**RHCC Hospital Activation Organizational Chart and Job Action Sheets**

IDPH

RHCC Coordinator

Logistics Group

Bed Placement

**Medical Director**

Personnel Group

Transportation

Group

**Hospitals**

**EMS Systems**

**Job Action Sheets**

**RHCC Coordinator**

**Mission:** The RHCC Coordinator shall assist in the organization and direct emergency operational response of EMS Region 2 Medical assets to include hospitals and EMS Systems.

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| --- | --- | --- | --- | --- |
| Primary Responsibilities | **Yes** | **No** | **N /A** | **Time** |
| Initiate the RHCC Hospital System or the Region 2 Medical Disaster Alert System (R2MDAS). |  |  |  |  |
| Read this entire checklist. |  |  |  |  |
| Put on Position Identification. |  |  |  |  |
| Appoint other team members as necessary. |  |  |  |  |
| Appoint a documentation recorder / secretary. |  |  |  |  |
| Receive and review status reports. Determine an initial incident action plan with other team members. |  |  |  |  |
| Determine the size of operation and determine if outside help may be necessary. |  |  |  |  |
| Maintain communications and exchange of information with regional hospitals and the Illinois Department of Public Health. |  |  |  |  |

**Reports to:** IDPH or EMA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary Responsibility | Yes | No | N/A | Time |
| Authorize release of resources as available for regional hospitals or EMS Systems on an “As needed basis”. |  |  |  |  |
| Schedule meetings and “exchanges of information”. With team members to monitor and update the incident action plan. |  |  |  |  |
| **Extended Responsibilities** | **Yes** | **No** | **N/A** | **Time** |
| Determine functional level of service during immediate aftermath of Emergency Event. Confer with other team members to determine the need to alter, continue, or terminate the incident action plan. |  |  |  |  |

#### Deputy RHCC Coordinator

**Mission:**  Assist RHCC Coordinator in the execution of duties.

**Report to:** RHCC Coordinator

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| --- | --- | --- | --- | --- |
| **Primary Responsibilities** | **Yes** | **No** | **N /A** | **Time** |
| Receive appointment RHCC Coordinator. |  |  |  |  |
| Read this entire Job Action Sheet. |  |  |  |  |
| On your identification vest. |  |  |  |  |
| Obtain briefing from the RHCC Coordinator. |  |  |  |  |
| Perform duties assigned by RHCC Coordinator |  |  |  |  |
| **Secondary Responsibilities** | **Yes** | **No** | **N /A** | **Time** |
| Report and update RHCC Coordinator as needed. |  |  |  |  |

**Notes:**

**Logistics Group Leader**

**Mission:** Organize and direct those operations associated with obtaining and distributing medical supplies for the regional medical disaster.

**Report to:** RHCC Coordinator

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| **Primary Responsibilities** | **Yes** | **No** | **N /A** | **Time** |
| Receive appointment the RHCC Coordinator. |  |  |  |  |
| Read this entire Job Action Sheet. |  |  |  |  |
| On your identification vest. |  |  |  |  |
| Obtain briefing from the Incident RHCC Coordinator. |  |  |  |  |
| Send out “supply request forms” to regional hospitals. |  |  |  |  |
| Establish a logistics tracking log or form. |  |  |  |  |
| Establish Logistics center, if necessary. |  |  |  |  |
| **Secondary Responsibilities** | **Yes** | **No** | **N /A** | **Time** |
| Communicate frequently with the RHCC Coordinator. |  |  |  |  |
| Obtain needed supplies with assistance of regional hospitals, IDPH, local EMA or IEMA. |  |  |  |  |
| **Tertiary Responsibilities** | **Yes** | **No** | **N/A** | **Time** |
| Assure that all actions and decisions are documented on a continual basis. |  |  |  |  |

**Notes:**

#### Personnel Group Leader

**Mission:** Organize and direct those operations associated with identifying, certifying and tracking of medical personnel during a medical disaster.

**Report to:** RHCC Coordinator

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| --- | --- | --- | --- | --- |
| **Primary Responsibilities** | **Yes** | **No** | **N /A** | **Time** |
| Receive appointment RHCC Coordinator. |  |  |  |  |
| Read this entire Job Action Sheet |  |  |  |  |
| Your identification vest. |  |  |  |  |
| Obtain briefing from the RHCC Coordinator. |  |  |  |  |
| Send out “personnel request forms” to regional hospitals |  |  |  |  |
| Establish a Personnel tracking log or form |  |  |  |  |
| Ensure that all transferring personnel have the proper paperwork to present to the requesting hospital |  |  |  |  |
| Ensure that the receiving hospital is ready to receive personnel |  |  |  |  |
| If necessary, work with transport group leader to arrange transport for personnel from pick up point to receiving hospital. |  |  |  |  |
| **Secondary Responsibilities** | **Yes** | **No** | **N /A** | **Time** |
| Communicate frequently with the RHCC Coordinator |  |  |  |  |
| Obtain needed personnel with assistance of regional hospitals, IDPH, local EMA or IEMA |  |  |  |  |
| **Tertiary Responsibilities** | **Yes** | **No** | **N/A** | **Time** |
| Assure that all actions and decisions are documented on a continual basis. |  |  |  |  |

**Notes:**

#### Bed Placement Group Leader

**Mission:** Organize and direct those operations associated with hospital bed placement during a disaster.

**Report to:** RHCC Coordinator

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| **Primary Responsibilities** | **Yes** | **No** | **N /A** | **Time** |
| Receive appointment RHCC Coordinator. |  |  |  |  |
| Read this entire Job Action Sheet. |  |  |  |  |
| Your identification vest. |  |  |  |  |
| Obtain briefing from the RHCC Coordinator. |  |  |  |  |
| Access the EMRESOURCE for bed status of Region 2 hospitals. |  |  |  |  |
| Establish a “needed bed list” for the region. |  |  |  |  |
| Once an available hospital bed is identified for a patient, confirm the bed by calling the hospital that has the available hospital bed. |  |  |  |  |
| **Ensure that there is at least a verbal patient report between the hospitals by physician to physician or nurse to physician.** |  |  |  |  |
| Arrange transport for the patient(s) with the Transportation Group Leader. |  |  |  |  |
| Contact the hospital that is transferring the patient and give that hospital an ETA on transport and a location of where the patient is going. |  |  |  |  |
| Document all transfers on the Bed Placement Transfer Form. |  |  |  |  |
| **Secondary Responsibilities** | **Yes** | **No** | **N /A** | **Time** |
| Communicate frequently with the RHCC Coordinator. |  |  |  |  |
| Obtain additional hospital beds with assistance of regional hospitals, IDPH, local EMA or IEMA. |  |  |  |  |
| **Tertiary Responsibilities** | **Yes** | **No** | **N/A** | **Time** |
| Assure that all actions and decisions are documented on a continual basis. |  |  |  |  |

**Notes:**

#### Transportation Group Leader

**Mission:** Organize and direct those operations associated with hospital bed placement during a disaster.

**Report to:** RHCC Coordinator

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| **Primary Responsibilities** | **Yes** | **No** | **N /A** | **Time** |
| Receive appointment RHCC Coordinator. |  |  |  |  |
| Read this entire Job Action Sheet. |  |  |  |  |
| Your identification vest. |  |  |  |  |
| Obtain briefing from the RHCC Coordinator. |  |  |  |  |
| Contact Region 2 EMS System Coordinators. Fax them the Ambulance and EMS Personnel availability form. |  |  |  |  |
| Compile a list of available transportation resources. Give personnel resources to the Personnel Group Leader |  |  |  |  |
| Meet with the Bed Placement Group Leader to see if there are any requests for EMS transport. |  |  |  |  |
| Meet with RHCC coordinator to see if there are any areas requesting ALS or BLS ambulances or areas need of transport of medical supplies or medical personnel. |  |  |  |  |
| Document all ambulance movement of the Ambulance Status Form. |  |  |  |  |
| **Secondary Responsibilities** | **Yes** | **No** | **N /A** | **Time** |
| Communicate frequently with the RHCC Coordinator. |  |  |  |  |
| Obtain additional transportation assets with the assistance of regional hospitals, IDPH, local EMA or IEMA. |  |  |  |  |
| **Tertiary Responsibilities** | **Yes** | **No** | **N/A** | **Time** |
| Assure that all actions and decisions are documented on a continual basis. |  |  |  |  |

**Notes:**

#### Communications Leader

**Mission:** Organize all forms of communications during an emergency event. Ensure all communiqué reach the intended Officer or Leader.

**Report to:** RHCC Coordinator

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| **Primary Responsibilities** | **Yes** | **No** | **N /A** | **Time** |
| Receive from RHCC Coordinator |  |  |  |  |
| Read this entire Job Action Sheet. |  |  |  |  |
| Put on Position Identification. |  |  |  |  |
| Obtain briefing form RHCC Coordinator. |  |  |  |  |
| Establish Communications area within the Incident Command Center. |  |  |  |  |
| Check the status of communication lines:   * Direct Land line phones in Incident Command Center * Hospital Phones * Cellular Phones * Two-way radios * Internet * MERCI radio in the EMA * MERCI (In ED) * Med Com Channels (In Med Com) |  |  |  |  |
| If need request two personnel from employee pool to be communication runners. |  |  |  |  |
| Monitor and document all communications sent and received in the RHCC Incident Command Center. |  |  |  |  |
| Use pre-established message forms to document all communications. |  |  |  |  |
| **Secondary Responsibilities** | **Yes** | **No** | **N /A** | **Time** |
| Request the response of assigned amateur radio personnel. |  |  |  |  |
| Request additional communication equipment when needed. |  |  |  |  |
| Report to RHCC Coordinator when needed. |  |  |  |  |

Notes: