



OPERATIONS SECTION CHIEF

VEST RED

Position Checklist

Report To	HEOC Manager	
Supervises	MHOAC, ACS/MSU, POD/ BDS Coordinators, EMS and Public Health Branches	
Suggested Training	ICS 300, 400, 402 and HEOC Basic and Section Training	
Documents	<input type="checkbox"/> Activity Log <input type="checkbox"/> Message Form <input type="checkbox"/> Situation Report <input type="checkbox"/> Incident Action Plan	<input type="checkbox"/> Medical & Health Situation Report <input type="checkbox"/> Medical & Health Resource Request <input type="checkbox"/> OA & HCA Response Plans – SNS, DORA, etc.
Function	<p>The Operations Section Chief coordinates all medical and health operations in support of the emergency response and recovery through implementation of the HEOC Action Plan. The Operations Section Chief is responsible for consulting with the Planning & Intelligence Section Chief in the development of the Incident Action Plan and coordinating and communicating between HCA Department Operations Centers (DOCs), conducting emergency response operations, and the implementation of the Operations Section portion of the Incident Action Plan.</p>	
Upon Arrival		
<input type="checkbox"/> Sign in on HEOC Registration Sign-In Sheet. <input type="checkbox"/> Receive briefing from HEOC Manager and outgoing Operations Chief. <input type="checkbox"/> Maintain a log of events and document all activities on the HEOC Activity Log. <input type="checkbox"/> Assess the overall situation. Meet with Planning & Intelligence Section Chief and obtain any information that may pertain to or affect Section operation. <input type="checkbox"/> Ensure that communications systems and protocols in support of the Operations Section are in place and functional. Coordinate with the Logistics Section for communications needs and requirements. <input type="checkbox"/> Activate ACS/MSU, POD/ BDS, and MHOAC, positions as needed. Ensure Section is staffed for 24-hour operations.		
During Operations		
<input type="checkbox"/> Coordinate with counterpart Operations and Logistics Section Chiefs within HCA DOCs. <input type="checkbox"/> Coordinate resource requests with Logistics. <input type="checkbox"/> Ensure requests for resources outside the OA are made through the MHOAC in coordination with Logistics, and that the MHOAC completes the Medical & Health Situation Report. <input type="checkbox"/> Provide input to the Incident Action Plan, implement the objectives of the Operations Section, and monitor progress. <input type="checkbox"/> Assign Position Reports and complete Section Report. <input type="checkbox"/> Attend situation briefings. <input type="checkbox"/> Ensure Situation Analysis information collected by Operations Section personnel is given to the Planning & Intelligence Section.		



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- Coordinate with all section staff for overall operations and the execution of the HEOC Incident Action Plan for Operations. Ensure that all staff are fully briefed in all ongoing and planned operations.
- Hold section meetings to ensure communication and coordination.
- Collect, track, monitor, and facilitate the HCA Department Operations Center(s) requests for assistance.
- Provide operational updates to HEOC Manager.
- Coordinate with the HEOC Manager and communicate health advisory information to all Operations section staff.
- Ensure that all fiscal and administrative requirements are completed and coordinated through the Finance Section.

End of Shift

- Submit all documentation to Documentation Unit.
- Return all checked-out equipment.
- Brief HEOC Manager on current situation, status, needs, and potential issues for next Operational Period.
- Brief incoming Operations Chief.
- Verify next work schedule.
- Sign out on HEOC Registration Sign-In Sheet.

HEOC Demobilization

- When Authorized by HEOC Manager, demobilize organizational elements when they are no longer required.
- Complete required forms and reports.
- Submit all incident paperwork and HEOC Activity Logs to HEOC Manager and ensure copies have been developed and filed by Documentation Unit.
- Participate in After Action meetings as required.



**MEDICAL & HEALTH OPERATIONAL AREA
 COORDINATOR
 Position Checklist**



Report To	Operations Section Chief	
Suggested Training	ICS 300, 400, and HEOC Basic and Section Training	
Documents	<input type="checkbox"/> HEOC Activity Log <input type="checkbox"/> Message Form <input type="checkbox"/> Situation Report <input type="checkbox"/> Medical & Health Resource Request Form	<input type="checkbox"/> Incident Action Plan <input type="checkbox"/> Position Report <input type="checkbox"/> Strategic National Stockpile Annex <input type="checkbox"/> Disease Outbreak Annex
Function	To provide medical and health situational reporting and awareness and response support needed.	

Upon Arrival

- Sign in with Personnel Unit.
- Receive briefing from Operations Chief:
 - Determine expected duration and scope of the incident.
 - Determine current and future needs of the public health and medical system for the incident, which include:
 - Hospitals
 - Emergency Medical Services (EMS) Providers
 - Community Clinics
 - Skilled Nursing Facilities
 - Other Health Care Facilities and Providers
 - Laboratories
 - Drinking Water Systems
 - Other public health, environmental health, and medical entities
- Maintain a log of events and document all activities on the HEOC Activity Log.
- If first operational period, notify RDMHC/S Program than an unusual event or emergency has occurred
- Receive completed Health and Medical Situation Report from Situation Status Coordinator and submit it within two hours of occurrence of incident to RDMHC/S, CDPH Duty Officer, EMSA Duty Officer, and Operational Area
- Review Action Plan
- Notify RDMHC/S Program than an unusual event of emergency has occurred.

During Operations

- Attend ongoing situation briefings and brief the Operations Section Chief on a regular basis.
- Ensure Situation Status Coordinator collects all pertinent data for Health and Medical Situation Report from other Operations personnel and Planning.
- Receive completed Health and Medical Situation Report from Situation Status and submit once during each operational period, or if there is a change in status, prognosis, or action taken.



