

MEDICAL/TECHNICAL SPECIALIST - INFORMATION SPECIALIST

Mission: Assist Command Staff and Section Chiefs with access to relevant and timely information resources.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____
Position Reports to: Incident Commander Signature: _____
Emergency Operations Center (EOC) Location: _____ Telephone: _____
Fax: _____ Other Contact Info: _____ Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander.		
Read this entire Job Action Sheet and review NICS Table of Organization (TO). Put on position identification.		
Notify your usual supervisor of your NICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (NICS Form 214) on a continual basis.		
Assess the status/functionality of internal and external library resources. Develop recommendations for addressing issues.		
Assess the status of the library space and generate list of assets available for NICS response.		
Coordinate with Command Staff, Section Chiefs and other Medical/Technical Specialists as appropriate.		
Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.		
Document all communications (internal and external) on an Operational Log (NICS Form 214). Provide a copy of the form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Continue to assess availability and functionality of library information resources.		
Monitor library space and asset usage.		
Brief Incident Command staff of potential practice issues and needed modifications and changes.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to assess availability and functionality of library information resources.		
Monitor library space and asset usage.		
Brief Command Staff and Section Chiefs of potential practice issues and recommended modifications and changes.		

Demobilization/System Recovery	Time	Initial

Demobilization/System Recovery	Time	Initial
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Ensure proper recovery of library space & assets.		
Upon deactivation of your position, insure all documentation and Operational Logs (NICS Form 214) are submitted to your assigned Section Chief or the Incident Commander, as appropriate.		
Upon deactivation of your position, brief your assigned Section Chief or the Incident Commander, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to your assigned Section Chief or the Incident Commander, as appropriate, for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • NICS Form 214 – Operational Log • Hospital emergency operations plan • Hospital organization chart • Hospital telephone directory • Radio/satellite phone • PC with internet access, as available