



## All Hazards Incident Job Action Sheet

### All Departments

- Poll staff to ensure safety and availability
- Determine staff communication and work limitations
- Establish internal command and leadership structure
- Ensure each department has access to their checklist and executes items on designated list
- Establish daily meeting location and time
- Secure housing for personnel (hotels, stations, bender)

### Field Operations

- Ensure proper disaster forms and documentation essentials for daily operations are available and ready
- Review staffing plan including shift rotations
- Open line of communication with local health department and elected officials within local communities

### Field Staff

- Poll staff for availability and review staffing plan
- Call schools and cancel students and other outside riders and reserves
- Strategically allocate staff
- Send out safety and preparation reminders

### Logistics

- Identify type of disaster and prioritize items based on event
- Check supply PAR levels
- Distribute high usage items across district
- Strategic distribution of reserve ambulances
- Pre-order oxygen
- Order/Purchase food



<input type="checkbox"/>	Distribution plan for food, water, and ice
<input type="checkbox"/>	Distribution of water socks for flooding if needed
<input type="checkbox"/>	Check water supply
<input type="checkbox"/>	Spare uniforms (t-shirts)
<input type="checkbox"/>	Distribution of paper reports and time sheets
<input type="checkbox"/>	Blood program needs- Order an extra set
<input type="checkbox"/>	Ensure proper narcotic distribution or collection
<input type="checkbox"/>	Body bag availability and get with SETRAC for morgue setup options if needed
<b>Maintenance &amp; Infrastructure</b>	
<input type="checkbox"/>	Check fuel tank levels and operations at all facilities and schedule to have them topped off prior to weather event
<input type="checkbox"/>	Confirm functionality of all generators
<input type="checkbox"/>	Confirm readiness of reserve ambulances and support vehicle fleet
<input type="checkbox"/>	Visit all locations and secure/remove any objects that may get blown around or damaged
<input type="checkbox"/>	Open and turn off all gate operators prior to event. This will prevent gate issues during power surges
<input type="checkbox"/>	Have Portable AC's and portable generators ready in the event of generator failure
<input type="checkbox"/>	Assess for need of portable restrooms and distribute as needed
<input type="checkbox"/>	Staff plan and locations (usual one staff member)
<b>Information Technology</b>	
<b>Staff</b>	
<input type="checkbox"/>	Establish a clear command center and lines of communication and determine work limitations
<input type="checkbox"/>	Verify that all critical systems and infrastructure are operational, including telecommunications, networks, and backup systems
<input type="checkbox"/>	Assess the scope and severity of the incident and activate the appropriate response plan
<input type="checkbox"/>	Establish a line of communication with all departments and external clients and inform them of any disruptions in service and the projected recovery time objective (RTO) for all critical applications
<b>Telecommunications</b>	
<input type="checkbox"/>	Consider distributing additional 7/800 MHz portable radios for use
<input type="checkbox"/>	Ensure the Radio Telex IP network is operational and make any necessary adjustments



<input type="checkbox"/>	Ensure that RF station alerting is operational at all stations.
<input type="checkbox"/>	Ensure that the phone system backups and secondary phone server are operational
<input type="checkbox"/>	Test all VOIP softphone applications
<input type="checkbox"/>	Ensure that all essential staff has GETS/WPS access and that stockpile cards are readily available
<input type="checkbox"/>	Test Comcast and Ezee fiber connectivity to Bender and the DR center
<input type="checkbox"/>	Ensure that the StarLink internet satellite dish is secured and fully operational
<input type="checkbox"/>	Consider requesting an AT&T FirstNet or Verizon Frontline deployable to create a standalone mobile network
<input type="checkbox"/>	Ensure that DTV is operational at all stations to help keep current with both local and national news
<input type="checkbox"/>	Test Imagetrend connectivity and consider distributing additional ePCR tablets to all units
<input type="checkbox"/>	Ensure that adequate hotspots, phones, and laptops are available if personnel cannot return to work for an extended time
<input type="checkbox"/>	Test remote access to servers and email systems
<b>Communications Center</b>	
<input type="checkbox"/>	Ensure that all CAD and Telex consoles at the DR center are fully operational
<input type="checkbox"/>	Confirm operation of the AT&T POTS (Plain Old Telephone Service) lines for 10-digit non-emergency console phones
<input type="checkbox"/>	Ensure that the Verizon modem for the COMM mobile server is operational
<input type="checkbox"/>	Test fleet's mobile CAD & GPS/AVL connectivity
<b>UPS and Battery Power Systems</b>	
<input type="checkbox"/>	Ensure remote battery monitoring is operational for all UPS and generator systems
<input type="checkbox"/>	Power off all unnecessary equipment to protect equipment and conserve backup power
<input type="checkbox"/>	Consider using a portable generator at the 363's Radio Tower for redundancy
<b>Cyber &amp; Premises Security</b>	
<input type="checkbox"/>	Isolate and test all backups before deployment
<input type="checkbox"/>	Test and review all security systems to ensure security and compliance, including video surveillance, badge access, and door key access
<input type="checkbox"/>	Enforce additional cybersecurity and ensure adequate encryption is used to mitigate all new potential threats in the wake of a disaster



