

DASAR DASAR PENGORGANISASIAN



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**DISAMPAIKAN PADA WORKSHOP HOSPITAL DISASTER PLAN
RUMAH SAKIT PANTI NUGROHO, YOGYAKARTA
KAMIS – JUMAT, 21-22 JUNI 2012**

Tujuan pembelajaran :

Tujuan pembelajaran umum :

Mampu melaksanakan pengorganisasian yang tepat dari semua unsur yang ada di rumah sakit guna memaksimalkan kinerja dalam pemberian pelayanan kesehatan kepada pasien/korban akibat bencana.

Tujuan pembelajaran khusus :

Setelah mengikuti pembekalan, peserta diharapkan mampu untuk :

- menyusun struktur organisasi Hosdip
- pada saat terjadi bencana mampu untuk :
 - . mengimplementasikan Sistem Pengendalian
 - . mengkoordinir unsur unsur operasional.logistik,perencanaan dan keuangan

Pokok Bahasan dan Sub Pokok Bahasan :

1. PRINSIP PRINSIP PENGORGANISASIAN

- Dasar Pemikiran
- Struktur Organisasi dan manajemen di Rumah Sakit
- Sistem Alarm dan Mobilisasi

2. SISTEM PENGENDALIAN DI RUMAH SAKIT

- Struktur /Bagan Organisasi
- Penyusunan bagan organisasi dengan sistem "Crosswalk"
- Minimal Staffing
- Fleksibilitas

3. URAIAN TUGAS

4. KARTU TUGAS (JOB ACTION SHEETS/JAS)

PRINSIP PRINSIP PENGORGANISASIAN



Chaos cannot be prevented during the first minutes of a major accident or disaster.

It has to be the aim of every disaster operation plan to keep this time **as short as possible**.



Dasar Pemikiran

- This plan has to be based on **existing organization structures** as any re-organization holds the danger of failure
- Keep the plan **as simple as possible** but as **comprehensive** as necessary.
- Have the following principle in mind:

The Plan-file is useful for preparation and training but in case of emergency only **checklists will be helpful.**

Struktur Organisasi dan manajemen di Rumah Sakit

- a **simple and clear** organization should be mobilized within short notice
 - a crisis staff consisting of 40 members will prove inoperable
 - headquarters at predefined and prepared site with the required **infra-structure**
 - no re-organization but developing on the existing base
 - to ensure that the **remaining routine hospital work continues**

Sistem Alarm dan Mobilisasi

- In case of emergency the alarm has to be **quick and reliable.**
- The competence to set the alarm in motion has to be settled **as low as possible in the hierarchy**
- Alerting must never be a privilege of the **director of administration** or to the **head of the physicians.**



PEMBERITAHUAN KEADAAN BENCANA

1. KARYAWAN RS YANG MENERIMA INFORMASI TENTANG TERJADINYA BENCANA HARUS BERUSAHA MENGKLARIFIKASI :

- ú **A. NAMA DAN NO TELP. SUMBER INFORMASI**
- ú **B. LOKASI BENCANA DAN TINGKAT KERUSAKAN**
- ú **C. PENYEBAB BENCANA**
- ú **D. JUMLAH KORBAN**

2. INFORMASI SEGERA DISAMPAIKAN KE RESEPSIONIS / BAGIAN TELEKOMUNIKASI

3. RESEPSIONIS / TELEKOMUNIKASI MELAPOR KEPADA DIREKTUR / KOMANDAN BENCANA / PEJABAT YANG DITUNJUK (DILUAR JAM KERJA)

4. PEJABAT YANG BERWENANG MEMBERLAKUKAN RENCANA PENANGGULANGAN BENCANA (HOSPITAL DISASTER PLAN) SECARA PENUH ATAU SEBAGIAN, SESUAI SITUASI BENCANA

KEWASPADAAN

Bila ada informasi tentang kemungkinan bencana, Komandan Bencana melakukan “Immediate Action” :

- | Kapasitas RS ditambah
- | Pengorganisasian area penerimaan pasien
- | Pengaturan transportasi
- | Arus informasi yang terorganisir

Rumah Sakit dinyatakan dalam keadaan “Waspada” atau “Stand By”

