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April 2023

**Appendix 3.3 HCC HMAC Coordination job aids/position descriptions**

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**Coalition Activation, Response, Demobilization Checklists**

The Central Region Health Care Preparedness Coordinator (RHPC) will consider activation of the coalition HMAC when contacted with a request from a coalition member to provide support. The following pages provide checklists that identify specific notification, activation, and coordination action considerations for the primary coalition member participants. Please note, respective disciplines should utilize existing methods of information sharing amongst their disciplines and jurisdictions as outlined in their local or agency/organization plans.

When the HMAC is activated – the coalition will follow Incident Command. Contained within this Appendix are the basic ICS documents which include the Planning B, ICS forms, and Briefing Guidelines.

# RHPC HMAC Activation checklist

|  |  |
| --- | --- |
| ***Activation*** | ***Check*** |
| Notify all HMAC Coordinating group members of incident |  |
| Confirm receipt of information to HMAC members |  |
| Contact MDH Consultant Supervisors (PHEP, HPP respectively) |  |
| If supervisors are not available call MDH EPR 1-651-201-5735 |  |
| Create Coordination Center Room on MNTrac |  |
| Invite Coordination Entity + MDH Supervisor of HSPP and PHEP to Coordination Center Room |  |
| Identify additional resource members necessary for response |  |
| Invite resource members to Coordination Center Room |  |
| Begin incident check-in list (ICS Form 211) |  |
| Begin individual activity logs (ICS Form 214) |  |
| ***Response*** | ***Check*** |
| Establish response structure/roles (ICS Form 203) |  |
| Identify response objectives (ICS Form 202); including demobilization trigger |  |
| Establish communication plan (ICS Form 204 & 205) |  |
| Complete incident briefing (ICS Form 201) |  |
| Determine incident briefing schedule |  |
| Share incident briefing schedule with appropriate partners |  |
| Share incident briefing with appropriate partners as pre-determined intervals |  |
| Repeat as necessary for duration of incident |  |
| Re-evaluate demobilization readiness |  |
| ***Demobilization*** | ***Check*** |
| Choose closing date/time for operations |  |
| Complete demobilization checkout (ICS Form 221) |  |
| Provide final incident briefing indicating close date/time to partners |  |
| Close Coordination Center Room on MNTrac |  |
| Finalize and submit all ICS Forms |  |
| Conduct on-site/virtual debriefing |  |
| Set date for After Action Meeting |  |
| Review supplies/resources |  |
| Replenish supplies as necessary |  |

# 

# HMAC Activation Checklist by Discipline

## HMAC: RHPC Response

|  |  |
| --- | --- |
| ***HMAC Activation – RHPC Actions*** | ***Check*** |
| Coalition member contacts RHPC who collects initial information: |  |
| Person calling |  |
| Agency/Facility |  |
| Incident location |  |
| Incident type |  |
| Brief Description |  |
| Point of contact |  |
| Support needed  Supplies, Assets, information sharing |  |
| Use MNTrac to notify all coalition members of the incident and need for activation of HMAC |  |
| Create coordination center room in MNTrac |  |
| Invite HMAC group and MDH EPR Supervisor to coordination center room |  |
| Identify and invite additional SME’s and resource members necessary for response |  |
| Complete and distribute incident briefing (ICS form 201) |  |
| ***HMAC Member Actions*** | ***Check*** |
| Provide the following information to participants in the coordination center room: |  |
| Current situation (discipline perspective) whether actively involved or monitoring |  |
| Current external (community) situation |  |
| Are other partner disciplines activated, EMS-MACC, Strike team, etc. |  |
| Anticipated or actual support needs (supplies, equipment, personnel, facility support) |  |
| Agency point of contact (name) and contact information and backup contact to allow for follow up |  |

## HMAC activation request by Hospital, LTC, Other Health care

|  |  |
| --- | --- |
| ***Coalition Member Activation of HMAC*** | ***Check*** |
| Prior to contacting the RHPC to discuss support activities, identify the following: |  |
| Person calling: |  |
| Agency/Facility: |  |
| Incident location: |  |
| Incident type: |  |
| Designated point of contact: |  |
| Support needed (supplies, assets, information sharing, etc.) |  |
| Contact the WCMHPC RHPC 24/7 320-654-2720 and provide the following information:  “This is [Your facility/organization name] requesting RHPC or HMAC assistance”  Your callback information if calling by phone and backup notification method |  |
| ***HMAC Member Actions*** | ***Check*** |
| Provide the following information to participants in the coordination center room: |  |
| Current situation (discipline perspective) whether actively involved or monitoring |  |
| Current external (community) situation |  |
| Are other partner disciplines activated, EMS-MACC, Strike team, etc. |  |
| Anticipated or actual support needs (supplies, equipment, personnel, facility support) |  |
| Agency point of contact (name) and contact information to allow for follow up |  |
| Continue providing discipline informational updates and essential information as requested |  |

