

TIME UNIT LEADER

Mission: Responsible for the documentation of personnel time records. Monitor and report on regular and overtime hours worked or volunteered.

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| Position Reports to: Finance/Administration Section Chief 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 Finance/Administration Section Chief on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Time Unit Leader • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment | | |
| <p>Assess the operational situation</p> <ul style="list-style-type: none"> • Obtain information and status from the Finance/Administration Section Chief • Provide information to the Finance/Administration Section Chief on the operational status of the Time Unit | | |
| <p>Determine unit objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Based on the unit's objectives for the response period consider the issues and priorities: <ul style="list-style-type: none"> ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Brief unit personnel on situation, strategies, and tactics, and designate time for next briefing | | |
| <p>Activities</p> <ul style="list-style-type: none"> • Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the hospital's emergency incident response • Coordinate with the Logistics Section Labor Pool and Credentialing Unit Leader • Collaborate with the Planning Section Personnel Tracking Manager in accounting for hospital personnel | | |

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| <ul style="list-style-type: none"> • Provide status updates to the Finance/Administration Section Chief regularly to discuss the Incident Action Plan (IAP), advising of accomplishments and issues encountered • Confirm the utilization of HICS 252: Section Personnel Time Sheet by all sections; document section personnel time | | |
| Documentation <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Document personnel time on Section Personnel Time Sheet | | |
| Resources <ul style="list-style-type: none"> • Determine staffing needs and place requests with the Finance/ Administration Section Chief or the Logistics Section Labor Pool and Credentialing Unit • Determine equipment and supply needs and place request with the Finance/Administration Section Chief or the Logistics Section Supply Unit | | |
| Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i> | | |
| Safety and security <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions | | |

| Intermediate Response (2 – 12 hours) | Time | Initial |
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| Activities <ul style="list-style-type: none"> • Transfer the Time Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Collect HICS 252: Section Personnel Time Sheets from each work area for recording and tabulation every eight hours, or as specified by the Finance/ Administration Section Chief; forward to the Cost Unit Leader • Meet regularly with the Finance/Administration Section Chief for status reports • Advise the Finance/Administration Section Chief immediately of any operational issue you are not able to correct | | |
| Documentation <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Section Personnel Time Sheets | | |

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| Resources <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Make requests for external assistance, as needed, in coordination with the Logistics Section Supply Unit Leader | | |
| Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i> | | |
| Safety and security <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit | | |

| Extended Response (greater than 12 hours) | Time | Initial |
|---|------|---------|
| Activities <ul style="list-style-type: none"> • Transfer the Time Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Continue to provide a summary of staff and volunteer personnel hours worked during the incident every eight hours or as requested • Forward tabulated HICS 252: Section Personnel Time Sheets to the Cost Unit Leader • Ensure that time activity is being tracked in a fashion that data is meeting state and federal reimbursement reporting requirements | | |
| Documentation <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Section Personnel Time Sheets | | |
| Resources <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Determine equipment and supply needs; request them from the Logistics Section Supply Unit Leader | | |
| Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i> | | |
| Safety and security <ul style="list-style-type: none"> • Ensure that unit personnel continue to comply with safety procedures and instructions | | |

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| <ul style="list-style-type: none"> • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques | | |
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| Demobilization/System Recovery | Time | Initial |
|---|------|---------|
| <p>Activities</p> <ul style="list-style-type: none"> • Transfer the Time Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader • Compile final cost accounting reports for the Finance/Administration Section Chief • Assist coordination of resupply, ordering and restocking of equipment • Notify the Finance/Administration Section Chief when clean-up and restoration is complete • Upon deactivation of your position, brief the Finance/Administration Section Chief on current problems, outstanding issues, and follow up requirements • Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed • Summarize in a report all time related costs as requested by Finance/Administration Section Chief • Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues • Participate in stress management and after action debriefings | | |
| <p>Documentation</p> <ul style="list-style-type: none"> • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Planning Section Documentation Unit • Provide final reports as requested | | |

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Documents/Tools

- HICS 203 - Organization Assignment List
- HICS 204 - Assignment List
- HICS 213 - General Message Form
- HICS 214 - Activity Log
- HICS 215A - Incident Action Plan (IAP) Safety Analysis
- HICS 221 - Demobilization Check-Out
- HICS 252 - Section Personnel Time Sheet
- HICS 253 - Volunteer Registration
- Standard timekeeping/payroll procedures
- FEMA reimbursement guidance and forms
- State and Department of Homeland Security reimbursement forms
- Hospital Emergency Operations Plan
- Incident Specific Plans or Annexes
- Hospital organization chart
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication