PERSONNEL STAGING TEAM LEADER

**Mission:** Organize and manage the deployment of supplementary personnel resources.

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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 and put on position identification. |  |  |
| Develop initial action plan with other Staging Team Leaders. Designate time for follow-up meeting. |  |  |
| Notify your usual supervisor of your HICS assignment. |  |  |
| Appoint Personnel Staging Team members and complete the Branch Assignment List (HICS Form 204). |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Coordinate delivery of needed personnel resources to requesting areas in coordination with Labor Pool & Credentialing Unit and Transportation Unit Leader. |  |  |
| Brief Team on current situation. Designate time for follow-up meeting. |  |  |
| Establish and maintain contact with Planning Section’s Personnel Tracking Manager and Logistics Section’s Labor Pool & Credentialing Unit Leader to share information and personnel status. |  |  |
| Instruct all Team members to evaluate personnel needs; report status to Staging Manager and Labor Pool & Credentialing Unit Leader. |  |  |
| Assess problems and needs in each unit area; coordinate resource management. |  |  |
| Establish regular meetings with Staging Manager to discuss plan of action, critical issues and staffing. |  |  |
| 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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| Continue coordinating delivery of needed personnel, working with the Logistics Section. |  |  |
| Ensure prioritization of problems when multiple issues are presented. |  |  |
| Ensure documentation is done correctly and collected. |  |  |
| Report resource problems and issues Logistics Section. |  |  |
| Coordinate use of external resources. |  |  |
| Continue to meet regularly with Staging Manager for status reports, and relay important information. |  |  |
| 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. |  |  |
| Ensure staff health and safety issues being addressed; resolve with Safety Officer, Staging Manager and Employee Health & Well-Being Unit, as appropriate. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor Personnel Staging Team members’ ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Coordinate assignment and orientation of external personnel assigned to Staging Team. |  |  |
| Work with Staging Manager and Logistics Section on the assignment of external resources. |  |  |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Staging Manager and Employee Health & Well-Being Unit. |  |  |
| 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. |  |  |
| Request mental health assistance for staff from Employee Health & Well-Being Unit as needed. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| As needs for Personnel Staging Team staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner. |  |  |
| Continue to participate in briefings and meetings as requested. |  |  |
| Assist Staging Manager, Operations Section Chief and Team members with restoring hospital resources to normal operating condition. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| 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. |  |  |
| 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 |  |  |
| 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 |