Resources UNIT LEADER

**Mission:** Maintain information on the status, location, and availability of personnel, teams, facilities, supplies, and major equipment to ensure availability of use during the incident. Maintain a master list of all resources assigned to incident operations.

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| Date: Start: End: Position Assigned to: Initial: **Position Reports to:** **Planning Section Chief** 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 the Planning Section Chief. Obtain packet containing Resources Unit Job Action Sheets. |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification. |  |  |
| Notify your usual supervisor of your HICS assignment. |  |  |
| Appoint Managers as appropriate; distribute corresponding Job Action Sheets and position identification. Complete Branch Assignment Sheet (HICS Form 204)* Personnel Tracking Manager
* Materiel Tracking Manager
 |  |  |
| Brief Resources Unit Managers on current situation; outline team action plan and designate time for next briefing. |  |  |
| Complete the Organization Assignment List (HICS Form 203) and distribute to all HCC staff. Consider posting a large size copy of the List in the HCC for reference and information.  |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214). |  |  |
| Establish contact with the Situation Unit Leader and hospital department heads to account for on-duty personnel, and equipment and supplies on hand. |  |  |
| Coordinate activities and inventories with Logistics Section’s Supply Unit Leader. |  |  |
| Maintain contact and share information with Labor Pool & Credentialing Unit Leader and Personnel Staging Team Leader. |  |  |
| Initiate Resource Accounting Record (HICS Form 257). |  |  |
| 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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| Meet regularly with the Planning Section Chief for status reports, and relay important information to Team Members. |  |  |
| Meet with the Public Information Officer, Liaison Officer, Situation Unit Leader, Service Branch Director, and Support Branch Director as necessary to update and maintain resources tracking. |  |  |
| Maintain and continually update the Resource Accounting Record (HICS Form 257) and normal resource tracking systems (if available). |  |  |
| Develop and submit an action plan to the Planning Section Chief when requested. |  |  |
| Advise the Planning Chief immediately of any operational issue you are not able to correct or resolve. |  |  |
| Coordinate personnel resource needs with the Labor Pool & Credentialing Unit Leader, Staging Manager.  |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor the Unit’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Planning Section Chief at assigned intervals and as needed.  |  |  |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques. |  |  |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| As needs for Resources Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |  |  |
| If IT systems were offline during the response, assure appropriate information from HICS Resource Accounting Record is transferred into the normal tracking systems. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Planning Section Chief or Documentation Unit, as appropriate. |  |  |
| Upon deactivation of your position, brief the Planning Section Chief on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to the Planning Section Chief 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 stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **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
* HICS Form 257 – Resource Accounting Record
* Hospital emergency operations plan
* Hospital organization chart
* Hospital telephone directory
* Radio/satellite phone
* IT systems, specially personnel, equipment, and supply tracking systems
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