**STAFFING/ACCOUNTABILITY UNIT LEADER**

**Mission:** Collect and inventory available staff and volunteers at a central point. Receive requests and assign staff as needed. Maintain adequate numbers of both medical and non-medical personnel. Ensure that all staff is getting rest, relief, and nourishment. Assist in maintaining staff morale.

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| Date: Start: End: Position Assigned to: Initials: **Position Reports to:** **Planning Chief** Signature: ITMTS Command Location: Telephone: Fax: Other Contact Info: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive appointment and briefing from the Planning Section Chief. Obtain packet containing Staffing/Accountability Job Action Sheet. |  |  |
| Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided). |  |  |
| Brief team members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Establish labor pool area and communicate operational status to the Planning Chief and all patient care and non-patient care areas. |  |  |
| Utilize an authorized credentialing system for staffing. |  |  |
| Inventory the number and classify staff presently available. Use the following classifications:1. MEDICAL PERSONNEL
	1. Physician
		1. Critical Care/E.R.
		2. Family Practice/Internal Medicine
		3. Other
	2. Nurse
		1. Critical Care/E.R.
		2. Med-Surg/Ortho-Neuro
		3. Other
	3. Advanced EMTs
		1. EMT-P
		2. EMT-I
	4. Medical Technicians
		1. Patient Care (Aides, EMT-B’s, Orderlies, etc.)
		2. Diagnostic
2. Mental Health
3. Allied Health
4. NON-MEDICAL PERSONNEL
	1. Engineering/Maintenance/Materials Management
	2. Environmental Services
	3. Food Service
	4. Scribes
	5. IT
	6. Communications
	7. Security
	8. Safety
	9. Financial
	10. Volunteers
	11. Other
 |  |  |
| Establish a registration desk to obtain staffing personnel information area normally assigned, licensure, specialty and contact information. |  |  |
| Direct personnel to designated work assignment areas recording the information on Labor Pool Log. |  |  |
| Anticipate need for and implement the facility’s emergency credentialing standard operating procedure when volunteers present:* Establish a credentialing desk in the staffing area.
* Initiate intake and processing procedures for solicited and unsolicited volunteers presenting to the facility, record information on the Volunteer Staff Registration form (HICS Form 253).
* Obtain assistance from the Security Branch Director in the screening and identification of volunteer staff.
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| Meet with Charge Nurse and all other Sections Chiefs to coordinate long-term staffing needs. |  |  |
| Receive assigned radio and establish communications with the Communications Unit Leader. Receive just-in-time training for the radio if needed. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Maintain copy for records. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Continue to prepare and maintain records and reports, as appropriate. |  |  |
| Maintain a message center in the labor pool area to inform staff and volunteers of the current situation in coordination with the Operations Chief and Planning Chief/MST. |  |  |
| Assist the Planning Chief in publishing an informational sheet to be distributed at frequent intervals to update the Section Chiefs. |  |  |
| Advise the Planning Chief immediately of any operational issue you are not able to correct or resolve.Contact the Food/Nutrition Unit Leader to arrange for nutrition and hydration for the Staffing area |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Brief Planning Chief as frequently as necessary on the status of the staffing numbers and composition. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, and rest. |  |  |
| Continue to document actions and decisions on the HICS Form 214 and present copies as needed to the Planning scribe. |  |  |
| Provide regular briefings to Unit staff and to staff and volunteers waiting for assignments. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Ensure complete documentation of volunteer information on the Volunteer Staff Registration Form (HICS Form 253). |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Chief/MST.  |  |  |
| Upon deactivation of your position, brief the Planning Chief on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments in the after action report. |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| HICS Form 207 Incident Management Team ChartHICS Form 213 Incident Message FormHICS Form 214 Operational LogHICS Form 253 Volunteer Staff RegistrationTMTS organization chartTMTS telephone directoryRadio/satellite phone – phone numbers and radio assignmentsLocal resources |