

EXPANDED MEDICAL PREPAREDNESS APPENDIX B

POSITION CHECKLISTS

Level I & Level II



County of Marin
Department of Health & Human Services
Division of Health Services
Emergency Medical Services Program
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FIRST AID STATION DIRECTOR

Mission:

Organize and direct all activity within the First Aid Station. Provide overall direction for the operation or termination of operations at the First Aid Station.

Required Training:

Community Emergency Response Training (CERT)
Standardized Emergency Management System Introduction Module or
ICS-200 (Basic Incident Command System)

Recommended Training/Skills;

Managerial experience

Reports To:

Local Jurisdiction

A Checklist of Responsibilities and Actions:

- Assume role of First Aid Station Director
- Read this entire job checklist
- Ensure selected First Aid Station site is safe and available
- Put on position identification vest
- Assess the situation to determine appropriate staffing needed
- Appoint section chiefs as needed
- Ensure that needed staffing is filled
- Ensure that communications with local jurisdiction are established and functioning
- Monitor activities to ensure that all appropriate actions are being taken
- Exercise responsibility for the overall coordination of all activities as they relate to the Operations, Planning, Logistics, and Finance Sections
- Observe all staff/volunteers for signs of stress or fatigue. Report concerns to the Safety Officer
- Maintain Activity/Duty log

SECURITY OFFICER

Mission:

Provide overall security for the First Aid Station

Required Training:

Community Emergency Response Training (CERT)

Recommended Training/Skills:

Law Enforcement/Security experience

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- Assume role of Security Officer
- Read this entire job checklist
- Put on position identification vest
- Establish contact with local law enforcement as needed
- Request required personnel support to accomplish assignments
- Assign dedicated security to Morgue as needed
- Develop security plan for site
- Secure the command post, entrances, supply storage, temporary morgue, and other sensitive or strategic areas from unauthorized access
- Keep the peace
- Prevent theft
- Document all complaints and suspicious occurrences
- Maintain Activity/Duty Log

SAFETY OFFICER

Mission:

Monitor all procedures and activities in and around the First Aid Station to ensure they are being conducted in a safe manner

Required Training:

Community Emergency Response Training (CERT)

Recommended Training/Skills:

First Aid
Critical Incident Stress Management
Knowledge of workplace safety practices

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- Assume role of Safety Officer
- Read this entire job checklist
- Put on position identification vest
- Identify hazardous situations associated with the incident
- Exercise emergency authority to stop and prevent unsafe acts
- Investigate accidents that have occurred within the area
- Observe for, and remove from assignment, those that show signs of stress or fatigue. Refer to local jurisdiction for mental health services as needed
- Refer to & utilize injury prevention plan (See Attachments)
- Coordinate with Facilities Unit for the proper disposal of biohazard waste
- Maintain Activity/Duty Log

LIAISON OFFICER

Mission:

Establish and maintain contact with local jurisdiction, agencies, organizations, etc. that are working with the First Aid Station

Required Training:

Community Emergency Response Training (CERT)
Standardized Emergency Management System Introduction Module or
ICS-200 (Basic Incident Command System)

Recommended Training:

N/A

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- Assume role of Liaison Officer
- Read this entire job checklist
- Put on position identification vest
- Assist in establishing and coordinating interagency contacts
- Update local jurisdiction and supporting agencies with First Aid Station status
- Monitor First Aid Station operations to identify current or potential inter-organizational problems
- Obtain media information that may be useful to incident planning
- Refer any media inquiries to local jurisdiction
- Maintain Activity/Duty Log

OPERATIONS CHIEF

Mission:

Organize and direct overall patient care operations in the First Aid Station

Required Training:

Community Emergency Response Training (CERT)
Standardized Emergency Management System Introduction Module or
ICS-200 (Basic Incident Command System)

Recommended Training/Skills:

Managerial experience

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- Assume role of Operations Chief
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from First Aid Station Director
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Observe all staff/volunteers for signs of stress or fatigue. Report concerns to the Safety Officer
- Exercise responsibility for the overall coordination of all activities as they relate to the Triage/Treatment, Transport/Discharge, and Morgue Units
- Activate morgue unit if there are any deceased
- Ensure that the above units' tasks are being completed (see those attached, specific job action checklists)
- Participate in situation assessment and planning with the First Aid Station Director and other chiefs on a periodic basis at the Director's discretion
- Maintain Activity/Duty Log

TRIAGE/TREATMENT UNIT LEADER

Mission:

