



Any Section and/or Command I Job Action Sheet
SCRIBE/RUNNER

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Mission: Maintain accurate and complete documentation for the assigned section or branch. In addition to a wide range of clerical tasks, this position maintains flexibility of duties. For example, during facility evacuation or intake of emergency orders, they may move supplies and equipment or assist with basic data entry.

Date: _____	Start: _____	End: _____	Name of Person Assigned to Position: _____
Phone: _____	Signature: _____	Initial: _____	
NHCC Location: _____		Email: _____	

Immediate Response (0-2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Receive appointment from the Incident Commander • Put on position identification (e.g., vest, cap, etc.) • Read this entire Job Action Sheet • Notify your usual supervisor that you have been assigned to the Incident Management Team (IMT) • Report to the Incident Commander until demobilized 		
<p>Activities</p> <ul style="list-style-type: none"> • Receive just-in-time training if needed • Coordinate with the Logistics Section Chief to ensure access to IT systems with email and intranet communication to increase communication and document sharing with all sections • If assigned role by Planning Section Chief, prepare a system to receive documentation and completed forms from all sections over the course of the activation • Other activities may include: <ul style="list-style-type: none"> ○ routing and collecting forms, ○ updating status boards, and ○ monitoring, documenting and organizing communications sent via external communication • If assigned role by Logistics Section Chief, assist with the intake and movement of supplies and equipment at the facility (or other related duties) • Provide duplicates of forms and reports to designated personnel as directed • Participate in briefings and meetings as requested, assist with notetaking as requested • Advise designated personnel immediately of any operational issue you are not able to correct or resolve 		
<p>Documentation</p> <ul style="list-style-type: none"> • NHICS 214: Document all key activities, actions, communications, and decisions in an Activity Log on a continual basis 		



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Immediate Response (0-2 hours)	Time	Initial
<p>Communication</p> <ul style="list-style-type: none"> If requested, assist with general resident and staff notifications. Communicate regularly with Planning Section Chief (and others as assigned) in establishing and updating a staff information/status boards 		

Intermediate Response (2-12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> Advise designated personnel immediately of any operational issue you are not able to correct or resolve Continue to accept and organize all documentation and forms submitted to the assigned section Check for accuracy and completeness of records submitted; correct omissions or errors by contacting appropriate personnel If applicable, continue to assist with the intake and movement of supplies and equipment at the facility and other activities as requested Maintain all historical information (i.e., Incident Action Plans (IAPs), NHICS 214, etc) 		
<p>Documentation</p> <ul style="list-style-type: none"> NHICS 214: Continue documentation of key activities, actions, communications, and decisions on an Activity Log 		
<p>Communication</p> <ul style="list-style-type: none"> Continue updates to information/status boards, as requested 		

Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> Advise designated personnel immediately of any operational issue you are not able to correct or resolve Continue to accept and organize all documentation and forms submitted to assigned section Check the accuracy and completeness of records submitted; correct errors or omissions by contacting appropriate personnel Continue to maintain all historical information If appropriate/applicable, brief your replacement on the documentation to complete and incident status 		
<p>Documentation</p> <ul style="list-style-type: none"> NHICS 214: Continue documentation of key activities, actions, communications, and decisions on a Activity Log 		
<p>Communication</p> <ul style="list-style-type: none"> Continue updates to information/status boards, as requested 		



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Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Ensure return/retrieval of equipment and supplies, and return all assigned incident command equipment • Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report. Topics include: <ul style="list-style-type: none"> ○ Accomplishments and issues ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes 		
<p>Documentation</p> <ul style="list-style-type: none"> • NHICS 214: Upon deactivation of your position, submit Activity Logs and all completed documentation to the Planning Section Chief 		

Documents and Tools
<ul style="list-style-type: none"> <input type="checkbox"/> NHICS 200: Incident Action Plan (IAP) Quick Start <input type="checkbox"/> NHICS 207: Incident Management Team (IMT) Chart <input type="checkbox"/> Facility emergency operations plan <input type="checkbox"/> Facility organizational chart <input type="checkbox"/> Facility telephone directory

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System 5th Edition (2014) Guidebook by the American Health Care Association (AHCA) Disaster Preparedness Committee