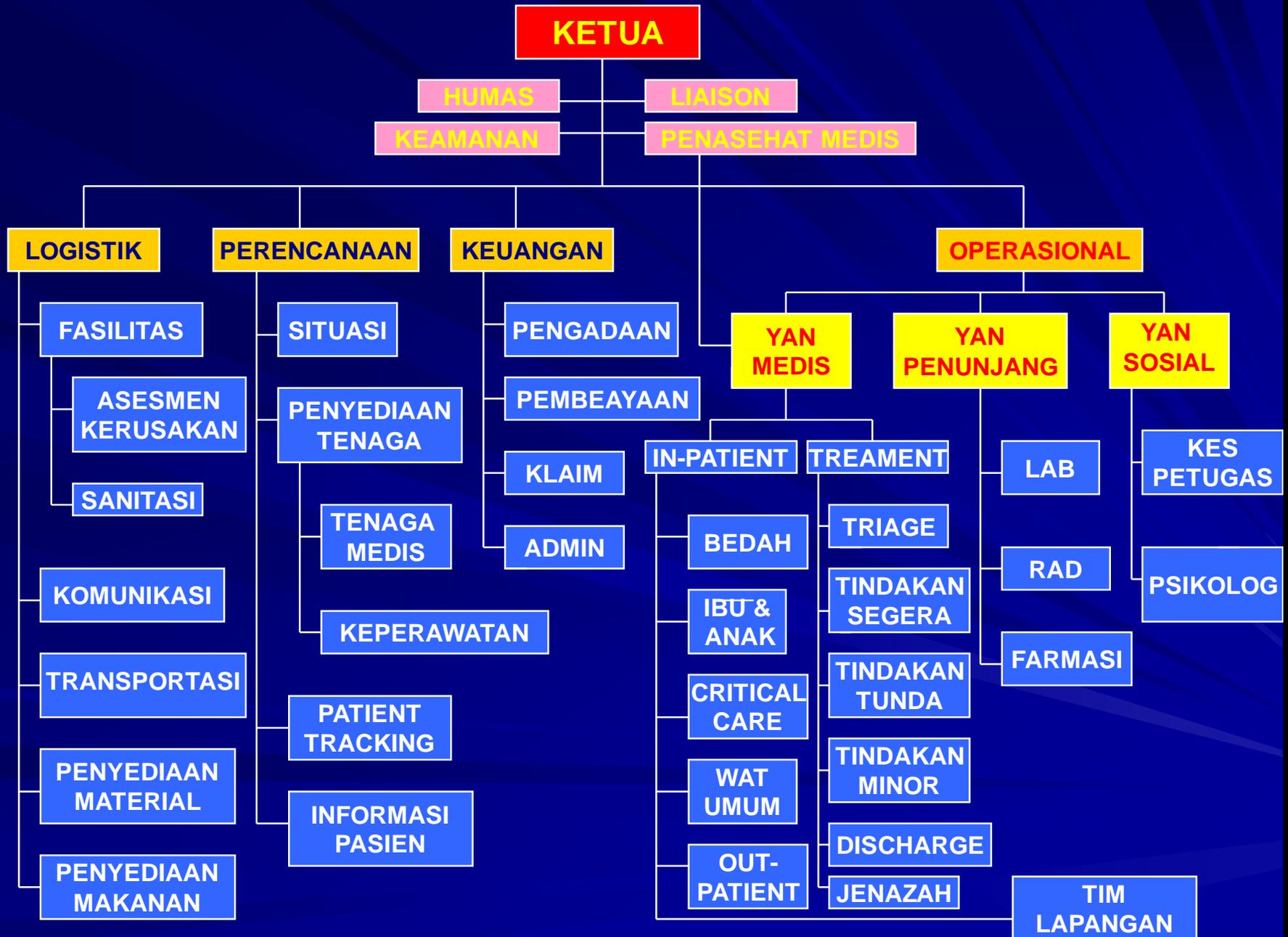
Keseluruhan aktivitas dikoordinasikan oleh Komandan Bencana (INCIDENT COMMANDER)

SISTEM PENGENDALIAN DI RUMAH SAKIT



Bagan Organisasi

- **The organizational chart shows the variety of positions which may be needed to address an emergency situation.**
- **think of it as a tool box. All the equipment necessary to perform a job can be found in this "box", however, some tools are used immediately and more often than others**



metode "Crosswalk"

Penyusunan bagan organisasi dengan metode "Crosswalk"

