

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.

Date: _____ Start: _____ End: _____		Position Assigned to: _____		Initials: _____
Position Reports to: Planning Chief		Signature: _____		
TMTS Command 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 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: <ol style="list-style-type: none"> 1) MEDICAL PERSONNEL <ol style="list-style-type: none"> a. Physician <ol style="list-style-type: none"> i. Critical Care/E.R. ii. Family Practice/Internal Medicine iii. Other b. Nurse <ol style="list-style-type: none"> i. Critical Care/E.R. ii. Med-Surg/Ortho-Neuro iii. Other c. Advanced EMTs <ol style="list-style-type: none"> i. EMT-P ii. EMT-I d. Medical Technicians <ol style="list-style-type: none"> i. Patient Care (Aides, EMT-B's, Orderlies, etc.) ii. Diagnostic <ol style="list-style-type: none"> e) Mental Health f) Allied Health 2) NON-MEDICAL PERSONNEL <ol style="list-style-type: none"> a. Engineering/Maintenance/Materials Management 		



Immediate (Operational Period 0-2 Hours)	Time	Initial
<ul style="list-style-type: none"> b. Environmental Services c. Food Service d. Scribes e. IT f. Communications g. Security h. Safety i. Financial j. Volunteers k. 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.		
<p>Anticipate need for and implement the facility's emergency credentialing standard operating procedure when volunteers present:</p> <ul style="list-style-type: none"> • 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. 		
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
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.		
<p>Advise the Planning Chief immediately of any operational issue you are not able to correct or resolve.</p> <p>Contact the Food/Nutrition Unit Leader to arrange for nutrition and hydration for the Staffing area</p>		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
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
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
<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 253 Volunteer Staff Registration <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