## HMAC activation request by EMS

|  |  |
| --- | --- |
| ***Coalition Member Activation of HMAC*** | ***Check*** |
| Prior to contacting the RHPC to discuss support activities, identify the following: |  |
| Person calling: |  |
| Agency/Facility: |  |
| Incident location: |  |
| Incident type: |  |
| Designated point of contact: |  |
| Support needed:  Supplies, Assets, information sharing, etc. |  |
| Contact the RHPC 24/7 at 320-654-2720 and provide the following information:  “This is [Your facility/organization name] requesting RHPC or HMAC assistance”  Your callback information if calling by phone and backup notification method |  |
| ***Expected RHPC Actions*** | ***Check*** |
| The RHPC actions may include: |  |
| Notify all coalition members of the incident and activation of HMAC |  |
| Confirm information received to HMAC |  |
| Create coordination center room in MNTrac |  |
| Invite HMAC and MDH EPR Supervisor to coordination center room |  |
| Identify and invite additional SME’s and resource members necessary for response |  |
| Complete and distribute incident briefing (ICS form 201) |  |
| ***HMAC Member Actions*** | ***Check*** |
| Provide the following information to participants in the coordination center room: |  |
| Current situation (discipline perspective) whether actively involved or monitoring |  |
| Current external (community) situation |  |
| Are other partner disciplines activated, EMS-MACC, Strike team, etc. |  |
| Anticipated or actual support needs (supplies, equipment, personnel, facility support) |  |
| Agency point of contact (name) and contact information to allow for follow up |  |
| Continue providing discipline informational updates and essential information as requested |  |

## HMAC activation request by Public Health

|  |  |  |
| --- | --- | --- |
| ***Coalition Member Activation of HMAC*** | | ***Check*** |
| Prior to contacting the RHPC to discuss support activities, identify the following: | |  |
| Incident location | |  |
| Incident type | |  |
| Designated point of contact | |  |
| What support you need (examples):  Supply equipment support  Information sharing support  Monitoring | |  |
| Contact the Central Region RHPC 24/7 at 320-654-2720 and provide the following information:  “This is [Your agency name] requesting RHPC or HMAC assistance”  Your callback information if calling by phone and backup notification method | |  |
| **HMAC Member Actions** | **Check** | |
| Provide the following information to participants in the coordination center room: | |  |
| Current situation (discipline perspective) whether actively involved or monitoring | |  |
| Current external (community) situation | |  |
| Anticipated or actual support needs (supplies, equipment, personnel, facility support) | |  |
| Agency point of contact (name) and contact information to allow for follow up | |  |

## HMAC activation request by Emergency Manager

|  |  |
| --- | --- |
| ***Coalition Member Activation of HMAC*** | ***Check*** |
| Prior to contacting the RHPC to discuss support activities, identify the following: |  |
| Person calling: |  |
| Agency/Facility: |  |
| Incident location: |  |
| Incident type: |  |
| Designated point of contact: |  |
| Support available or needed:  Supplies, Assets, information sharing, etc. |  |
| Contact the RHPC 24/7 at 320-654-2720 and provide the following information:  “This is [Your county/city name] providing/requesting RHPC or HMAC assistance”  Your callback information if calling by phone **and backup notification method** |  |
| ***HMAC Member Actions*** | ***Check*** |
| Provide the following information to participants in the coordination center room: |  |
| Current situation (discipline perspective) whether actively involved or monitoring |  |
| Current external (community) situation |  |
| Are other partner disciplines activated, EMS-MACC, Strike team, etc. |  |
| Anticipated or actual support needs (supplies, equipment, personnel, facility support) |  |
| Agency point of contact (name) and contact information to allow for follow up |  |
| Continue providing discipline informational updates and essential information as requested |  |

## HMAC activation request by Other Coalition Member or Regional Partner

|  |  |
| --- | --- |
| ***Coalition Member Activation of HMAC*** | ***Check*** |
| Prior to contacting the RHPC to discuss support activities identify the following: |  |
| Incident location |  |
| Incident type |  |
| Designated point of contact |  |
| What support you need (supply, equipment, support, information sharing support, monitoring) |  |
| Contact the RHPC 24/7 at 320-654-2720 and provide the following information:  “This is [Your organization name] requesting RHPC or HMAC assistance”  Your callback information if calling by phone **and backup notification method** |  |
| ***HMAC Member Actions*** | ***Check*** |
| Provide the following information to participants in the coordination center room: |  |
| Current situation (discipline perspective) whether actively involved or monitoring |  |
| Current external (community) situation |  |
| Anticipated or actual support needs (supplies, equipment, personnel, facility support) |  |
| Agency point of contact (name) and contact information to allow for follow up |  |

