



DOCUMENTATION UNIT LEADER

Mission: Collect process and maintain accurate and complete incident files, including a record of the Nursing Home's response and recovery actions and decisions and key communications. File, maintain, and store incident files for legal, analytical, and historical purposes.

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 and briefing from the Planning Section Chief.		
Read this entire Job Action Sheet and put on position identification (e.g. vest, cap, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Obtain briefing from Planning Section Chief.		
Prepare a system to receive documentation and completed forms (see NHICS Forms 201 and 213) from all Sections over the course of the NHCC activation.		
Coordinate with IT/IS Unit to ensure access to IT systems with e-mail/intranet communication to increase communication and document sharing with all sections (if available).		
Provide duplicates of forms and reports to authorized NHCC requestors if copy service available, otherwise note request and provide summary of key information.		
Prepare incident documentation for the Planning Section Chief as directed including summary of current actions, key decisions and resource needs from the various sections.		
Ensure that all key activities, actions, and decisions are documented on a continual basis.		
Document all key communications (internal and external) on an Incident Message Form (see NHICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

ON-GOING	Time	Initial
Continue to prepare incident response summaries for Planning Section Chief as requested.		
Continue to accept and organize all documentation and forms submitted to the Documentation Unit.		
Check the accuracy and completeness of records submitted. Correct errors or omissions by contacting appropriate NHCC Section staff.		
Maintain all historical information, and record consolidated plans.		
Report unexpected problems and unresolved issues immediately.		
Continue to meet regularly with the Planning Section Chief for status reports.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Report unexpected problems and unresolved issues immediately.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

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 • Facility emergency operations plan • Facility organizational chart • Facility telephone directory

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