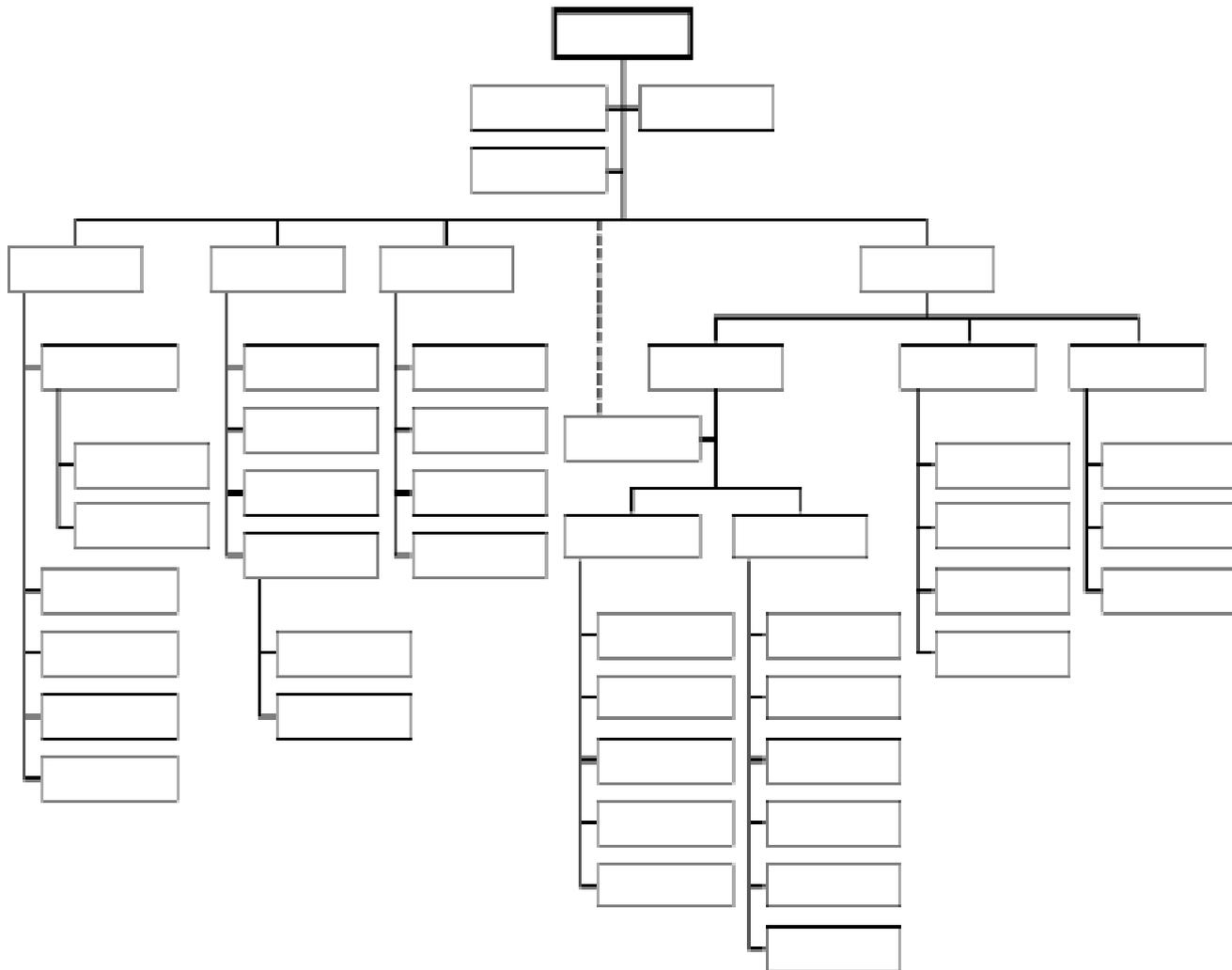
- The crosswalk chart is a listing of possible positions which might have day-to-day responsibilities similar to those found in the Job Action Sheets.

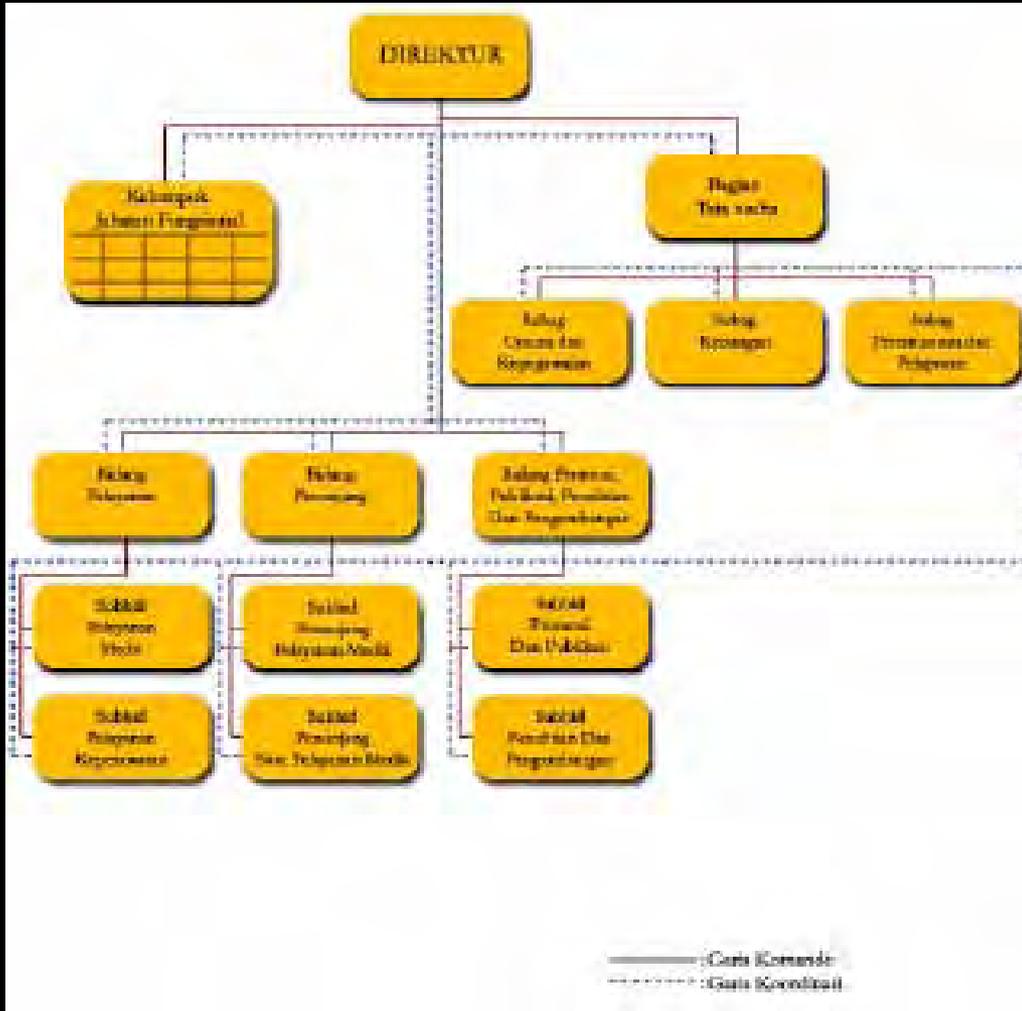
"Worksheet"