## 

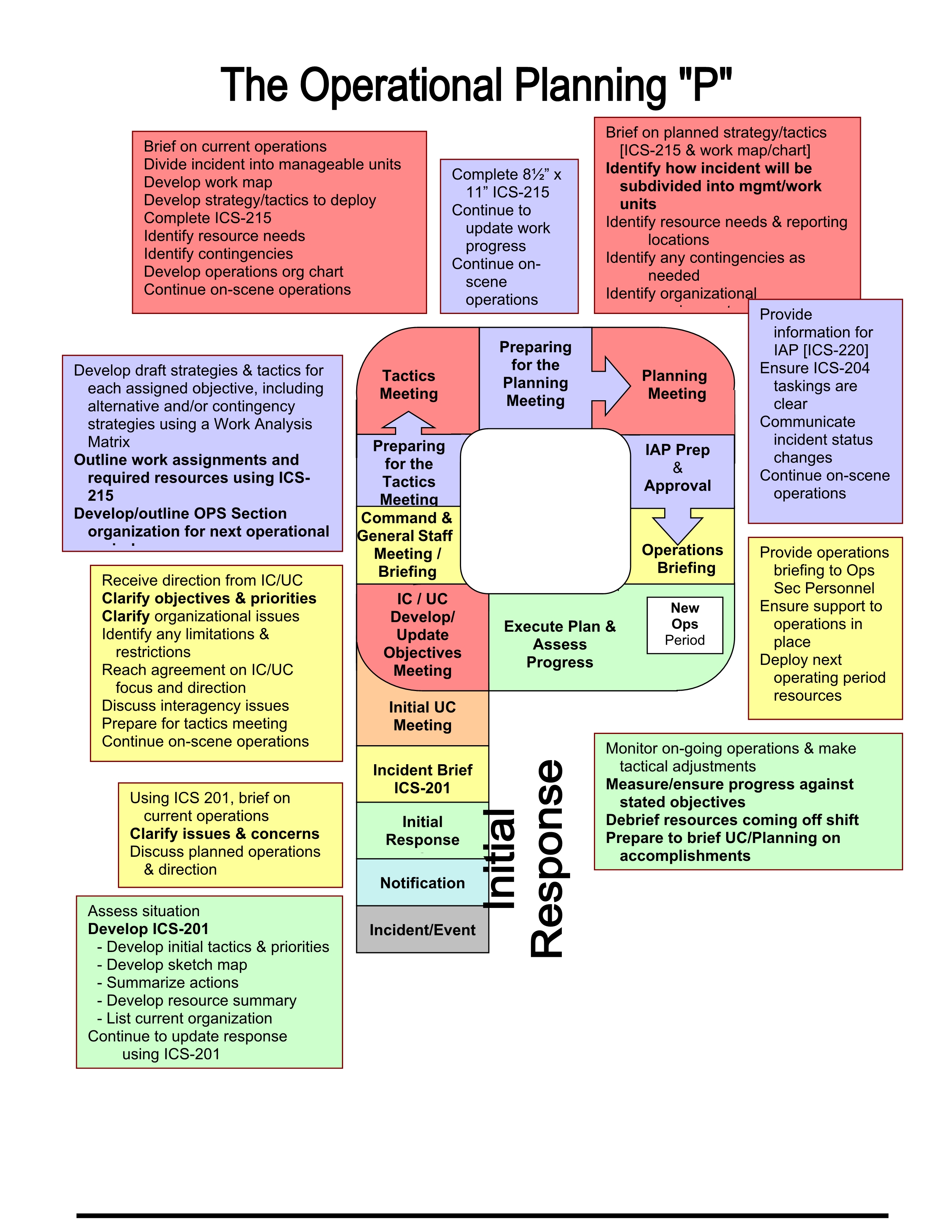
## RHPC On-Call Staff: Operational Checklist

|  |  |
| --- | --- |
| The RHPC on-call is a 24/7 staffed position that serves as an initial point of contact for the Coalition. The major responsibility of this individual is to assist with the identification of an incident for the CMHPC participants and to assist with initial notifications.  **Purpose:**  Provide guidance for addressing the responsibilities of the RHPC On-Call staff during day to day activities and during initial response to an incident. | |
| ***RHPC Responsibilities:*** | ***Check*** |
| Remain available with communication devices on a 24/7 basis while on call. |  |
| Receive initial notification of potential incident parameters and document findings on Form 201 if appropriate |  |
| Gather additional information if needed on incident parameters (refer to communications annex for numbers):   * EMS through the EMS MACC * Local Public health or MDH * Healthcare facilities * Primarily affected facility(s) * Other organizations as needed |  |
| Assess incident parameters for potential impact of one or more coalition members to:   * Safety of personnel, patients, residents at the facility(s) * Continuity of operations for the facility(s) * Potential for surge operations at the facility(s) * Requirement for support (information or resources) at the facility(s) * Make determination if this is an incident for a coalition response based upon the above parameters. |  |
| Activate the HMAC, if necessary, utilizing MNTrac, email, or other communication platform as appropriate. |  |
| Send notification to all coalition participants (MNTrac, WebEx, Email, or other platforms as appropriate)   * Include brief description and notification category in message title * Include brief description of incident parameters as known. * Include desired response from recipients (participate in conf call, update bed availability, etc.) * Provide information on next expected update if known.   Note: Almost all initial notifications should be accompanied by a request for coalition members to provide a designated POC for MNTrac and to update their situation and resource status in MNTrac as appropriate. |  |
| The RHPC on-call personnel should consider carrying at all times, hard copies of the following forms for rapid access:   * Form 201 * HMAC member phone numbers * MNTrac Alert template * Situation Update Teleconference Template * Communications Plan or contact list * Coalition Response Plan |  |