Responsible for the triage, treatment, and disposition of patients

Required Training:

START and First Aid training

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Operations Chief

A Checklist of Responsibilities and Actions:

- Assume role of Triage/Treatment Unit Leader
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Operations Chief
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Assess for and request any needed supplies
- Exercise responsibility for the overall coordination of all activities as they relate to the Triage and Treatment Areas
- Ensure that the above units' tasks are being completed (see those attached, specific job action checklists)
- Maintain Activity/Duty Log

TRIAGE AREA OFFICER

Mission:

Sort casualties according to severity of illness or injury using the START system

Required Training:

START training

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Triage/Treatment Unit Leader

A Checklist of Responsibilities and Actions:

- Assume role of Triage Area Officer
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Triage/Treatment Unit Leader
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Identify locations of triage/registration and treatment area
- Assess for and request any needed supplies
- Ensure immediate contact with all presenting patients
- Observe patients for any exposure to hazardous materials. If discovered, isolate patient and report information to First Aid Station Director immediately
- Utilizing triage tags, ensure proper triage of all patients according to START
- Ensure that all patients are registered
- Direct movement of patients to appropriate area:
 - Morgue (already dead)
 - Transport area (those patients requiring higher level of care)
 - Waiting area
 - Treatment area
- Maintain Activity/Duty Log

TREATMENT AREA OFFICER

Mission:

Coordinate the treatment and disposition of patients in treatment area

Required Training:

First Aid training or higher (depending on level of First Aid Station)

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Triage/Treatment Unit Leader

A Checklist of Responsibilities and Actions:

- Assume role of Treatment Area Officer
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Triage/Treatment Unit Leader
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Establish and label the Treatment Area (one practitioner for each two beds)
- Assess for and request any needed supplies (including patient treatment supplies)
- Ensure patient care at the first aid level
- Ensure staff members adequately document assessment and treatment on Patient Care Record (See Appendix C)
- Facilitate the rapid disposition and flow of patients from the treatment area
- Ensure completion of patient treatment records and discharge instructions. Keep a copy for patient disposition records
- Ensure copies are sent to Planning Section for tracking purposes
- Maintain Activity/Duty Log

MORGUE UNIT LEADER

Mission:

Collect, identify, and secure deceased patients and any personal effects

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Operations Chief

A Checklist of Responsibilities and Actions:

- Assume role of Morgue Unit Leader
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Operations Chief
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Assign dedicated Morgue Security
- Assess for and request any needed supplies
- Establish and label Morgue Area. Needs to be:
 - Secure
 - Private
- Maintain a tracking log to document the receipt and disposition of all bodies
- Leave personal effects with body
- Place in body bag and attach label containing the following information:
 - Date and time
 - Name and address if known
 - If identified, specify how and when
 - Indicate if body is contaminated
- If loose personal effects are present, place in plastic bag and label
- Consider need for refrigeration, request if needed
- Do not leave bodies unattended; transfer responsibility for bodies to Coroner or authorized Coroner representative
- Maintain Activity/Duty Log

MORGUE SECURITY OFFICER

Mission:

Secure morgue, deceased victims, and their personal belongings

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)
Law Enforcement/Security experience

Reports to: Morgue Unit Leader

A Checklist of Responsibilities and Actions:

- Assume role of Morgue Security Officer
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Morgue Unit Leader
- Identify security needs for the morgue
- Secure the temporary morgue
- Maintain Activity/Duty Log

TRANSPORT/DISCHARGE UNIT LEADER

Mission:

Oversee the continuation of stabilization treatment and preparation of patients for medical transfer or discharge

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)
First Aid training

Reports to: Operations Chief

A Checklist of Responsibilities and Actions:

- Assume role of Transport/Discharge Unit Leader
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Operations Chief
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Establish and label the Patient Transport and Discharge Areas
- Assess for and request any needed supplies
- Monitor and provide first aid to patients awaiting transport
- Ensure proper completion of Patient Care Records. (See Appendix C) Keep copy for records.
- Ensure appropriate destination and transport for patients
- Ensure that each patient receives discharge instructions; when transferring include patient records
- Maintain a patient tracking log to document the disposition of all patients
- Maintain Activity/Duty Log

TRANSPORT AREA OFFICER

Mission:

Organize and coordinate the movement of all non-ambulatory patients throughout the aid station. Arrange for the transportation of all transferring patients.

