

EMERGENCY AMATEUR RADIO OPERATOR

Mission: To provide an alternate path of external or internal communications when normal hospital or community communications have failed or have been disrupted.

Position Reports to: Section Chief or other HIMT personnel 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 Section Chief or other assigning Hospital Incident Management Team (HIMT) personnel on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ The situation, incident activities, and any special concerns • Assume the role of Emergency Amateur Radio Operator • Review this Job Action Sheet • Put on position identification (e.g., position vest), if provided • Notify your usual supervisor of your assignment if you are on the hospital staff 		
<p>Activities</p> <ul style="list-style-type: none"> • Request or implement a tactical call sign • Participate in briefings and meetings as requested • Advise designated personnel immediately of any operational issue you are not able to correct or resolve • Set up and maintain communication equipment to provide ongoing communications support for the Hospital Command Center (HCC) • Do not leave communication equipment without coordination with Net Control (NC); notify NC upon return • Check in with appropriate regional hospital or health NC via amateur radio and follow instructions given • If requested, relay hospital status report to NC • If hospital or health NC not available, check in with local Emergency Operations Center (EOC) emergency radio operations net and follow any instructions given • Communicate directly with the Logistics Section Chief, Communications Unit Leader, or designee via radio or designated Runner for all Urgent Communications. 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 213: Document all communications on a General Message Form 		

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<ul style="list-style-type: none"> • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

Intermediate Response (2 – 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer Emergency Amateur Radio Operator 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 ○ Ensure the new operator is introduced to the current operator and any appropriate Hospital Incident Management Team (HIMT) personnel, and Net Control (NC) ○ Address equipment needs and setup, including frequencies used and documentation practices ○ 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) • Obtain situational status report from the Net Control (NC) and Hospital Incident Management Team (HIMT) personnel • Ensure amateur radio and other assigned radio communication equipment is properly functioning • Review and test redundant systems • Receive and archive all documentation related to formal internal and external facility communications on HICS 213: General Message Form; provide a copy of the form to the Documentation Unit • Ensure messages requiring follow up so noted and tracked according to message precedence and importance • Maintain copies of all incoming and outgoing relayed messages • Request a designated Runner to be assigned, if appropriate • Respond to external requests by NC for additional information on hospital status • 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 by the assigned section • Check the accuracy and completeness of records submitted; correct errors or omissions by contacting appropriate personnel • Maintain all historical information and record consolidated plans 		
Documentation <ul style="list-style-type: none"> • 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 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

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Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer Emergency Amateur Radio Operator 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 ○ Ensure the new operator is introduced to the current operator and any appropriate Hospital Incident Management Team (HIMT) personnel, and Net Control (NC) ○ Address equipment needs and setup, including frequencies used and documentation practices ○ 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) • 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 by the assigned section • Continue to ensure amateur radio communication equipment is properly functioning • Assist with other communications (HEAR, 800mHz radio, etc.) if requested • Participate in situation briefings as requested • Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques 		
<p>Documentation</p> <ul style="list-style-type: none"> • 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>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer Emergency Amateur Radio Operator 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 ○ Ensure the new operator is introduced to the current operator and any appropriate Hospital Incident Management Team (HIMT) personnel, and Net Control (NC) ○ Address equipment needs and setup, including frequencies used and documentation practices ○ 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) • Do not leave post until released by your supervisor • When relieved, inform Net Control and sign off from all appropriate nets • Ensure the return, retrieval, and restocking of equipment and supplies 		

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<ul style="list-style-type: none"> • Ensure that all radios and battery operated equipment is serviced and recharged • Return all radios to appropriate configuration in preparation for next activation • Notify the Planning Section Chief when demobilization and restoration is complete • Upon deactivation of your position, brief your supervisor on current problems, outstanding issues, and follow up requirements • Debrief 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 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 205A - Communications 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"/> 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 <input type="checkbox"/> Computer with internet access <input type="checkbox"/> Regional Hospital and Health Emergency Radio Communications Plan <input type="checkbox"/> Federal Communications Commission (FCC)-approved amateur radios and operations manuals <input type="checkbox"/> FCC-approved Public Safety Radios <input type="checkbox"/> Identification Badge and vest

RUNNER

Mission: Take messages, documents, or supplies to and from different areas of the hospital.

