

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.

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
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) <ul style="list-style-type: none"> • 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
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		



Intermediate (Operational Period 2-12 Hours)	Time	Initial
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
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
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: <ul style="list-style-type: none"> • 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 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