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Transport/Discharge Unit Leader

A Checklist of Responsibilities and Actions:

- Assume role of Transport Area Officer
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Transport/Discharge Unit Leader
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Assess for and request any needed supplies
- Establish and label Vehicle Off-Loading Area in cooperation with the Triage Area Officer
- Establish and label Ambulance/Vehicle Loading Area in cooperation with the Discharge Area Officer
- Ensure that internal patient movement needs are met
- Ensure the rapid disposition and flow of patients from the triage area
- Maintain Activity/Duty Log

DISCHARGE AREA OFFICER

Mission:

Organize and coordinate the discharge/transfer of patients

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Transport/Discharge Unit Leader

A Checklist of Responsibilities and Actions:

- Assume role of Discharge Area officer
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Transport/Discharge Unit Leader
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Assess for and request any needed supplies
- Coordinate with Transport Area Officer for needed transport resources
- Assist Transport Area Officer in setting up Vehicle off-loading area
- Direct the loading of patients
- Coordinate with the Discharge Tracking Officer to ensure proper tracking of patients
- Expedite the flow of released patients
- Maintain Activity/Duty Log

PLANNING CHIEF

Mission:

Organize and direct all aspects of the Planning Section. Ensure the distribution of critical information. Conduct long range planning

Required Training:

Community Emergency Response Training (CERT)
Standardized Emergency Management System Introduction Module or
ICS-200 (Basic Incident Command System)

Recommended Training/Skills:

Managerial experience

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- Assume role of Planning Chief
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from First Aid Station Director
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Observe all staff/volunteers for signs of stress or fatigue. Report concerns to the Safety Officer
- Exercise responsibility for the overall coordination of all activities as they relate to the Documentation and Situation/Status Units
- Ensure that the above units' tasks are being completed (see those attached, specific job action checklists)
- At the First Aid Station Director's discretion, participate in situation assessment and planning sessions with other section chiefs on a periodic basis.
- Schedule and facilitate the above meetings in coordination with First Aid Station Director
- Maintain Activity/Duty Log

SITUATION/STATUS UNIT LEADER

Mission:

Maintain current and forecasted information regarding the incident

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Planning Chief

A Checklist of Responsibilities and Actions:

- Assume role of Situation/Status Unit Leader
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Planning Chief
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Assess for and request any needed supplies
- Document decisions, actions and attendance in the Command Area
- Maintain current information summaries and or displays on the incident and provide information on status of incident to personnel
- Observe all staff/volunteers for signs of stress or fatigue. Report concerns to the Safety Officer
- Maintain Activity/Duty Log

DOCUMENTATION UNIT LEADER

Mission:

Collect, organize, and maintain all completed event or disaster related forms

Required Training:

N/A

Recommended Training/Skills

Community Emergency Response Training (CERT)

Reports to: Planning Chief

A Checklist of Responsibilities and Actions:

- Assume role of Documentation Unit Leader
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Planning Chief
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Assign staff to Registration Area
- Assign staff to Discharge Area
- Assess for and request any needed supplies
- Distribute Action Plan, as required (See Appendix C)
- Collect, organize, and file all completed First Aid Station forms, including FAS Action Plan, FAS Activity/Duty Logs, Registration, Discharge, and Master Patient Tracking Log, Patient Care Records, and Discharge/Transfer Forms (See Appendix C)
- Maintain Master Patient Tracking Log
- Maintain Activity/Duty Log

REGISTRATION TRACKING

Mission:

Maintain Registration Tracking Record

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Documentation Unit Leader

A Checklist of Responsibilities and Actions:

- Assume role of Registration Tracking
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Documentation Unit Leader
- Assess the situation to determine appropriate staffing needed
- Assess for and request any needed supplies
- Establish an area near the entrance to track patient arrivals
- Maintain a Registration Tracking Record (See Appendix C) on all patients entering the First Aid Station
- Maintain Activity/Duty Log

DISCHARGE TRACKING

Mission:

Maintain Discharge Tracking Record

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Documentation Unit Leader

A Checklist of Responsibilities and Actions:

- Assume role of Discharge Tracking
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Documentation Unit Leader
- Assess the situation to determine appropriate staffing needed
- Assess for and request any needed supplies
- Establish an area near the exit to track patient departures
- Maintain Discharge Tracking Record (See Appendix C) to document the discharge of all patients
- Maintain Activity/Duty Log

FINANCE CHIEF

Mission:

Maintain any and all financial records throughout the activation of the First Aid Station.

