

SITUATION UNIT LEADER

Mission: Collect, process, and organize ongoing situation information; prepare situation summaries; and develop projections and forecasts of future events related to the incident. Prepare maps and gather and disseminate information and intelligence for use in the Incident Action Plan (IAP).

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Positions Reports to: Planning Section Chief - Signature: _____				
Nursing Home Command Center (NHCC) Location: _____				
Phone: _____	Fax: _____	Email: _____		
Radio Title: _____				

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment from Planning Chief.		
Read this entire Job Action Sheet. Put on position identification (e.g. vest, cap, etc.).		
Notify your usual supervisor of your emergency incident assignment.		
Obtain a briefing from the Planning Section Chief.		
Obtain status report regarding Information Technology/Information and communications systems from the IT/IS Unit Leader and the Communications Unit Leader.		
Implement data gathering venues through reliable, authoritative sources from government or media to anticipate how external factors may affect the facility in the next 24-72 hours. These venues may be radio, internet, telephone, or television.		
Receive and record status reports as they are received from other Sections.		
Assure the status updates and information provided to Section Chief is accurate, complete, and current.		
Ensure that all key activities, actions, and decisions are being documented on a continual basis (see NHICS Form 201).		

ON-GOING	Time	Initial
Meet regularly with the Planning Section Chief and others as needed to obtain situation and status reports, and to relay important information.		
Ensure backup and protection of existing data for main and support computer systems, in coordination with IT/IS Unit.		
Publish an internal incident situation status report for employees to remain informed of incident, facility, residents, and anticipated response and recovery actions. Post or communicate every 4-hours or as indicated by Planning Section Chief. Collaborate with Public Information Officer and Support Branch Director, and Staffing/Scheduling Unit Leader to develop and distribute the internal incident situation report.		
Ensure the security and prevent the loss of written and electronic NHCC response documentation. Collaborate with the Security Officer and IT/IS Unit Leader as appropriate.		
Develop and submit an action plan to the Planning Section Chief when requested.		
Observe all staff, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to Staffing/Scheduling. Provide for staff rest periods and relief.		
Report unexpected problems and unresolved issues immediately.		

DOCUMENTS/TOOLS
<ul style="list-style-type: none"> • Incident Action Plan • NHICS Form 201: Incident Briefing Form • NHICS Form 207: Incident Management Team Chart • NHICS Form 213: Incident Message Form

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System by the American Health Care Association (AHCA) Disaster Preparedness Committee