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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<tr>
<th>Pos</th>
<th>Info</th>
<th>Command Location: ____________________________</th>
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<tbody>
<tr>
<td>Pos</td>
<td>Admin Section Chief</td>
<td>Finance/Administration Section Chief</td>
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<td>Pos</td>
<td>Contact Info: Phone: (<strong><strong>) - Radio Channel: (</strong></strong>)</td>
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<td>Hospital Command Center (HCC): Phone: (<strong><strong>) - Fax: (</strong></strong>) -</td>
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<tr>
<th>Position Assigned to:</th>
<th>Date: / / Start: <strong>:</strong>__ hrs.</th>
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<td>Signature:</td>
<td>Initials: End: <strong>:</strong>__ hrs.</td>
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Immediate Response (0 – 2 hours)

Receive appointment
- Obtain briefing from Finance/Administration Section Chief on:
  - 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

Assess the operational situation
- 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

Determine unit objectives, tactics, and assignments
- Based on the unit’s objectives for the response period consider the issues and priorities:
  - 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

Activities
- 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
**TIME UNIT LEADER**

- 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**

- 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**

- 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**

*Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

**Safety and security**

- Ensure that all unit personnel comply with safety procedures and instructions

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<tr>
<th>Intermediate Response (2 – 12 hours)</th>
<th>Time</th>
<th>Initial</th>
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**Activities**

- Transfer the Time Unit Leader role, if appropriate
  - 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**

- 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
## Extended Response (greater than 12 hours)

### Activities
- Transfer the Time Unit Leader role, if appropriate
  - 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
- 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
- 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
- Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners

### Safety and security
- 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
### TIME UNIT LEADER

- 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

### Demobilization/System Recovery

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| - Transfer the Time Unit Leader role, if appropriate  
  - 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:  
  - Review of pertinent position descriptions and operational checklists  
  - Recommendations for procedure changes  
  - Accomplishments and issues  
- Participate in stress management and after action debriefings |

### Documentation

- HICS 221: Demobilization Check-Out  
- Ensure all documentation is submitted to the Planning Section Documentation Unit  
- Provide final reports as requested
## 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