Situation UNIT LEADER

**Mission:** Collect, process, and organize ongoing situation information; prepare situation summaries; and develop projections and forecasts of future events related to the incident. Prepare maps and gather and disseminate information and intelligence for use in the Incident Action Plan (IAP).

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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 Situation 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 and complete the Branch Assignment List (HICS Form 204); distribute corresponding Job Action Sheets and identification.   * Patient Tracking Manager * Bed Tracking Manager |  |  |
| Obtain status report on Information Technology/Information systems. |  |  |
| Establish a Planning information center in the HCC with a status/condition board and post information as it is received. Assign a recorder/documentation aide to keep the board updated with current information. |  |  |
| Receive and record status reports as they are received. |  |  |
| Assign a recorder to monitor, document and organize all communications sent and received via the inter-hospital emergency communication network or other external communication. |  |  |
| Assure the status updates and information provided to Command Staff and Section Chiefs is accurate, complete, and current. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214). |  |  |
| 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, Section Chiefs and Branch Directors to obtain situation and status reports, and relay important information to team Members. |  |  |
| Ensure that an adequate number of recorders are assigned to perform Situation Unit activities. Coordinate personnel requests with Labor Pool & Credentialing Unit Leader. |  |  |
| Ensure backup and protection of existing data for main and support computer systems, in coordination with Logistics Section’s IT/IS Unit and Business Continuity Branch’s Information Technology Unit. |  |  |
| Publish an internal incident situation status report for employee information at least every 4 hours as indicated. Collaborate with the Public Information Officer, Support Branch Director, and Labor Pool & Credentialing Unit Leader to develop and distribute the internal incident situation report. |  |  |
| Ensure the security and prevent the loss of written and electronic HCC response documentation. Collaborate with the Security Officer and IT/IS Unit Leader as appropriate. |  |  |
| Ensure development of a demobilization plan by the Demobilization Unit Leader, in collaboration with Section Chiefs and Command Staff. |  |  |
| Assist the Planning Section Chief to develop the Incident Action Plan at designated intervals. |  |  |
| Advise the Planning Section Chief immediately of any operational issue you are not able to correct or resolve. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor the Situation Unit staff’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| 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 appropriate 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 the Situation Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |  |  |
| Continue to revise and implement demobilization plan for all Sections. |  |  |
| Compile incident summary data and reports, organize all HCC documentation and submit to Planning Section Chief. |  |  |
| Assist with development of the incident After-Action Report and improvement plan. |  |  |
| 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. |  |  |
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| 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 |  |  |
| 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 * Hospital emergency operations plan * Hospital organization chart * Hospital telephone directory * Radio/satellite phone * Access to IT systems (e-mail, internet, telecommunications, printers) * Chart-size facility plans and local area maps |