- The blank organizational chart entitled "Worksheet" is provided to assist the hospital in identifying positions within their own facility which may provide leadership in a key position.

HOSPITAL EMERGENCY INCIDENT COMMAND SYSTEM

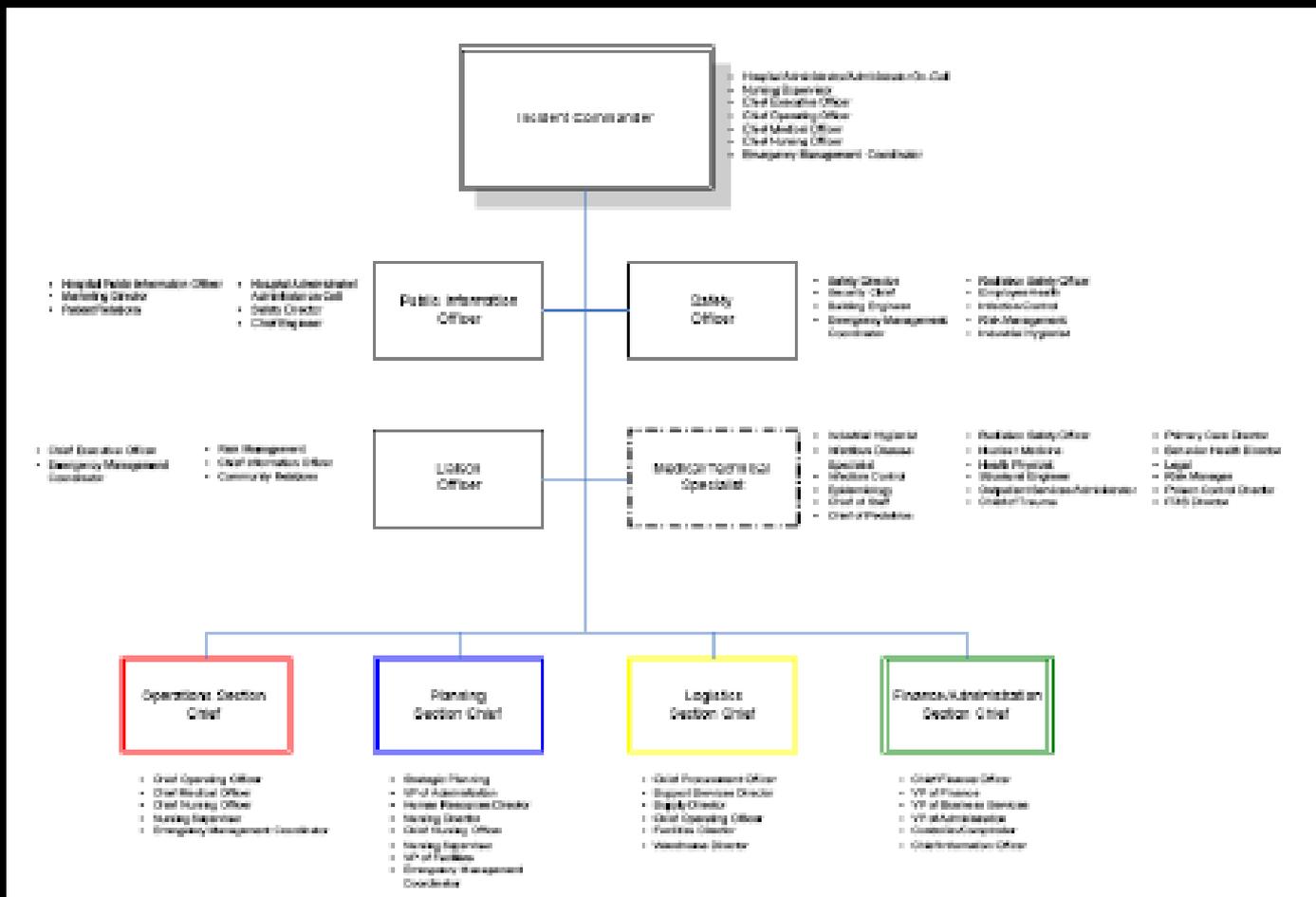
Organizational Chart Worksheet



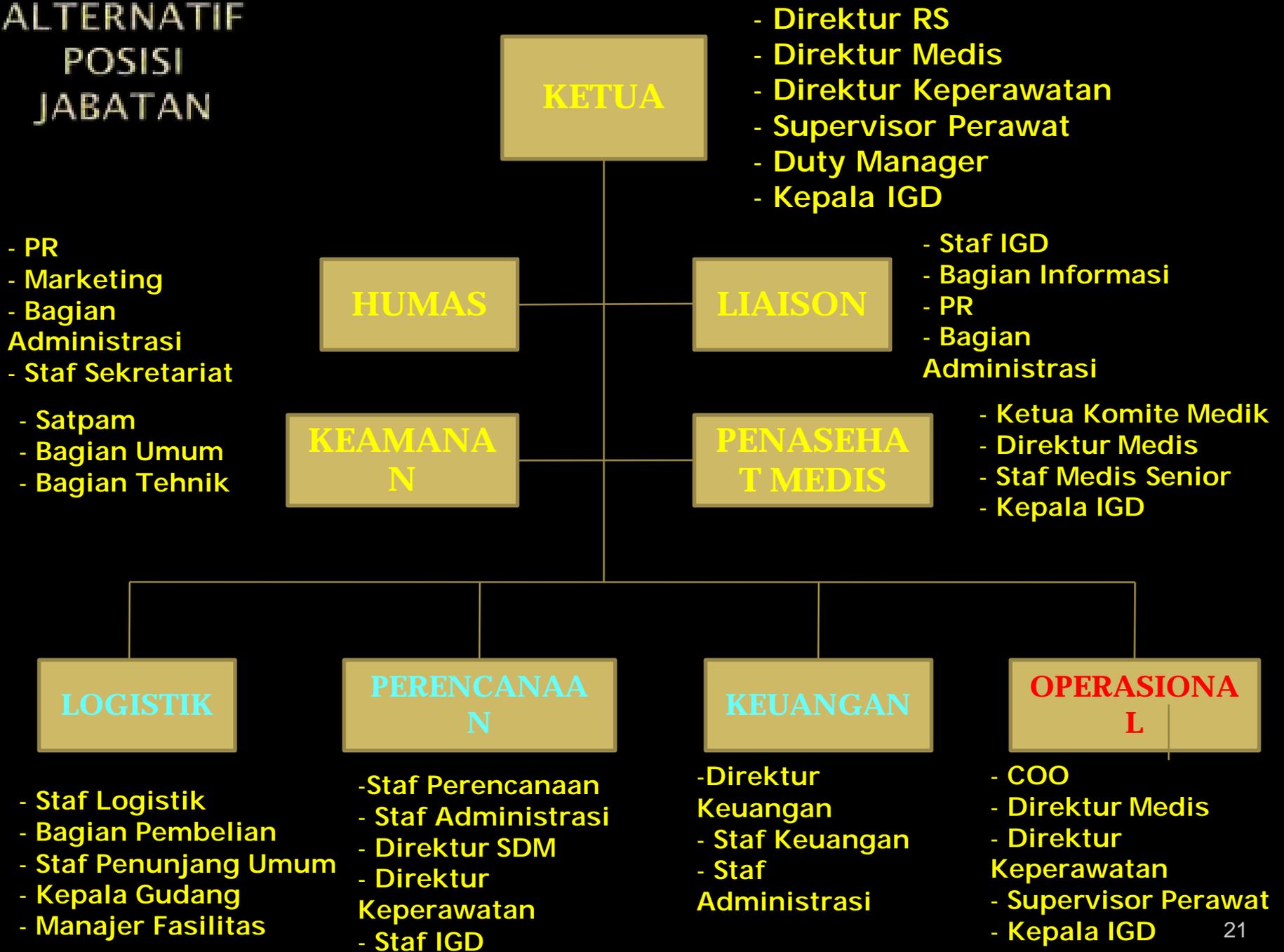


KETUA					
HUMAS		LIAISON			
KEAMANAN		PENASEHAT MEDIS			
LOGISTIK	PERENCANAAN	KEUANGAN	OPERASIONAL		
FASILITAS	SITUASI	PENGADAAN	YAN MEDIS	YAN PENUNJANG	YAN SOSIAL
ASESMEN KERUSAKAN	PENYEDIAAN TENAGA	PEMBEAYAAN			
SANITASI	TENAGA MEDIS	KLAIM	IN-PATIENT TREATMENT	LAB	KES PETUGAS
KOMUNIKASI	KEPERAWATAN	ADMIN	BEDAH	TRIAGE	PSIKOLOG
TRANSPORTASI	PATIENT TRACKING		IBU & ANAK	TINDAKAN SEGERA	FARMASI
PENYEDIAAN MATERIAL	INFORMASI PASIEN		CRITICAL CARE	TINDAKAN TUNDA	
PENYEDIAAN MAKANAN			WAT UMUM	TINDAKAN MINOR	
			OUT-PATIENT	DISCHARGE	
				JENAZAH	TIM LAPANGAN

