate

___ Receive appointment from the ACC Administrator. Obtain packet containing Section's Job Action Sheets.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Obtain briefing from ACC Administrator.

___ Appoint any Unit Leaders needed after conferring with the supporting hospital's financial officer. (May be pre-established.)

___ Confer with ACC Administrator; develop a section action plan.

___ Establish a Financial Section Operations Center. Ensure availability of adequate documentation/recording personnel.

Intermediate

___ Approve a "cost-to-date" incident financial status report summarizing financial data relative to personnel, supplies, and miscellaneous expenses.

___ Obtain briefings and updates from the ACC Administrator as appropriate. Relate pertinent financial status reports to appropriate Section Directors and Unit Leaders.

___ Schedule planning meetings to include the ACC Administrator 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 Director in a timely manner.

____ Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

____ Other concerns:

Job Action Sheet Cost Accounting Unit Leader
COST ACCOUNTING UNIT LEADER

Position Assigned To:

You Report To: (Finance Director)

Finance Command Center:

Telephone:

Mission: Provide cost analysis data for the declared emergency and the opening and operation of the ACC. Maintain accurate records of incident cost.

Immediate

___ Receive appointment from Finance Director.

___ Read this entire Job Action Sheet and review the organizational chart.

___ Put on position identification vest.

___ Obtain briefing from Finance Director; assist in development of section action plan.

Intermediate

___ Prepare a "cost-to-date" report form for submission to Finance Director once every 8 hours.

___ Inform all Section Directors of pertinent cost data at the direction of the Finance Director.

Extended

___ Prepare a summary of all costs incurred during the declared emergency incident.

___ Observe all staff, volunteers, and patients for signs of stress, fatigue, and inappropriate behavior. Provide for staff rest periods and relief.

___ Other concerns: