MEDICAL/TECHNICAL SPECIALIST – LEGAL AFFAIRS

**Mission:** Organize and provide legal advice to Command and Section staff on issues related to incident action planning and response.

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

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Receive appointment and briefing from the Incident Commander or assigned Section Chief. |  |  |
| 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. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Research legal issues related to incident response and report to Command Staff as appropriate. |  |  |
| Request staffing assistance from the Labor Pool and Credentialing Unit Leader to assist with rapid research and clerical activities as needed.  |  |  |
| Provide requested recommendations from a legal perspective to Command staff or Section Chiefs. |  |  |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.  |  |  |
| Communicate medical-legal questions to appropriate local/state authorities, in collaboration with the Liaison Officer. |  |  |
| 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** |
| --- | --- | --- |
| Continue to work with Command staff and Section Chiefs to resolve medical-legal issues. |  |  |
| Update local/state legal authorities on hospital legal issues, in conjunction with the Liaison Officer. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Continue medical-legal advising and notifications. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
| --- | --- | --- |
| Provide legal guidance on system recovery issues. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to your assigned Section Chief or Incident Commander, as appropriate. |  |  |
| Upon deactivation of your position, brief the Incident Commander or your assigned 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 your assigned Section Chief or Incident Commander, as appropriate.  |  |  |
| Submit comments to the Incident Commander or your assigned Section Chief, as appropriate, 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** |
| --- |
| * Incident Action Plan
* 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
* PC with internet access, as available
 |