<b>Communications Center</b>	
<input type="checkbox"/>	Identify type of disaster and prioritize items based on event
<input type="checkbox"/>	Confirm incident type (MCI, weather disaster, etc..) in SETRAC/EMResource/Pulasara.
<input type="checkbox"/>	Recall staff using communications "All call" with paging system
<input type="checkbox"/>	Assign staff member to call log on ESO to account for available staff
<input type="checkbox"/>	Communications or designee ensure that hotels are reserved or proper accommodations are made for staff with command.
<input type="checkbox"/>	Contact Fire Department for specialty apparatus status (water task force etc.) and update in CAD
<input type="checkbox"/>	Update HCEC fleet status in CAD based on deployment plan
<input type="checkbox"/>	Establish workflow (Personnel assignments and rotations, shift length, etc)
<input type="checkbox"/>	Ensure manual call taking cardsets and essentials are available and ready
<input type="checkbox"/>	Obtain parameters for when to utilize outside EMS agencies NOT in mutual aid agreements.
<b>Department of Clinical services</b>	
<b><i>Communications Center</i></b>	
<input type="checkbox"/>	Consider alternate dispatch protocols
<input type="checkbox"/>	Confirm incident type (MCI, weather disaster, etc..) in SETRAC/EMResource/Pulasara.
<input type="checkbox"/>	Consider placing a medical provider in dispatch
<b><i>Medical Consult</i></b>	
<input type="checkbox"/>	Consider alternate methods of consult communications (video, radio)
<input type="checkbox"/>	Consider establishing backup consultation system
<input type="checkbox"/>	Consider shift schedule for consult
<b><i>Medical Care</i></b>	
<input type="checkbox"/>	Consider assigning DCS staff to field care
<input type="checkbox"/>	Consider alternate protocols
<input type="checkbox"/>	Consider expert consultation
<input type="checkbox"/>	Consider altered standards of care, including alternative disposition
<input type="checkbox"/>	Consider impact and needs of special population patients (CHP, ESRD, LVAD, O <sub>2</sub> , etc.)



<input type="checkbox"/>	Consider documentation needs (requirements, supplies, infrastructure, non-patients)
<b>HCEC Operations</b>	
<input type="checkbox"/>	Help establish Department Operations Center
<input type="checkbox"/>	Consider cancellation/rescheduling of educational offerings
<input type="checkbox"/>	Consider cancellation/ rescheduling meetings (Hospital, regional, NEOP, FTOs, etc.)
<input type="checkbox"/>	Consider student shift modifications (cancellation, limitations. Etc.)
<input type="checkbox"/>	Consider unit staffing modifications to meet clinical needs (care needs, etc.)
<b>External Partnerships</b>	
<input type="checkbox"/>	Determine SETRAC and EMTF involvement
<input type="checkbox"/>	Consider MCI declaration in SETRAC/EMResource/Pulsara and confirm with dispatch
<input type="checkbox"/>	Consider CMOC activation
<input type="checkbox"/>	Determine hospital statuses & disseminate findings
<input type="checkbox"/>	Communicate with bordering agencies to discuss clinical preparedness
<input type="checkbox"/>	Communicate with FRO agencies to discuss clinical preparedness
<input type="checkbox"/>	Communicate with Nursing and Group homes to discuss clinical preparedness
<b>Administration</b>	
<b>Human Resources</b>	
<i>Preparatory</i>	
<input type="checkbox"/>	Print employee list to include all employee information and emergency contacts
<input type="checkbox"/>	Compile contact list of all HR related vendors and insurance providers
<input type="checkbox"/>	Ensure HR disaster kit is stocked with any manual claim forms or logs necessary to report and manage injuries, maintain employee tracking, or fulfill other employee needs
<input type="checkbox"/>	Create USB drive containing employee folders and certifications
<input type="checkbox"/>	Review policies and departmental process documents regarding emergency situations
<input type="checkbox"/>	Ensure team members have access to GETS/WPS WiFi and cellular service, as well as any access and equipment necessary to work remotely for an extended period of time
<i>Notifications</i>	
<input type="checkbox"/>	Upon declaration of event, contact employees to obtain information on safety, availability, accessibility, and any resources needed



<input type="checkbox"/>	Provide additional instructions to staff based on leadership directives
<input type="checkbox"/>	Notify any vendors with time sensitive issues of potential delayed responses
<input type="checkbox"/>	Collaborate with external community partners and disaster relief agencies to obtain access to resources and support during the disaster period.
<input type="checkbox"/>	Conduct welfare checks/employee check-ins regularly
<input type="checkbox"/>	Provide regular updates to VP of Administration
<b><i>Duties</i></b>	
<input type="checkbox"/>	Ensure adequate stock of uniforms is available and create a log for potential disseminations
<input type="checkbox"/>	Maintain supportive connection with staff to assist with any personal or work-related concerns
<input type="checkbox"/>	Ensure resources available for both physical and mental health needs and employees know how to access these both during and after the disaster
<input type="checkbox"/>	Review HR policies and update procedures as needed to align with evolving disaster and ensure relevant information disseminated to staff
<input type="checkbox"/>	If unable to report to office, await further instructions by the National Weather Service & Management
<input type="checkbox"/>	Conduct post-event assessments to identify employee needs, both immediate and long-term, and provide necessary support
<input type="checkbox"/>	Keep Executive team informed of concerns and ongoing support efforts
<b><i>Finance</i></b>	
<b><i>Preparatory</i></b>	
<input type="checkbox"/>	Verify date/time of latest backup of Microsoft Dynamics
<input type="checkbox"/>	Ensure all team members have access to GETS/WPS wifi and cellular service, as well as any access and equipment necessary to work remotely for an extended period of time
<input type="checkbox"/>	Print employee list and create USB to include all relevant employee information, payroll related data, and deductions
<input type="checkbox"/>	Print reports and create USB of all AP and AR related vendors, customers, their contact information, account numbers and any payment terms
<input type="checkbox"/>	Ensure Finance Disaster Kit is stocked with any manual forms, reports, and logs necessary to track employee time, process payroll, issue tax or vendor payments, make emergency purchases, or to fulfill other routine needs
<input type="checkbox"/>	Coordinate with VP of Administration to increase credit card limits and ensure Pcard and Petty Cash is readily available for use to include any logs for distributions
<input type="checkbox"/>	Review Policies and Departmental Process documents regarding Emergency Situations
<b><i>Notifications</i></b>	
<input type="checkbox"/>	Notify any vendors or customers with time sensitive / upcoming due dates of potential funds distribution delays



<input type="checkbox"/>	Update all company credit card holders of new limits available for disaster use and stress importance of receipt capture and retention
<input type="checkbox"/>	AP should work with Logistics to identify any vendors where emergency procurements may be necessary. Once needs have been identified, AP should contact vendors regarding emergency payment terms or purchase orders
<input type="checkbox"/>	AP should coordinate with Director of Infrastructure regarding any need to increase fuel account limits or coordinate and purchase emergency fuel delivery
<input type="checkbox"/>	Ensure copies of any FEMA guidelines / manual tracking forms are disseminated to Department heads or VPs for use during the disaster
<input type="checkbox"/>	Provide regular updates to Executive team
<i>Duties</i>	
<input type="checkbox"/>	Coordinate with VP of Administration for copies of any contracts or terms
<input type="checkbox"/>	Ensure adequate stock of checks and deposit slips is available and create logs for potential disseminations or receipt of funds
<input type="checkbox"/>	Obtain payroll processing guidance if manual time tracking is implemented
<input type="checkbox"/>	Ensure all cost-related information is logged daily and utilized to develop daily "Burn Rate"
<input type="checkbox"/>	Review Finance policies and updated procedures as needed to align with evolving disaster and ensure relevant information disseminated to Executives
<input type="checkbox"/>	If unable to report to office, obtain additional instructions from Management
<input type="checkbox"/>	Maintain the security and confidentiality of sensitive employee and employer data, if working remotely
<input type="checkbox"/>	Keep detailed records of all expenses and payments, activities, needs, issues, and recovery efforts in order to complete any potential FEMA public assistance reimbursement program documentation and After-Action Report