Position Reports to: Section Chief or other HIMT personnel 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 Section Chief or other assigning Hospital Incident Management Team (HIMT) personnel on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ The situation, incident activities, and any special concerns • Assume the role of Runner • Review this Job Action Sheet • Put on position identification (e.g., position vest), if provided • Notify your usual supervisor of your assignment 		
<p>Activities</p> <ul style="list-style-type: none"> • Receive assigned radio and establish two-way communications with the Communications Unit Leader, if applicable • Receive just-in-time training for the radio if needed • Participate in briefings and meetings as requested • Advise designated personnel immediately of any operational issue you are not able to correct or resolve • Use HICS 213: General Message Form for all communications • Use a new form for every message; ask the sender to complete the message form, deliver it to the receiver and ask them to sign, time, and add comments if needed • Ensure the Documentation Unit Leader receives all completed forms • If you have completed a run and are without a subsequent assignment, return to the Hospital Command Center for assignment 		
<p>Documentation</p> <ul style="list-style-type: none"> • 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>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		



RUNNER

Intermediate Response (2 – 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer Runner 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) • Advise designated personnel immediately of any operational issue you are not able to correct or resolve • Obtain information and updates as needed 		
<p>Documentation</p> <ul style="list-style-type: none"> • 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>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		

Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer Runner 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) • Advise designated personnel immediately of any operational issue you are not able to correct or resolve • Participate in briefings as requested • Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques 		
<p>Documentation</p> <ul style="list-style-type: none"> • 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>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		

RUNNER

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer Runner 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) • Ensure the return, retrieval, and restocking of equipment and supplies • Notify the Planning Section Chief when demobilization and restoration is complete • Upon deactivation of your position, brief your supervisor on current problems, outstanding issues, and follow up requirements • Debrief 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 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 205A - Communications 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"/> Hospital organization chart <input type="checkbox"/> Hospital buildings and campus maps <input type="checkbox"/> Hospital telephone directory <input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication

SCRIBE

Mission: Maintain accurate and complete documentation for the assigned section, branch, or unit.

Position Reports to: Section Chief or other HIMT personnel 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 Section Chief or other assigning Hospital Incident Management Team (HIMT) personnel on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ The situation, incident activities, and any special concerns • Assume the role of Scribe • Review this Job Action Sheet • Put on position identification (e.g., position vest), if provided • Notify your usual supervisor of your assignment 		
<p>Activities</p> <ul style="list-style-type: none"> • Receive assigned radio and establish two-way communications with the Communications Unit Leader, if applicable • Receive just-in-time training for the radio if needed • Coordinate with the Information Technology/Information Services (IT/IS) and Equipment Unit Leader to ensure access to IT systems with email and intranet communication to increase communication and document sharing with all sections • If assigned role by Documentation Unit Leader, prepare a system to receive documentation and completed forms from all sections over the course of the activation • Provide duplicates of forms and reports to designated personnel as directed • Participate in briefings and meetings 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"> • 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 		

SCRIBE

Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
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Intermediate Response (2 – 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer Scribe 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) • 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 • Maintain all historical information and record consolidated plans 		
Documentation <ul style="list-style-type: none"> • 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 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

Extended Response (greater than 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer Scribe 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) • 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 • Maintain all historical information and record consolidated plans 		

SCRIBE

<p>Documentation</p> <ul style="list-style-type: none"> • 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>Communication</p> <ul style="list-style-type: none"> • <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i> 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer Scribe 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) • Ensure all documentation is received and compiled • Ensure the return, retrieval, and restocking of equipment and supplies • Notify the Planning Section Chief when demobilization and restoration is complete • Upon deactivation of your position, brief your supervisor on current problems, outstanding issues, and follow up requirements • Debrief 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 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 205A - Communications 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"/> 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 <input type="checkbox"/> Computer with internet access