

MEDICAL BRANCH DIRECTOR POSITION CHECKLIST

The Medical Branch Director is responsible for the implementation of the Incident Action Plan (IAP) within the Medical Branch. The Medical Branch Director reports to the Operations Section Chief and supervises the Medical Group(s) and the Patient Transportation function (Unit or Group). Patient Transportation may be upgraded from a Unit to a Group based on the size and complexity of the incident.

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task

1. Obtain briefing from Operations Section Chief or Incident Commander.

2. Review Group Assignments for effectiveness of current operations and modify as needed.

3. Provide input to Operations Section Chief for the IAP

4. Supervise Branch Activities and confer with Safety Officer to assure safety of all personnel using effective analysis and management techniques.

5. Report to Operations Section Chief on Branch Activities.

6. Maintain/document all activity on Unit/Activity Log (ICS Form 214).

7. Forward all reports and/or records to Operation Section Chief.