## HICS Forms Table:

|  |  |  |
| --- | --- | --- |
| **ICS Form** | **Title:** | **Purpose:** |
|  | The Planning P | [The Planning Process](https://training.fema.gov/emiweb/is/icsresource/assets/planningp.pdf) |
|  | IAP Quick Start Guide | [IAP Quick Start Guide](http://www.emsa.ca.gov/Media/default/HICS/Forms/HICS-Incident%20Action%20Plan%20(IAP)%20Quick%20Start_3.pdf) |
|  | HICS Forms | [HICS Forms](http://www.emsa.ca.gov/hospital_incident_command_system_forms_2014) |
| HICS 201 | Incident Briefing | Provides establishment of current ICS organization; map of area affected; resources identified, ordered and assigned, and summary of current actions. Also included in the IAP Quick Start guide.  [HICS 201](http://www.emsa.ca.gov/Media/default/HICS/Forms/HICS%20201-Incident%20Briefing_3.pdf) |
| HICS 202 | Incident Objectives | Provides establishment of incident objectives for operational period. Also included in the IAP Quick Start guide.  [HICS 202](http://www.emsa.ca.gov/Media/default/HICS/Forms/HICS%20202%20Incident%20Objectives_01.pdf) |
| HICS 203 | Organization Assignment List | Provides establishment of staff assigned to various positions within the ICS for the incident. Also included in the IAP Quick Start guide.  [HICS 203](http://www.emsa.ca.gov/Media/default/HICS/Forms/HICS%20203-Organization%20Assignment%20List.pdf) |
| HICS 205 | Communication Plan | Provides information on all radio frequency or trunked radio system talk group assignments for each operational period.  [HICS 205A](http://www.emsa.ca.gov/Media/default/HICS/Forms/HICS%20205A-Communications%20List.pdf) |
| HICS 213 | General Message | Provides a standard template to be used for communication between ICS staff at various locations.  [HICS 213](http://www.emsa.ca.gov/Media/default/HICS/Forms/HICS%20213-General%20Message.pdf) |
| HICS 214 | Activity Log | Provides a record of personnel roster and activities undertaken during the operational period.  [HICS 214](http://www.emsa.ca.gov/Media/default/HICS/Forms/HICS%20214-Activity%20Log.pdf) |
| HICS 221 | Demobilization Checkout | Provides an official record of section and unit personnel demobilized.  [HICS 221](http://www.emsa.ca.gov/Media/default/HICS/Forms/HICS%20221-Demobilization%20Check-Out.pdf) |

# The Operational Planning P



# JOB ACTION SHEETS FOR HMAC ROLES

## HMAC Manager Job Action Sheet

**Responsibilities:**

1. Coordination of agencies within the HMAC to ensure that all other HMAC representatives are provided with situation and resource status information from each discipline’s prospective.
2. Coordinate and identify future health-related resource requirements.
3. Coordinate and resolve differing health-related policy issues that may exist between agencies or facilities within a region or between regions.
4. Work within unified command to provide strategic coordination of health-related resources.
5. Coordinate with hospital staff and MN Responds volunteers (jointly with unified command).
6. Coordinate and support Minnesota Mobile Medical Teams (MMMT).
7. Communication with local, regional and state agencies as to the overall operations of the region.

|  |  |  |
| --- | --- | --- |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |

|  |
| --- |
| Position Contact Information: Phone: Radio Channel: |
|  |

| **Activation Phase (0-2 hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Determine appropriate level of HMAC activation based on the situation as known |  |  |
| Assess available healthcare assets/obtain hospital Essential Elements of Information and the impact to public health in the community. |  |  |
| Determine if the HMAC is to be virtual or require a specific site location.   * Send MNTrac alert with conference call info and/or MNTrac coordination room. * If in person is needed:   + Send MNTrac alert with the location of the HMAC.   + Ensure that telephone, internet and/or radio communications with EOC’s, other HMAC’s, MDH, hospitals, clinics, EMS and other partners is established and functioning. |  |  |
| Notify MDH and all partners (county EOC, LPH, hospitals, clinics, EMS, Red Cross, etc.) that a HMAC is being activated and for what event. This can be done via email, MNTrac alert or telephone. |  |  |
| Determine staffing requirements and   * Mobilize appropriate personnel. * Establish check-in procedure. * Fill in and post HMAC organization chart. |  |  |
| Schedule the initial briefing and a briefing schedule.  Briefing agenda:   * Situation Report * Health & Medical Status   + Current needs – patient, staff, stuff   + Barriers, and EEIs; should at least include affected organization status)   + Public health impacts to affected communities * Other Coalition Member/Partner Status (as applicable) * Public Information Status * Safety & Security Status * Logistics Status * Personnel Status * Identify Operational Concerns * Q&A * Next Brief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

| Operational Phase (2-12 hours) | Time | Initial |
| --- | --- | --- |
| Monitor general activities to ensure that all appropriate actions are being taken |  |  |
| Maintain situational awareness of healthcare status |  |  |
| Maintain situational awareness of public health impact on affected communities. |  |  |
| Assess and coordinate available supplies and resources. Facilitate deployment of regional cache if needed. |  |  |
| Conduct periodic briefings to ensure strategic objectives are current and appropriate |  |  |
| Support common operating picture by providing healthcare system situation/status, bed availability, and patient tracking status to hospitals, local Emergency Operations Center(s) and MDH as appropriate |  |  |
| Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known |  |  |
| Ensure that all required documentation is complete |  |  |

| Demobilization Phase | Time | Initial |
| --- | --- | --- |
| All agencies previously notified of the opening of the WCHMAC, will be notified of the WCHMAC closure. |  |  |
| The WCHMAC Logs, sign-in roster and other materials are collected. |  |  |
| Advise County EOC’s, MDH and other community partners that WCHMAC is being deactivated. |  |  |
| Equipment is cleaned and returned to appropriate storage area. |  |  |
| Facilitate a debriefing/hotwash to gather information for the AAR/IP |  |  |

