

PHARMACY TECHNICIAN

Mission: Organize and manage the deployment of supplementary equipment and supplies to maintain the pharmaceutical supply.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Supply Unit		Signature: _____		
Incident Command Post (ICP) Location: _____		Telephone: _____		
Fax: _____		Other Contact Info: _____		Radio Title: _____

Activation (Immediate)	Time	Initial
Receive appointment and briefing from Supply Unit Leader. Read the Job Action Sheet (JAS) and put on identification.		
Obtain briefing from Supply Unit Leader.		
<u>Review Pharmaceutical Supply section of ACS Plan (page 24). Ensure that Board of Pharmacy Waiver has been issued as necessary.</u>		
<u>Work with Security Branch Director as necessary to ensure adequate security measures are in place for storing pharmaceuticals (see Security section of ACS Plan – page 30)</u>		
Identify medication and pharmaceutical holding area, as appropriate.		
Develop 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.		
Regularly report status to Supply Unit Leader.		
Evaluate medication inventories and needs; report status to Supply Unit Leader and Logistics Support Branch.		
Report medication inventories to Planning Section’s Materiel Tracking Manager.		
Coordinate delivery of needed medication resources to requesting area.		
Assess problems and needs in each unit area; coordinate resource management.		
Meet with Supply Unit Leader to discuss plan of action and staffing in all activities.		
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.		

Operations (Intermediate / Extended)	Time	Initial
Ensure prioritization of problems when multiple issues are presented.		
Ensure medications are maintained at proper temperatures.		
Continue coordinating delivery of needed medications, working with the Logistics Section’s Supply Unit.		
Ensure documentation is done correctly and collected.		

Operations (Intermediate / Extended)	Time	Initial
Report resource problems and issues to Supply Unit Leader and Logistics Section Support Branch.		
Coordinate use of external resources.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Advise Supply Unit Leader immediately of any operational issue you are not able to correct or resolve.		
Meet regularly with Supply Unit Leader for status reports and relay important information.		
Ensure staff health and safety issues being addressed; resolve with Supply Unit Leader / Safety Officer when appropriate.		
Brief your shift replacement on the situation and actions being taken.		
Continue to monitor ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Work with Operations Section Chief and Logistics Support Branch on the assignment of external resources.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Supply Unit Leader.		
Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Supply Unit Leader at assigned intervals and as needed.		
Continue to provide Supply Unit Leader with periodic situation updates.		

Demobilization/System Recovery	Time	Initial
Assist Supply Unit Leader and Logistics Section Chief with restoring incident command post resources to normal operating condition.		
Ensure return/retrieval of unused medications.		
Return all equipment and supplies, including incident command equipment.		
Upon deactivation of your position, brief the Supply Unit Leader and Logistics 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.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Submit comments to the Supply Unit Leader 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 briefings and meetings as requested.		

Demobilization/System Recovery	Time	Initial
Participate in stress management activities.		

Documents/Tools
<ul style="list-style-type: none"> • ACS 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 • Incident command post emergency operations plan • Incident command post telephone directory • Radio/satellite phone