Required Training:

Community Emergency Response Training (CERT)
Standardized Emergency Management System Introduction Module or
ICS-200 (Basic Incident Command System)

Recommended Training/Skills:

Managerial experience recommended

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- Assume role of Finance Chief
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from First Aid Station Director
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Track expenses relative to any personnel, supplies or other miscellaneous costs.
- Participate in situation assessment and planning with the Director and other chiefs on a periodic basis at the Director's discretion.
- Maintain Activity/Duty Log

LOGISTICS CHIEF

Mission:

Organize and direct all aspects of the Logistics Section. This includes providing communication services, resource tracking, acquiring equipment, supplies, personnel, facilities, and transportation services.

Required Training:

Community Emergency Response Training (CERT)
Standardized Emergency Management System Introduction Module or
ICS-200 (Basic Incident Command System)

Recommended Training/Skills:

Managerial experience recommended

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- Assume role of Logistics Chief
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from First Aid Station Director
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Meet with First Aid Station Director and staff to identify immediate resource needs
- Exercise responsibility for the overall coordination of all activities as they relate to the Logistics Units
- Ensure that the above units' tasks are being completed (see those attached, specific job action checklists)
- Observe all staff/volunteers for signs of stress or fatigue. Report concerns to the Safety Officer
- Participate in situation assessment and planning with the Director and other chiefs on a periodic basis at the First Aid Station Director's discretion
- Maintain Activity/Duty Log

COMMUNICATIONS UNIT LEADER

Mission:

Organize and coordinate all internal and external communications

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Logistics Chief

A Checklist of Responsibilities and Actions:

- Assume role Communications Unit Leader
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Logistics Chief
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Assess for and request any needed supplies
- Provide for internal communication needs if established
- Establish and maintain contact with local jurisdiction
- Establish and maintain contact with local Level II First Aid Station as needed
- Maintain Activity/Duty Log

MATERIALS/SUPPLIES UNIT LEADER

Mission:

Obtain, organize, store, and distribute equipment and supplies

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Logistics Chief

A Checklist of Responsibilities and Actions:

- Assume role of Materials/Supplies Unit Leader
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Logistics Chief
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Assess for and obtain any needed supplies
- Develop and maintain an inventory of resources, supplies, and equipment
- Coordinate with security to protect resources
- Coordinate procurement actions with Finance Section
- Maintain Activity/Duty Log

FOOD SERVICE UNIT LEADER

Mission:

Ensure the adequate feeding of First Aid Station staff and patients

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Logistics Chief

A Checklist of Responsibilities and Actions:

- Assume role of Food Service Unit Leader
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Logistics Chief
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Determine food and water requirements for staff and patients
- Request any needed food and water supplies
- Determine method of feeding to best fit location and coordinate with Facilities Unit
- Coordinate with Security to protect supplies
- Request necessary equipment and supplies
- Communicate needs to local jurisdiction
- Refer to "Safe Food Handling Instructions" for guidance (See Attachments)
- Ensure that all appropriate health and safety measures are being followed
- Maintain Activity/Duty Log

FACILITIES UNIT LEADER

Mission:

Oversee activities as they relate to the physical operations of the First Aid Station.

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Logistics Chief

A Checklist of Responsibilities and Actions:

- Assume role of Facilities Unit Leader
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Logistics Chief
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Determine requirements for facility
- If possible, prepare layouts of First Aid Station Facilities
- Clearly label and identify areas within First Aid Station
- Provide facilities maintenance services, sanitation, lighting, and clean-up
- Coordinate with Safety Officer for the proper disposal of biohazard waste
- Maintain Activity/Duty Log

STAFFING UNIT LEADER

Mission:

Process and schedule staff of First Aid Station

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Logistics Chief

A Checklist of Responsibilities and Actions:

- Assume role of Staffing Unit Leader
- Read this entire job checklist
- Put on position identification vest
- Receive briefing from Logistics Chief
- Assess the situation to determine appropriate staffing needed
- Ensure that needed staffing is filled
- Assess for and request any needed supplies
- Track all individuals working in the First Aid Station (name, place of residence, time in, time out)
- Working with other sections and local jurisdiction, identify, recruit, and register volunteers as needed
- Process volunteers (name, qualifications, availability, contact information)
- Coordinate with local jurisdiction to ensure that all volunteers have been provided the Disaster Service Worker oath of allegiance
- Schedule staff according to directions from Logistics Chief
- Maintain Activity/Duty Log