

## HOSPITALS UNIT LEADER

Positioned Assigned To:
You Report To:

**Mission: To assist the EOC Director, the County Health Officer, and Medical/Health Group Supervisor in emergency response operations. Areas of concern include, but are not limited to coordinating information between the EOC and local hospital representatives.**

- |                     |       |   |
|---------------------|-------|---|
| <b>Immediate</b>    | _____ | <b>RECEIVE APPOINTMENT</b><br>Receive appointment from the Inpatient Group Supervisor.<br>Obtain packet containing Job Action Sheet and forms.  |
|                     | _____ | <b>I.D. YOURSELF</b><br>Carry hospital and disaster worker I.D. at all times.   |
|                     | _____ | <b>REVIEW JOB SHEET</b><br>Read this entire Job Action Sheet and review organizational chart.   |
|                     | _____ | <b>OBTAIN BRIEFING</b><br>Obtain briefing from the Operations Section Chief, EOC Director, Medical Health Director, or the Inpatient Group Supervisor.  |
|                     | _____ | <b>ESTABLISH POST</b><br>Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).  |
|                     | _____ | <b>APPOINT TASK FORCE LEADERS</b><br>Appoint Task Force Leaders as needed.  |
|                     | _____ | <b>BRIEF TASK FORCE LEADERS</b><br>Brief all Task Force Leaders on current situation and develop the units initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.   |
|                     | _____ | <b>CONTACT LIAISONS</b><br>Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., area hospitals).<br><br>Keep government Liaison Officers updated on changes and development of inpatient related needs due to the incident. |
|                     | _____ | <b>RESOURCES NEEDS</b><br>Relay resource needs to the Inpatient Group Supervisor, utilizing the proper RIMS forms.  |
| <b>Intermediate</b> | _____ | <b>COMMUNICATION LINES</b><br>Establish communications with area hospitals and Task Force Leaders.  |
|                     | _____ | <b>NEEDS ASSESSMENT</b><br>Obtain situation reports from area hospitals and Task Force Leaders and assess needs.  |
|                     | _____ | <b>STATUS UPDATE</b><br>Notify Inpatient Group Supervisor of the units operational status, and any major damage to facilities.  |
|                     | _____ | <b>STAFFING</b><br>Request or release employees, if appropriate. Update voice mail with instructions for staff.   |
|                     | _____ | <b>STAFF/SUPPLY TASK FORCE</b><br>Ensure that each of the Task Force Leaders has adequate staff and supplies.   |
|                     | _____ | <b>BRIEFINGS/UPDATES</b><br>Designate times for briefings and updates with all Task Force Leaders.  |
|                     | _____ | <b>COMMUNICATE UP</b><br>Brief the Inpatient Group Supervisor routinely. Attend Planning Meetings as appropriate.   |
|                     | _____ | <b>RESPOND TO PROBLEMS</b><br>Respond to requests and complaints from incident personnel regarding inter-organization problems.   |
| <b>Extended</b>     | _____ | <b>PUBLIC INFORMATION</b><br>Update Inpatient Group Supervisor regarding any public information announcement needs.   |

----- **DOCUMENT**  
Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

----- **OBSERVE STAFF**  
Observe all staff for signs of stress. Report concerns to the Public Health Group Supervisor. Provide for staff rest periods and relief.

**Disaster Recovery** ----- **MEDICAL/HEALTH CRITIQUE**  
Participate in critique of medical/health disaster response.

----- **COUNTY CRITIQUE**  
Participate in critique of overall county disaster response.