## Liaison Officer Job Action Sheet

Responsibilities:

1. Function as the incident contact person in the HMAC for representatives from other agencies.

|  |  |  |
| --- | --- | --- |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |

|  |
| --- |
| Position Contact Information: Phone: Radio Channel: |
|  |

| **Activation Phase (0-2 hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Receive appointment and briefing from the HMAC Manager. |  |  |
| Read this entire Job Action Sheet and review incident management response chart (HICS Form 207). Put on position identification. |  |  |
| Establish contact with local, county and/or state emergency organization agencies to ascertain current status, appropriate contacts and message routing. |  |  |
| Communicate information obtained and coordinate with Information Officer. |  |  |
| Establish communication with other hospitals, local Emergency Operations Center (EOC), and/or local response agencies (e.g., public health). |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). |  |  |

| Operational Phase (2-12 hours) | Time | Initial |
| --- | --- | --- |
| Attend all command briefings and Incident Action Planning meetings to gather and share incident and hospital/facility information. Contribute inter-hospital information and community response activities and provide Liaison goals to the Incident Action Plan. |  |  |
| Request assistance and information as needed through the inter-hospital emergency communication network or from the local and/or regional EOC. |  |  |
| Communicate with Logistics Section Chief on status of supplies, equipment and other resources that could be mobilized to other facilities, if needed or requested. |  |  |

| Demobilization Phase | Time | Initial |
| --- | --- | --- |
| Upon deactivation of your position, brief the HMAC Manager on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, submit Operational Logs (HICS Form 214) and all completed documentation to the Planning Section Chief. |  |  |
| **Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report. Topics include:**   * **Accomplishments and issues** * Review of pertinent position descriptions and operational checklists * Recommendations for procedure changes |  |  |

## Information Officer Job Action Sheet

Responsibilities:

1. Serve as the conduit for information to and from external partners.
2. Work with the Incoming Communications Monitor to disseminate information to the appropriate department or individual.
3. The HMAC Information Officer does not create messages or communicate with the media. That is the responsibility of the affected agencies.

|  |  |  |
| --- | --- | --- |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |

|  |
| --- |
| Position Contact Information: Phone: Radio Channel: |
|  |

| **Activation Phase (0-2 hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Receive appointment and briefing from the HMAC Manager |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). |  |  |
| Attend all command briefings and incident action planning meetings to gather and share incident and hospital information. |  |  |
| Coordinate the roles and responsibilities of the Incoming Communications Monitor. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| 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. |  |  |

| **Operational Phase (2-12 hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Continue to attend all Command briefings and incident action planning meetings to gather and share incident and hospital information. Contribute media and public information activities and goals to the Incident Action Plan. |  |  |
| Determine whether a local, regional or State Joint Information Center (JIC) is activated, provide support as needed, and coordinate information dissemination |  |  |
| Continue to document all actions and observations on the Operational Log (HICS Form 214) on a continual basis |  |  |

| **Demobilization Phase** | **Time** | **Initial** |
| --- | --- | --- |
| Prepare and maintain records and reports as indicated or requested |  |  |
| Upon deactivation of your position, submit Operational Logs (HICS Form 214) and all completed documentation to the Planning Section Chief. |  |  |
| **Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report. Topics include:**   * **Accomplishments and issues** * Review of pertinent position descriptions and operational checklists * Recommendations for procedure changes |  |  |

## Operations Job Action Sheet

Responsibilities:

1. Develop and implement strategy and tactics to carry out the objectives established by the HMAC Manager.
2. Organize, assign, and supervise staff assigned to bed data/availability, patient tracking/data, identification of needs of coalition partners, and staffing.

|  |  |  |
| --- | --- | --- |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |

|  |
| --- |
| Position Contact Information: Phone: Radio Channel: |
|  |

| **Activation Phase (0-2 hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Receive appointment and briefing from the HMAC Manager |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). |  |  |
| Determine need to appoint staff to assist with bed data/availability, patient tracking/data, identification of needs of coalition partners, and staffing. Complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief Operations staff on current situation and incident objectives; develop response strategy and tactics; outline Section action plan and designate time for next briefing. |  |  |
| Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). |  |  |

| Operational Phase (2-12 hours) | Time | Initial |
| --- | --- | --- |
| Communicate regularly with the HMAC Manager, Information Officer and Liaison Officer; brief regularly on the status of the Operations Section. |  |  |
| Designate time(s) for briefings and updates with Operations staff to develop or update the Section action plan. |  |  |
| Ensure the following are being addressed:   * Patient tracking * Bed tracking * Facility Situational report summarization * Interfacility transfers (into and from facility) * Fatality management * Information sharing with local EOC, public health, and law enforcement in coordination with the Liaison Officer * Staffing needs and requests of regional partners * Documentation |  |  |
| Initiate the Resource Accounting Record (HICS Form 257) to track equipment used. |  |  |

| Demobilization Phase | Time | Initial |
| --- | --- | --- |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are completed |  |  |
| Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include:   * Review of pertinent position descriptions and operational checklists * Recommendations for procedure changes * Section accomplishments and issues |  |  |

