

PERSONNEL STAGING TEAM LEADER

Mission: Organize and manage the deployment of supplementary personnel resources.

Position Reports to: Staging Manager		Command Location: _____
Position Contact Information: Phone: (_____) - _____		Radio Channel: _____
Hospital Command Center (HCC): Phone: (_____) - _____		Fax: (_____) - _____
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from the Staging Manager on: <ul style="list-style-type: none"> ○ Size and complexity of the incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Personnel Staging Team Leader • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Obtain information and status from Staging Areas, the Planning Section Personnel Tracking Manager, and the Logistics Section Labor Pool and Credentialing Unit Leader • Provide information to the Staging Manager on the operational situation 		
<p>Determine area objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Document staging area objectives, tactics, and assignments on the HICS 204: Assignment List • Based on the incident objectives for the response period consider the issues and priorities: <ul style="list-style-type: none"> ○ Appoint Personnel Staging Team personnel in collaboration with the Staging Manager ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Make assignments; distribute corresponding Job Action Sheets and position identification • Brief area personnel on the situation, strategies, and tactics, and designate the time for next briefing 		

PERSONNEL STAGING TEAM LEADER

<p>Activities</p> <ul style="list-style-type: none"> • Have personnel reporting to staging area sign in on Hospital Personnel Staging Log • Maintain the personnel staging area in an organized manner • Consider whether personnel are to stay in the area or may return to normal work location to be contacted with an assignment when needed • Coordinate the delivery of needed personnel resources to requesting areas in coordination with the Logistics Section Labor Pool and Credentialing Unit Leader and Transportation Unit Leader • Instruct all team personnel to evaluate personnel needs; report findings to the Staging Manager and the Logistics Section Labor Pool and Credentialing Unit Leader • Establish and maintain contact with the Planning Section Personnel Tracking Manager and the Logistics Section Labor Pool and Credentialing Unit Leader to share information and personnel status • Assess problems and needs in the area; coordinate resource management • Communicate and meet regularly with the Staging Manager, other Staging Area Team Leaders, and team personnel to discuss the plan of action, staffing in all activities, report status, and to relay important information • Consider development of a team action plan; submit to the Staging Manager if requested • Brief team personnel on current situation; outline area action plan and confirm time for next briefing • Advise the Staging Manager immediately of any operational issue you are not able to correct 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to team personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period 		
<p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in area; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all area personnel comply with safety procedures and instructions • Ensure personal protective equipment (PPE) is available and utilized appropriately 		

Intermediate Response (2 – 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Personnel Staging Team Leader role, if appropriate 		

PERSONNEL STAGING TEAM LEADER

<ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) ● Coordinate patient care support and staff <ul style="list-style-type: none"> ○ Continue coordinating delivery of needed personnel, equipment, supplies, medications, and support services, working with the Logistics and Planning Sections and the Operations Section Branch Directors, as needed ○ Coordinate the use of external resources ○ Ensure documentation is completed correctly and collected ● Ensure the prioritization of problems when multiple issues are presented ● Provide status updates to other Team Leaders ● Communicate regularly with the Staging Manager and the Operations Section ● Report resource problems and issues to the Staging Manager and the Logistics Section Supply Unit Leader, as appropriate ● Advise the Staging Manager immediately of any operational issue you are not able to correct ● Continue to meet regularly with the Staging Manager for status reports, and relay important information. 		
<p>Documentation</p> <ul style="list-style-type: none"> ● HICS 204: Document assignments and operational period objectives on Assignment List ● HICS 213: Document all communications on a General Message Form ● HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis 		
<p>Resources</p> <ul style="list-style-type: none"> ● Assess issues and needs in Staging Areas; coordinate resource management ● Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> ● Ensure that all area personnel comply with safety procedures and instructions ● Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques ● Ensure personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit ● Ensure personal protective equipment (PPE) is available and utilized appropriately 		

Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> ● Transfer the Personnel Staging Team Leader role, if appropriate 		

PERSONNEL STAGING TEAM LEADER

<ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) ● Work with the Operations Section Chief and the Logistics Section Support Branch on the assignment of external resources ● Continue to monitor the ability of the Personnel Staging Team to meet workload demands, personnel health and safety, resource needs, and documentation practices 		
<p>Documentation</p> <ul style="list-style-type: none"> ● HICS 204: Document assignments and operational period objectives on Assignment List ● HICS 213: Document all communications on a General Message Form ● HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis 		
<p>Resources</p> <ul style="list-style-type: none"> ● Assess issues and needs in staging areas; coordinate resource management ● Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> ● Ensure that all team personnel continue to comply with safety procedures and instructions ● Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader ● Provide for staff rest periods and relief ● Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques ● Ensure personal protective equipment (PPE) is available and utilized appropriately 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> ● Transfer the Personnel Staging Team Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) 		

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<ul style="list-style-type: none"> • As needs for Personnel Staging Team decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader • Assist the Staging Manager and the Operations Section Chief with restoring hospital resources to normal operating conditions • Ensure the return, retrieval, and restocking of equipment and supplies • Notify the Staging Manager when demobilization and restoration is complete • Upon deactivation of your position, brief the Staging Manager on current problems, outstanding issues, and follow up requirements • Debrief area personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes, as needed • Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues • Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Planning Section Documentation Unit 		

Documents/Tools
<ul style="list-style-type: none"> <input type="checkbox"/> HICS 203 - Organization Assignment List <input type="checkbox"/> HICS 204 - Assignment List <input type="checkbox"/> HICS 213 - General Message Form <input type="checkbox"/> HICS 214 - Activity Log <input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis <input type="checkbox"/> HICS 221 - Demobilization Check-Out <input type="checkbox"/> HICS 252 - Section Personnel Time Sheet <input type="checkbox"/> Hospital Emergency Operations Plan <input type="checkbox"/> Hospital Personnel Staging Log <input type="checkbox"/> Hospital Incident Specific Plans or Annexes <input type="checkbox"/> Hospital organization chart <input type="checkbox"/> Hospital telephone directory <input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication