

TIME UNIT LEADER

Mission: Responsible for the documentation of personnel time records. Monitor and report on regular and overtime hours worked/volunteered.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initials: _____

Position Reports to: Finance/Administration 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, briefing, and any appropriate materials from the Finance/Administration 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). | | |
| Appoint Unit members and complete the Branch Assignment List (HICS Form 204). | | |
| Brief Unit members on current situation, incident objectives, and strategy; outline Unit action plan; and designate time for next briefing. | | |
| Ensure Unit members comply with safety policies and procedures. | | |
| Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the hospital's emergency incident response. Confirm the utilization of the Section Personnel Time Sheet (HICS Form 252) by all Section Chiefs and/or Unit Leaders. Coordinate with Labor Pool & Credentialing Unit Leader. | | |
| Assist Personnel Tracking Manager in accounting for facility staff. | | |
| 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 routinely with the Finance/Administration Section Chief for status reports, and relay important information to Unit members. | | |
| Collect all Section Personnel Time Sheets (HICS Form 252) from each work area for recording and tabulation every eight hours, or as specified by the Finance/Administration Section Chief. | | |
| Forward tabulated Section Personnel Time Sheets (HICS Form 252) to the Cost Unit Leader every eight hours or as requested. | | |
| Develop and submit an action plan to the Finance/Administration Section Chief when requested. | | |
| Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct or resolve. | | |



| Extended (Operational Period Beyond 12 Hours) | Time | Initial |
|--|-------------|----------------|
| Continue to provide a summary of staff and volunteer personnel hours worked during the incident every 8 hours and as requested. Forward tabulated Section Personnel Time Sheets (HICS Form 252) to the Cost Unit Leader every eight hours or as requested. | | |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Finance/Administration 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 the Time Unit decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. | | |
| Submit all Section Personnel Time Sheets to the Cost Unit Leader. | | |
| 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 Finance/Administration Section Chief. | | |
| Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow-up requirements. | | |
| Submit comments to the Finance/Administration 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 |
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| <ul style="list-style-type: none"> • Incident Action Plan • HICS Form 204 – Branch Assignment Sheet • HICS Form 207 – Incident Management Team Chart • HICS Form 213 – Incident Message Form • HICS Form 214 – Operational Log • HICS Form 252 – Section Personnel Time Sheet • Hospital emergency operations plan • Hospital organization chart • Hospital telephone directory • Radio/satellite phone • Standard timekeeping/payroll procedures |