Potential Candidates for HICS Command Positions



ALTERNATIF POSISI JABATAN

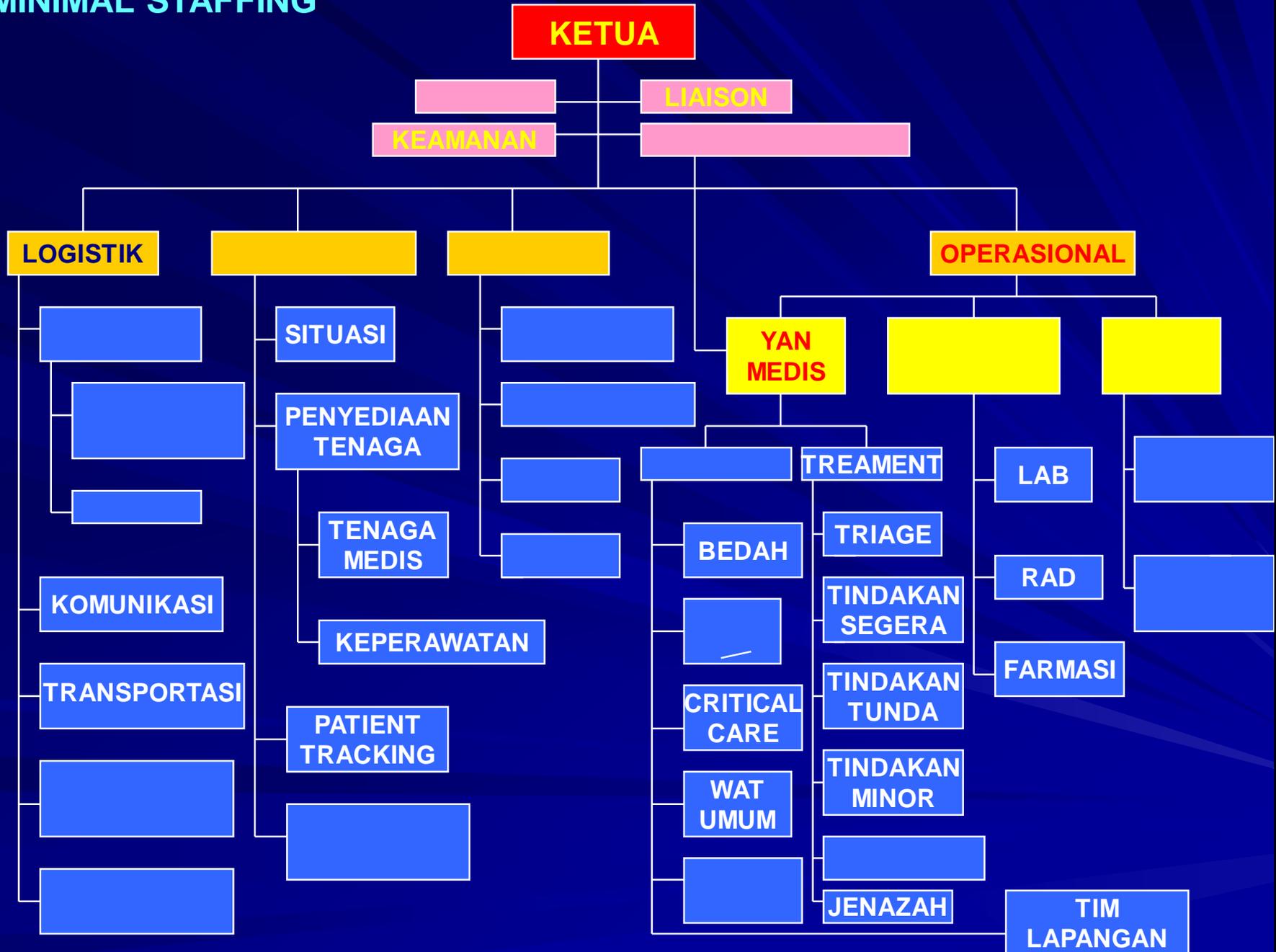


MINIMAL STAFFING

- **A bus crash in the early A.M. hours will find hospital management and staff at a minimum.**
- **a minimum activation of positions necessary to care for the arriving injured.**
- **The 5 positions with double-boxed borders are those which should be immediately activated upon notice of the crash.**
- **The other positions can be added as more personnel arrive.**
- **It should be remembered that a person might be required to perform more than one job.**