## Planning Job Action Sheet

Responsibilities:

1. Oversee all incident-related data gathering and analysis regarding incident operations and assigned resources, develop alternatives for operations, and conduct planning meetings.
2. Prepare the Incident Action Plan (IAP) for each operational period.

|  |  |  |
| --- | --- | --- |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |

|  |
| --- |
| Position Contact Information: Phone: Radio Channel: |
|  |

| **Activation Phase (0-2 hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Receive appointment and briefing from the HMAC Manager |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). |  |  |
| Determine need to appoint staff to assist with documentation, situational awareness and planning for needs of the coalition.  Complete the Branch Assignment List (HICS Form 204). |  |  |
| Distribute the Section Personnel Time Sheet (HICS Form 252) to Planning Section personnel and ensure time is recorded appropriately |  |  |
| In consultation with the HMAC Manager, establish the incident objectives and operational period. Initiate the Incident Objectives Form (HICS Form 202) and distribute to all activated HCC positions. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |

| Operational Phase (2-12 hours) | Time | Initial |
| --- | --- | --- |
| Facilitate and conduct incident action planning meetings with Command Staff, Section Chiefs and other key positions to plan for the next operational period. Coordinate preparation and documentation of the Incident Action Plan and distribute copies to the HMAC Manager and all Section Chiefs |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). |  |  |
| Meet regularly with the HMAC Manager to brief on the status of the Planning Section and the Incident Action Plan. |  |  |
| Initiate the Resource Accounting Record (HICS Form 257) to track equipment used during the response |  |  |
| Attend command briefings and meetings. |  |  |
| Conduct regular situation briefings with Planning Section. |  |  |

| Demobilization Phase | Time | Initial |
| --- | --- | --- |
| Ensure collection of all HCC documentation and Operational logs from Command and Sections as positions are deactivated and sections demobilized. |  |  |
| Upon deactivation, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include:   * Review of pertinent position descriptions and operational checklists * Recommendations for procedure changes * Section accomplishments and issues |  |  |

## Logistics Job Action Sheet

Responsibilities:

1. Organize and direct those operations associated with maintenance of the physical environment and with the provision of human resources, materiel, and services to support the incident activities.
2. Participate in Incident Action Planning.

|  |  |  |
| --- | --- | --- |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |

|  |
| --- |
| Position Contact Information: Phone: Radio Channel: |
|  |

| **Activation Phase (0-2 hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Receive appointment and briefing from the HMAC Manager |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). |  |  |
| Determine need to appoint staff to assist with HMAC Support, materiel assignment and allocations according to the regional resource allocation plan.  Complete the Branch Assignment List (HICS Form 204). |  |  |
| Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements. |  |  |
| Ensure resource ordering procedures are communicated to appropriate Sections and requests are timely and accurately processed. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| 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. |  |  |

| Operational Phase (2-12 hours) | Time | Initial |
| --- | --- | --- |
| Meet regularly with the HMAC Manager, Command Staff and other Section Chiefs to update status of the response and relay important information to Logistics Section’s Staff. |  |  |
| Ensure the following are being addressed:   * Communications * Information technology/information services * Provision of food and water for staff * Provision of supplies * Facility maintenance * Transportation services * Establishment of Labor Pool * Credentialing of staff and volunteers * Documentation |  |  |
| Initiate the Resource Accounting Record (HICS Form 257) to track equipment used during the response. |  |  |
| Obtain needed materiel and fulfill resource requests with the assistance of the Liaison Officer. |  |  |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and on an Incident Message Form (HICS Form 213). |  |  |

| Demobilization Phase | Time | Initial |
| --- | --- | --- |
| Coordinate return of all assigned equipment to appropriate locations and restock HCC supplies. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Coordinate replacement of broken or misplaced items. |  |  |
| Debrief Section staff on lessons learned and procedural/equipment changes needed. |  |  |
| Upon deactivation of your position, brief the HMAC Manager on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to the Planning Section Chief for discussion and possible inclusion in an after-action report; topics include:   * Review of pertinent position descriptions and operational checklists * Recommendations for procedure changes * Section accomplishments and issues |  |  |

## Scribe Job Action Sheet

Responsibilities:

