

RESEARCH MANAGER

Mission: Collect, process, and organize all requests for specific information that requires research. This may include internet research, literatures based research, monitoring of weather sites and research of other sources to supply all sections with information.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Situation Unit Leader		Signature: _____		
Hospital Command Center (HCC) Location: _____		Telephone: _____		
Fax: _____	Other Contact Info: _____	Radio Title: _____		

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Situation Unit Leader. Obtain Job Action Sheet.		
Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.		
Notify your usual supervisor of your HICS assignment.		
Anticipate Section Teams may need information from the internet on a variety of topics, such as weather updates and management of specific diseases.		
Receive and record requests for information as they are received.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214).		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Relay important information to the Situation Unit Leader.		
Determine where to post, publish findings of information.		
Advise the Situation Unit Leader immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for research and other information decreases, confirm with the Situation Unit Leader when this position should demobilize.		
Compile data and reports and submit to Situation Unit Leader.		
Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Situation Unit Leader.		
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Submit comments to the Planning Section Chief 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 • HICS Form 204 – Branch Assignment List • HICS Form 207 – Incident Management Team Chart • HICS Form 213 – Incident Message Form • HICS Form 214 – Operational Log • Hospital emergency operations plan • Hospital organization chart • Hospital telephone directory • Radio/satellite phone • Access to IT systems (e-mail, internet, telecommunications, printers) • Chart-size facility plans and local area maps

