MEDICATION STAGING TEAM LEADER

**Mission:** Organize and manage the deployment of supplementary equipment and supplies.

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| Date: Start: End: Position Assigned to: Initial: Position Reports to: **Staging Manager** Signature: Hospital Command Center (HCC) Location: Telephone: Fax: Other Contact Info: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive appointment and briefing from Staging Manager. Read the Job Action Sheet (JAS) and put on identification. |  |  |
| Obtain briefing from Staging Manager; develop initial action plan with other Staging Team Leaders. Designate time for follow-up meeting. |  |  |
| Notify your usual supervisor of your HICS assignment. |  |  |
| Identify medication and pharmaceutical holding area in Staging Area, as appropriate. |  |  |
| Appoint Medication Staging Team members and complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief Team on current situation. Designate time for follow-up meeting. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Regularly report status to Staging Manager. |  |  |
| Instruct all Team members to evaluate medication inventories and needs; report status to Staging Manager and Logistics Branch’s Support Branch. |  |  |
| Report medication inventories to Planning Section’s Materiel Tracking Manager. |  |  |
| Coordinate delivery of needed medication resources to requesting area. |  |  |
| Assess problems and needs in each unit area; coordinate resource management. |  |  |
| Meet with Staging Manager to discuss plan of action and staffing in all activities. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Ensure prioritization of problems when multiple issues are presented. |  |  |
| Ensure medications are maintained at proper temperatures. |  |  |
| Continue coordinating delivery of needed medications, working with the Logistics Section’s Supply Unit. |  |  |
| Ensure documentation is done correctly and collected. |  |  |
| Report resource problems and issues to Staging Manager and Logistics Section Support Branch. |  |  |
| Coordinate use of external resources. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques. |  |  |
| Advise Staging Manager immediately of any operational issue you are not able to correct or resolve. |  |  |
| Meet regularly with Staging Manager for status reports and relay important information. |  |  |
| Ensure staff health and safety issues being addressed; resolve with Staging Manager/ Safety Officer when appropriate. |  |  |
| Brief your shift replacement on the situation and actions being taken. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor Medications Staging Team members’ ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Work with Operations Section Chief and Logistics Support Branch on the assignment of external resources. |  |  |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Staging Manager. |  |  |
| Rotate staff on a regular basis. |  |  |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Staging Manager at assigned intervals and as needed.  |  |  |
| Continue to provide Staging Manager with periodic situation updates. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| As needs for Medication Staging Team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner. |  |  |
| Assist Staging Manager and Operations Section Chief with restoring hospital resources to normal operating condition. |  |  |
| Ensure return/retrieval of unused medications. |  |  |
| Return all equipment and supplies, including incident command equipment. |  |  |
| Upon deactivation of your position, brief the Staging Manager and Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to Staging Manager or Operations Section Chief, as appropriate. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Submit comments to the Staging Manager for discussion and possible inclusion in the after-action report; topics include:* Review of pertinent position descriptions and operational checklists
* Recommendations for procedure changes
* Section accomplishments and issues
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| Participate in briefings and meetings as requested. |  |  |
| Participate in stress management activities. |  |  |

| **Documents/Tools** |
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| * Incident Action Plan
* HICS Form 204 – Branch Assignment List
* HICS Form 207 – Incident Management Team Chart
* HICS Form 213 – Incident Message Form
* HICS Form 214 – Operational Log
* Hospital emergency operations plan
* Hospital organization chart
* Hospital telephone directory
* Radio/satellite phone
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