1. Maintain and record all activity occurring within the section assigned under the direction of the section leader.

|  |  |  |
| --- | --- | --- |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |

|  |
| --- |
| Position Contact Information: Phone: Radio Channel: |
|  |

| **Activation Phase (0-2 hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Receive appointment and briefing from the Planning section. This will include assignment to specific section to be assisting. |  |  |
| Document all key activities, actions and decisions in an Operational Log (HICS Form 214) on a continual basis |  |  |
| Maintain a notepad with chronological documentation of activities. |  |  |
| When available, utilize the white boards, paper boards to share pertinent information under the direction of your section leader. |  |  |
| Maintain the organizational chart – ensuring that any changes are recorded both on the chart and in the chronological documentation of activities. |  |  |

| Operational Phase (2-12 hours) | Time | Initial |
| --- | --- | --- |
|  |  |  |
| Document all key activities, actions and decisions in an Operational Log (HICS Form 214) on a continual basis |  |  |
| Maintain a notepad with chronological documentation of activities. |  |  |
| When available, utilize the white boards, paper boards to share pertinent information under the direction of your section leader. |  |  |
| Maintain the organizational chart – ensuring that any changes are recorded both on the chart and in the chronological documentation of activities. |  |  |

| Demobilization Phase | Time | Initial |
| --- | --- | --- |
| Compile all data and turn into the planning section chief |  |  |

## Incoming Communications Monitor Job Action Sheet

Responsibilities:

1. Monitor incoming communication from assigned phone bank.
2. Monitor incoming communication from assigned email.
3. Monitor incoming communication from 800 MHz radio if applicable.
4. Maintain situational awareness.
5. Share incoming messages with the appropriate HMAC personnel.

|  |  |  |
| --- | --- | --- |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |

|  |
| --- |
| Position Contact Information: Phone: Radio Channel: |
|  |

| **Activation Phase (0-2 hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Receive appointment and briefing from the Information officer |  |  |
| Document all key activities, actions and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Initiate the Incident Communications Log (HICS Form 205) and distribute to all HCC positions. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). |  |  |
| Monitor assigned email and telephones. |  |  |

| Operational Phase (2-12 hours) | Time | Initial |
| --- | --- | --- |
| Document all key activities, actions and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Initiate the Incident Communications Log (HICS Form 205) and distribute to all HCC positions. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). |  |  |
| Monitor assigned email and telephones. |  |  |

| Demobilization Phase | Time | Initial |
| --- | --- | --- |
| Compile all forms and organize in chronological order and submit to the Information Officer. |  |  |

## Briefings Guide

ICS Smart Objectives**:**

**All Hazards Objectives**

1. Provide for the safety of responders and the public/citizens for the duration of the incident.
2. Provide for responder safety through the adherence to agency policies and SOP’s during incident operations.
3. Evaluate safety concerns for incident personnel and public thru utilization of risk management principles.
4. Ensure proper PPE is worn and appropriate safety procedures are followed at all times.
5. Evacuate all residents between \_\_\_\_\_ and \_\_\_\_\_ streets by \_\_\_\_\_hours.
6. Facilitate orderly evacuation of the affected area/scene/endangered persons.
7. Continue to evaluate the effectiveness of the evacuation boundary.
8. Construct sandbag diversion away from \_\_\_ by \_\_\_ hours.
9. Monitor activities and respond to maintain peace, order and life safety.
10. Maintain a functional emergency response system.
11. Return all public facilities used for the response to at least minimal operational condition within \_\_\_ hours.
12. Maintain/Provide/Establish normal public safety operations/services
13. Provide for immediate and on-going life, health, and safety needs.
14. Return all public facilities used for the response to at least minimal operational conditions by \_\_\_ hours
15. Maintain facility isolation
16. Access and document damagers of the impacted areas
17. Complete a damage survey within 12/24 or \_\_\_ hours
18. Complete preparations for all aspects of \_\_\_\_\_ operations
19. Continue reconnaissance at \_\_\_\_\_\_ by \_\_\_hours
20. Create appropriate documentation to support response (S & R) efforts
21. Continue on-site assessment of critical infrastructure
22. Complete an “areas of risk” assessment/size up.
23. Continue to coordinate operations between agencies
24. Manage a coordinated response effort
25. Provide and control support to the incident/event command
26. Keep costs commensurate with values at risk
27. Utilize best practices relative to cost and time management
28. Ensure a positive work environment for all personnel
29. Maintain high visibility throughout the community
30. Support the physical needs of staff and rescue workers
31. Evaluate requests for assistance as received from external entities
32. Protect private property, improvements and other commercial endeavors
33. Maximize/continue/monitor protection of environmentally sensitive areas
34. Minimize economic impact of the affected area/community
35. Provide resource support for the community
36. Continue volunteer management efforts
37. Provide ‘just in time’ training for responders that arrive to assist
38. Assure basic needs services of affected residents
39. Communicate with Unified Command to ensure compliance with \_\_\_\_\_
40. Keep stakeholders, responders and public informed of response activities
41. Provide the ability to interface with media
42. Ensure an effective communications system is established
43. Maintain communications within the incident at all times
44. Ensure interoperability of communications
45. Establish communication protocols with public safety, municipalities, schools, general public, medical facilities
46. Foster communications between \_\_\_ and \_\_\_
47. Establish means to educate the public and responders
48. Keep the public informed on the status of the incident
49. Continue information exchange with media, active personnel and incident command
50. Provide for the media information management to the public, responders and family members
51. Provide accurate and timely information to the public, stakeholders, and cooperating agencies
52. Continue to issue emergency public service information concerning the situation
53. Establish a joint information system center
54. Maximize protection of environmentally sensitive areas
55. Begin the recovery mission/operations
56. Continue personnel and asset tracking
57. Utilize unified command structure
58. Project an approximate and appropriate number of patients/injuries/causalities
59. Activate and maintain critical stress management team
60. Establish a reunification center/point for affected persons
61. Establish a welcome center by \_\_\_\_ hours
62. Continue mass care and sheltering
63. Establish severe weather shelter(s)
64. Reduce resources as necessary to meet the needs of the incident
65. Monitor weather conditions of the present operational period
66. Provide necessary transportation by \_\_\_\_ hours
67. Continue academic support for students/staff/responders

