

**Hospital Incident Command System
Job Description
AMATEUR RADIO OPERATOR**

Date: _____	Start: _____	End: _____	Position Assigned To: _____	Init: _____
TAC ID: _____ (Radio Title)				
Position Reports To: _____ (Logistics Officer or Designated Contact) Sign _____				
Hospital Command Center Locations: _____				
Telephone: _____ Fax: _____ Other Contact Info: _____				

Mission: To provide communication either external or internal during times when normal hospital communications have failed or been disrupted.

<u>Immediate (Operational Period 0-2 Hours)</u>	<u>Time</u>	<u>Initial</u>
Put on emergency medical team identification.		
Check in at Incident Command Center (ICC).		
Receive Section package with Job Action Sheet, etc.		
Read this entire Job Action Sheet.		
Obtain briefing from Designated Contact or Incident Commander (IC).		
Begin documenting your actions on an Activity Log & Action Plan Log.		
Turn these forms into Documentation Supervisor at the end of incident.		
Set up radio in designated location and assure functioning.		
Check in with Net Control (NC) via amateur radio and follow any instructions given.		
If NC not available, check in with the local emergency operations net and follow any instructions given.		
Communicate directly with Logistics Officer, or designee, about any urgent communications.		

<u>Intermediate (Operational Period 2-12 Hours)</u>	<u>Time</u>	<u>Init.</u>
Obtain situation status report from NC.		
Relay hospital status to net control as required.		
Log all relevant communication including messages sent or received.		
Ensure messages requiring action are followed up according to message precedence.		
Do not leave amateur radio without coordination with net control.		
Request a runner from the Personnel Pool – request runner to stop at scheduled intervals.		
Post all messages where a runner can take them to the ICC.		
Communicate directly with Designated Contact or IC in urgent communications.		

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Respond to external requests by NC for additional information on hospital status. Hospital status is obtained from the ICC via Designated Contact or IC		
<u>Extended (Operational Period Beyond 12 Hours)</u>	Time	Init.
Do not leave your post until released by Incident Commander.		
Request relief operator from NC if prior arrangements have not been made.		
Turn in all documentation in to Documentation Supervisor.		
Secondary operators may be used in the following ways:		
<ul style="list-style-type: none"> • To provide internal communications within hospital with assignment to specific location or with specified people. 		
<ul style="list-style-type: none"> • Assist with other communications (i.e. HEAR, 800MHz, telephone). 		
Radio operator's relief checklist. When a new operator arrives to relieve, the following steps are taken:		
<ul style="list-style-type: none"> • Identify new operator to current operator 		
<ul style="list-style-type: none"> • Obtain briefing from current operator including any pending actions 		
<ul style="list-style-type: none"> • Ensure new operator is familiar with radio equipment including frequencies in use. 		
<ul style="list-style-type: none"> • Identify new operator to Logistics Officer or Designated Contact or IC. 		
<ul style="list-style-type: none"> • New operator checks in with NC 		
<ul style="list-style-type: none"> • Log the change of shift and any significant pending issues. 		