**MEDICAL & HEALTH OPERATIONAL AREA
 COORDINATOR**



Position Checklist

- Coordinate with RDMHC/S Program to obtain information, policy-level decisions for response activities, and guidance developed by State-level programs and coordination through the JEOC.
- Clarify with Resource & Support Unit what health and medical resources are needed from outside the Operational Area (OA):
 - Notify the RDMHC/S Program that resources are needed and coordinate to refine the resource request, if necessary, before formally submitting the resource request to the emergency management system. (Refinement and formal submission into the Response Information Management System (RIMS) or other resource tracking system must not delay the resource request from moving forward)
 - Submit the formal Medical/Health Resource Request Form to the Operational Area emergency management Duty Officer or Operational Area EOC if activated and provide a copy to RDMHC/S Program.

End of Shift

- Brief incoming Medical and Health Operational Area Coordinator.
- Submit all documentation to Documentation Unit.
- Return all checked-out equipment.
- Verify next work schedule.
- Sign out with Personnel Unit.

Demobilization

- Complete required forms and reports.
- Submit all incident paperwork and HEOC Activity Logs to be filed by Documentation Unit.
- Participate in After Action meetings as required.



POD/BDS COORDINATOR

Position Checklist

Report To	Operations Section Chief		
Suggested Training	ICS 100, 200, and HEOC Basic and Section Training		
Documents	<table border="1"> <tr> <td> <input type="checkbox"/> Activity Log <input type="checkbox"/> Message Form <input type="checkbox"/> Situation Report <input type="checkbox"/> Section Report <input type="checkbox"/> Incident Action Plan <input type="checkbox"/> POD Field Operations Guide </td> <td> <input type="checkbox"/> Community POD Incident Action Plans (IAPs) & Site Assessment Forms <input type="checkbox"/> Business/First Responder POD call down/contact lists <input type="checkbox"/> BDS Response Plan </td> </tr> </table>	<input type="checkbox"/> Activity Log <input type="checkbox"/> Message Form <input type="checkbox"/> Situation Report <input type="checkbox"/> Section Report <input type="checkbox"/> Incident Action Plan <input type="checkbox"/> POD Field Operations Guide	<input type="checkbox"/> Community POD Incident Action Plans (IAPs) & Site Assessment Forms <input type="checkbox"/> Business/First Responder POD call down/contact lists <input type="checkbox"/> BDS Response Plan
<input type="checkbox"/> Activity Log <input type="checkbox"/> Message Form <input type="checkbox"/> Situation Report <input type="checkbox"/> Section Report <input type="checkbox"/> Incident Action Plan <input type="checkbox"/> POD Field Operations Guide	<input type="checkbox"/> Community POD Incident Action Plans (IAPs) & Site Assessment Forms <input type="checkbox"/> Business/First Responder POD call down/contact lists <input type="checkbox"/> BDS Response Plan		
Function	To coordinate HEOC dispensing and vaccination activities amongst Orange County Community, Business, and BDS POD sites.		

Upon Arrival

- Sign in with Personnel Unit.
- Maintain a log of events and document all activities on the HEOC Activity Log.
- Receive briefing from Operations Chief:
 - Determine expected duration and scope of the incident
 - Current and future needs for the incident
 - Assess/monitor current progress and POD site response activities
 - Discuss incident objectives and identify strategy, tactics, work to be accomplished, current policy directives, and long term planning efforts
 - Available resources and personnel
- Review Community and Business/First Responder POD site contact lists
- Determine POD Activation needs
 - Provide listing of available Community and/or Business/First Responder POD sites as requested
 - Verify need for activation of Business/First Responder POD sites
 - Verify current POD notifications, activation requests, status of request, and/or expected time for operations

During Operations

- Attend ongoing situation briefing and brief the Operations Section Chief on a regular basis.
- Coordinate Business/First Responder POD activities
 - Notify Business/First Responder POD sites of activation, situation, etc. upon request/confirmation
 - Coordinate Business/First Responder medication needs with LDC Coordinator and Business/First Responder POD site contact to include:
 - Number of medications needed for Business/First Responder POD(s)
 - Number of medications available in LDC
 - Verification of Name of Business/First Responder driver within POD Transportation Plan
 - Availability/time for Business/First Responder medication pick-up at LDC
- Maintain Informal Communication with HCA Unified Command Staff at POD Sites for provision of ongoing HEOC reports, updates, and changes to policies and procedures
- Provide situation updates as requested/needed



POD/BDS COORDINATOR

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Position Checklist

<input type="checkbox"/> Complete Position Report to be included in Section Report <input type="checkbox"/> Provide input on Incident Action Plan.
End of Shift/Operations
<input type="checkbox"/> Submit all documentation to Documentation Unit. <input type="checkbox"/> Return all checked-out equipment. <input type="checkbox"/> Brief Operations Chief on current situation, status, needs, and potential issues for next Operational Period. <input type="checkbox"/> Brief incoming POD/BDS Coordinator. <input type="checkbox"/> Verify next work schedule. <input type="checkbox"/> Sign out with Personnel Unit.
Demobilization
<input type="checkbox"/> Assist in the coordination/implementation of HEOC Demobilization Plan <ul style="list-style-type: none"> ○ General - Discuss demobilization procedure for Community and Business/First Responder POD sites ○ Responsibilities - Specific implementation responsibilities/activities. ○ Release Priorities - According to agency, kind and type of resource. ○ Release Procedures - Detailed steps and process to be followed. <input type="checkbox"/> Complete required forms and reports. <input type="checkbox"/> Submit all incident paperwork and HEOC Activity Logs to be filed by Documentation Unit. <input type="checkbox"/> Participate in After Action meetings as required.