**Law enforcement**

1. Establish perimeter control/establish secure site perimeter
2. Isolate terrorists to \_\_\_\_ area by \_\_\_ hours
3. Establish an isolation zone to evacuate hostages/casualties/victims to immediately
4. Immediately stop movement into and out of the facility
5. Continue/establish traffic control/pattern
6. Provide access control
7. Establish safe ingress and egress patterns for all vehicle/pedestrian traffic
8. Establish investigative efforts/initiate field investigations
9. Prevent any further threat to the public
10. Isolate and eliminate active threat
11. Preserve crime scene for investigation
12. Maintain confidentiality of all sensitive data
13. Establish appropriate intelligence functions and intelligence fusion
14. Coordinate information with law enforcement authorities
15. Provide protection for increased gang activity

**Coroner**

1. Provide mortuary services
2. Establish the ability to interface with the coroners office
3. Manage incident casualties

**Fire/EMS/Haz Mat**

1. Provide hazardous materials mitigation to include decontamination
2. Identify all hazardous materials carried on the \_\_\_\_\_\_
3. Mitigate life safety/environmental hazards caused by leaking hazardous materials
4. Conduct hazmat operations in accordance with the site safety plan
5. Identify current and potential hazardous materials releases with potential impacts to the public and environment including human exposure, municipal water supplies, air quality, etc…..
6. Establish HAZMAT clean up activities with a target completion time of \_\_\_\_ hours
7. Continuously monitor waterways/air quality for possible contamination from hazardous materials
8. Provide the community with fire and emergency services
9. Establish emergency medical services to the impacted areas
10. Provide care for the injured
11. Continue fire suppression efforts in effected area
12. Protect private property, other improvements and identified areas of risk by utilizing the appropriate firefighting strategies
13. Apply recognized firefighting tactics and principles to control the fire area
14. Keep abreast of changing fire conditions
15. Provide support for fire suppression activities
16. Continue search and rescue efforts/operations
17. Initiate fire investigation efforts
18. Utilize best practices for smoke management

**Public Works**

1. Establish debris removal efforts in the affected areas
2. Maintain all routine public works services
3. Coordinate public utility service issues (gas, electric, water)
4. Secure all utilities before \_\_\_\_ hours to prevent gas leakage and electrical shock

**Public Health**

1. Continue public health efforts/special need services
2. Maintain facility isolation
3. Depopulate then dispose of \_\_\_\_ at entire facility
4. Implement rapid testing for \_\_\_\_\_ on humans
5. Establish temporary testing site near facility
6. Establish biosecurity measures on site
7. Establish the ability to identify the source of a public health outbreak
8. Continue to define the scope of the outbreak
9. Provide the ability to process and analyze pertinent information about the evolving disease outbreak
10. Continue surveillance of medical needs
11. Continue surveillance of efforts of the outbreak
12. Characterize the organism including antibiotics resistance
13. Implement mass fatality plan
14. Initiate investigation efforts/establish field investigations with law enforcement
15. Continue investigative efforts to identify source of outbreak
16. Continue to coordinate public health activities between agencies and partners
17. Fulfill SNS mission
18. Ensure adequate medical supplies are available

**Wildlife Maintenance Objectives**

1. Continue detoxification operations
2. Continue sentinel organism monitoring of chemical operations
3. Communicate with unified command members to ensure compliance with waterway security and maintenance
4. Complete preparations for all aspects of \_\_\_\_ application and detoxification
5. Protect threatened, endangered and sensitive species
6. Recover and rehabilitate injured wildlife

**Training objectives**

1. Provide for the safety of students, staff, the general public and infrastructure
2. Ensure the safe conduct of training with the greatest amount of participation possible
3. Establish a safe and learning conducive environment for students
4. Provide an environment that facilitates student learning
5. Provide comprehensive instruction regarding \_\_\_\_\_
6. Provide a forum for interaction between those responsible for \_\_\_\_\_\_
7. Assist in the development of profession credentials for those involved in the field of \_\_\_\_
8. Teach the highest standards of profession ethics
9. Complete all instructional objectives
10. Return all facilities to the previous state of readiness
11. Complete all course related documentation incompliance with the class check list
12. Represent the \_\_\_\_ agency in a professional manner, both on and off site
13. Assist the \_\_\_\_ in the planning and operation of the \_\_\_\_ event
14. Develop assignment lists for the instruction staff that give them proper guidance for conducting their training
15. Strength the relationship between \_\_\_\_ and \_\_\_\_
16. Contain fire to the designated training area
17. Protect identified areas of risk within the training area