

DOCUMENTATION UNIT LEADER

Mission: Collect, process, and organize ongoing situation information; prepare situation summaries; and develop projections and forecasts of future events related to the incident. Prepare maps and gather and disseminate information and intelligence for use in the Incident Action Plan (IAP). Ensure vital business/medical records are maintained and preserves. Compile scenario and resource projections from all section chiefs and effect long-range planning. Document and distribute the IAP.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Planning Section Chief Signature: _____	
TMTS Command Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive assignment and briefing from Planning Section Chief. Obtain packet containing Documentation Unit Leader Job Action sheet.		
Read entire Job Action Sheet and review the organizational chart. Put on position identification (if provide).		
Obtain status report on Information Technology/Information systems.		
Receive, coordinate, and forward requests for personnel to be assigned as Scribes and assign Scribes to designated Section Chiefs.		
Appoint Unit Leaders as appropriate and complete the Branch Assignment List HICS Form (HICS Form 204); distribute corresponding Job Action Sheet. <ul style="list-style-type: none"> • NIMS/HICS Forms Unit Leader • Staffing/Accountability Unit Leader 		
Establish a Planning information area with a status/condition board and post information as it is received. Assign a scribe to keep the board updated with current information.		
Prepare a system to receive documentation and completed forms from all Sections over the course of the TMTS activation.		
Prepare incident documentation for the Planning Section Chief when requested.		
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.		
Receive and record status reports as they are received.		
Assign a scribe to monitor, document and organize all communications sent and received to Documentation Unit.		
Assure the status updates and information provided to Section Chiefs is accurate, complete, and current.		
Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.		

Immediate (Operational Period 0-2 Hours)	Time	Initial
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet regularly with the Section Chiefs and Unit Leaders to obtain situation and status reports, steps taken to resolve critical issues, and projected actions and needs for the next operational period.		
Ensure that an adequate number of scribes are assigned.		
Continue to accept and organize all documentation and forms submitted to the Documentation Unit.		
Check the accuracy and completeness of records submitted. Correct errors or omissions by contacting appropriate TMTS Section staff.		
Maintain all historical information and record consolidated plans.		
Ensure the security and prevent the loss of written and electronic documentation. Collaborate with Security Officer and IT Unit Leader as appropriate.		
Ensure development of a demobilization plan in collaboration with the Sections Chiefs.		
Continue to develop the IAP at designated intervals as appropriate.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to meet regularly with the Planning Section Chief for status reports.		
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 appropriate Responder 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
Continue to revise and implement demobilization plan for all Sections.		
Compile incident summary data and reports, organize all documentation and submit to Planning Chief.		
As needs for the Documentation Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Ensure return/retrieval of equipment and supplies.		
Upon deactivation of your position, advise Operations Section Chief 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 the Planning Section Chief.		

Demobilization/System Recovery	Time	Initial
<p>Submit comments to the Planning Section Chief for discussion and possible inclusion in the after-action report; topics include:</p> <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
<p>Participate in stress management and after-action debriefing. Participate in other briefings and meetings as required.</p>		

Documents/Tools
<ul style="list-style-type: none"> <input type="checkbox"/> Incident Action Plan <input type="checkbox"/> HICS Form 201 Incident Briefing Form <input type="checkbox"/> HICS Form 202 Incident Objectives <input type="checkbox"/> HICS Form 203 Organizational Assignments <input type="checkbox"/> HICS Form 204 Branch Assignments <input type="checkbox"/> HICS Form 206 Staff Medical Plan <input type="checkbox"/> HICS Form 207 Incident Management Team Chart <input type="checkbox"/> HICS Form 213 Incident Message Form <input type="checkbox"/> HICS Form 214 Operational Log <input type="checkbox"/> HICS Form 251 Facility System Status Report <input type="checkbox"/> HICS Form 253 Volunteer Staff Registration <input type="checkbox"/> HICS Form 254 Disaster Victim Patient Track Form <input type="checkbox"/> HICS Form 255 Master Patient Evacuation Tracking Form <input type="checkbox"/> HICS Form 256 Procurement Summary Report <input type="checkbox"/> HICS Form 257 Resource Accounting Record <input type="checkbox"/> HICS Form 258 Hospital Resource Directory <input type="checkbox"/> HICS Form 260 Patient Evacuation Tracking Form <input type="checkbox"/> HICS Form 261 Incident Action Plan Safety Analysis <input type="checkbox"/> TMTS organization chart <input type="checkbox"/> TMTS telephone directory <input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments <input type="checkbox"/> Local resources