For example: the Night Supervisor initially becomes the Incident Commander and Labor Pool Unit Leader

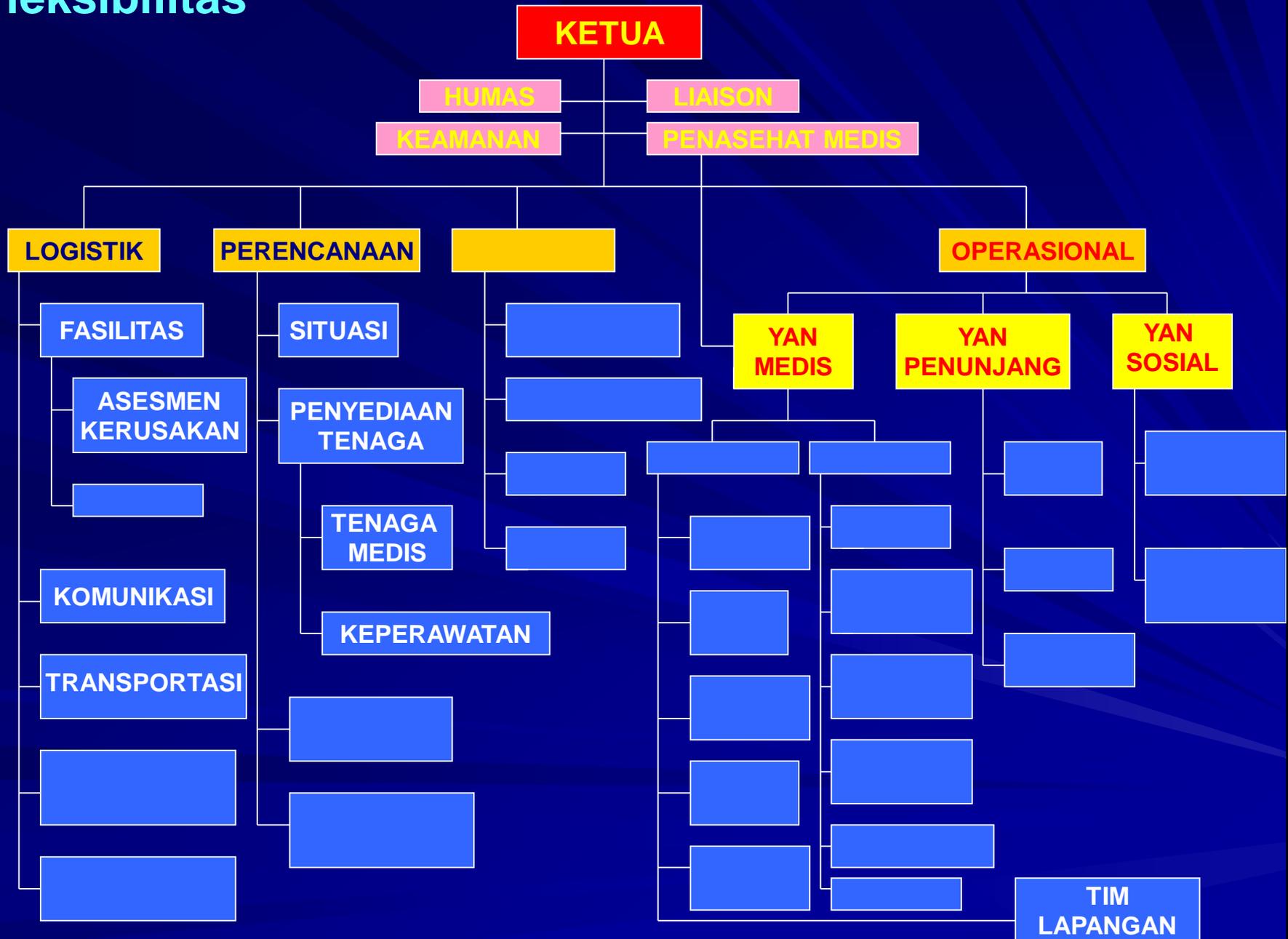
MINIMAL STAFFING



Fleksibilitas

- The activation of positions for a mass casualty accident will be different than those activated for a hazardous material spill or an impending labor strike.
- accommodate the unique needs of each emergency.
- The chart illustrates those positions which may be opened to address issues associated with a **storm alert**.
- This pre-disaster activation allows alerted staff to be in a “stand-by” mode in **the event future positions need to be filled**

