



TRANSPORTATION UNIT LEADER

Mission: Organize and coordinate the transportation of all ambulatory and non-ambulatory residents within or without the facility. Arrange for the transportation of residents, personnel and material resources within or without the facility.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____

Positions Reports to: **Support Branch Director** - Signature: _____

Nursing Home Command Center (NHCC) Location: _____

Phone: _____ Fax: _____ Email: _____

Radio Title: _____

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment from Logistics Chief or Support Branch Director. Obtain the Job Action Sheet for this position.		
Read this entire Job Action Sheet. Put on position identification (e.g. vest, cap, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Obtain a briefing from Logistics Chief or Support Branch Director. Note time for next meeting.		
Assess the need and availability of an assistant ("Transportation Manager"). If appointed, brief on situation and objectives.		
Establish resident, staff and material staging area in cooperation with the Safety Officer and Logistics Section Chief.		
Inventory available in house and out of facility transportation resources: <ul style="list-style-type: none"> Transport equipment (e.g. gurneys, litters, wheelchairs and stretchers) Available facility transportation resources (vans, buses, staff cars) Available outside of facility transportation resources (vans, buses, shuttles, ambulances) Coordinate with Operations Chief, Resident Care Services to identify the total number of residents requiring transport, and what kind of transport they can utilize (e.g. car, wheelchair van, bus, and ambulance) 		
Coordinate requests for private sector transportation with vendor(s) per existing response plans and agreements, or, as a last resort, with the Liaison Officer through the local Emergency Operations Center (EOC) for public sector support.		

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Coordinate delivery and assignment of needed vehicles to designated staging area as directed by the Logistics Section Chief.		
Evaluate vehicular needs; report status to Supply Branch Director and/or Logistics Section Chief.		
Report vehicle resource inventories to Planning Section's Situation Unit Leader.		
Under direction of the Logistics Section Chief, coordinate with Admit/Transfer & Discharge Unit Leader to set up staging area for resident evacuation, if needed.		
For movement of residents within the facility or to a staging area, request staff from the Staffing Unit or across departments through the Logistics Section Chief to assist in the gathering and placement of transport equipment. Work with Resident Services Branch Director to monitor status of resident movement by staff from that branch.		

ON-GOING	Time	Initial
Continue coordination of transportation of resources/shipments into and out of the facility with the vendor by phone/radio or local EOC.		
In the event of a nursing home evacuation, anticipate and prepare for transportation needs.		
Request special transport equipment needs from the Supply Unit Leader (e.g. wheelchairs, gurneys, etc.).		
Address health and safety issues related to volume/location of transport vehicles with the Safety Officer.		
Advise the Support Branch Director immediately of any operational issue you are not able to correct or resolve.		
Develop and submit an action plan to the Support Branch Director when requested.		
Document all key activities, actions, and decisions.		
Report unexpected problems and unresolved issues immediately.		

DOCUMENTS/TOOLS
<ul style="list-style-type: none"> 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