Fleksibilitas



URAIAN TUGAS



HOSPITALS SERVE AS A MAJOR RESOURCE

FAKTOR UTAMA YANG MEMPENGARUHI
KEMAMPUAN RS MENANGANI KEADAAN
BENCANA :

- | KESIAPAN KAPASITAS LEBIH
- | PERSEDIAAN OBAT-OBATAN & ALKES
- | ORGANISASI YANG MEMADAI
- | INFRA STRUKTUR YANG TANGGUH
- | STAF YANG TERLATIH
- | RENCANA PENANGGULANGAN / Disaster plan

KOMANDO BENCANA / EMERGENCY INCIDENT COMMANDER

COMMAND AND MANAGEMENT :

- **Organize and direct Emergency Operations Center (EOC).**
- **Give overall direction for hospital operations and if needed, authorize evacuation.**
- **Initiate the response and recovery activities**
- **Notify staff and external authorities**
- **Identify and assign staff**
- **To manage the hospital's resources**
- **To be the “face of the hospital” to the outside world**

TUGAS PUSAT KOMANDO :

- Communication**
 - Information processing**
 - Identification of capacity**
 - Resource management**
- Management of media inquiries**
 - Patient allocation**
 - Record keeping**

PUBLIC INFORMATION OFFICER (P.I.O.)

- Provide information to the news media.

LIAISON OFFICER

- Function as incident contact person for representatives from other agencies.

SAFETY AND SECURITY OFFICER

- Monitor and have authority over the safety of rescue operations and hazardous conditions.
- Organize and enforce scene/facility protection and traffic security.

MEDICAL STAFF DIRECTOR

- Organize, prioritize and assign physicians to areas where medical care is being delivered.
- Advise the Incident Commander on issues related to the Medical Staff.

KEUANGAN / FINANCE SECTION CHIEF

ADMINISTRASI KEUANGAN DARI KEGIATAN
PENANGANAN BENCANA.

PENGADAAN/PEMBELIAN

KOMPENSASI

KLAIM

PEMBEAYAAN

- Monitor the **utilization** of financial assets.
- Oversee the **acquisition of supplies** and services necessary to carry out the hospital's medical mission.
- Supervise the **documentation** of expenditures relevant to the emergency

LOGISTIK / LOGISTICS SECTION CHIEF

- Responsible for the **procurement** and provision of personnel, equipment (medical equipment, PPE) and support services needed to sustain the hospital's response, including food, drink, linen, and supplies which are critical .
- Back up **internal and external communications**
- **Transportation** of patients, staff and necessities
- Facilities for **isolation and decontamination**
- **Organize and direct those operations associated with **maintenance of the physical environment**, and adequate levels of food, shelter and supplies to support the medical objectives.**

PLANNING SECTION CHIEF

- **Organize and direct all aspects of Planning Section operations.**
- **Ensure the distribution of critical information/data.**
- **Compile scenario/resource projections from all section chiefs and effect long range planning.**
- **Document and distribute facility Action Plan.**

OPERASIONAL / **OPERATIONS SECTION CHIEF**

- **Organize and direct** aspects relating to the Operations Section.
- Carry out **directives** of the Emergency Incident Commander.
- **Coordinate and supervise** the Medical Services Subsection, Ancillary Services Subsection and Human Services Subsection of the Operations Section.

- **PATIENT TREATMENT**
- **EVACUATION**
- **ALTERNATIVE CARE SITES**
- **SECURITY**
- **REESTABLISHING USUAL OPERATIONS AFTER THE EMERGENCY**

KARTU TUGAS (JOB ACTION SHEETS/JAS)



UNSUR-UNSUR PENGENDALIAN

- **GARIS KEWENANGAN** DALAM ORGANISASI
- **PERAN DAN TANGGUNG JAWAB** PERSONEL
- **"KARTU TUGAS"** YANG MEMUAT JABARAN TUGAS DAN TANGGUNG JAWAB
- **IDENTIFIKASI PERSONEL INTI, DG. BAN LENGAN**

KARTU TUGAS (JOB ACTION SHEETS/JAS)

Component that tells responding personnel :

**"what they are going to do;
when they are going to do it; and,
who they will report it to after they have done it."**

JOB ACTION SHEETS

One for each position

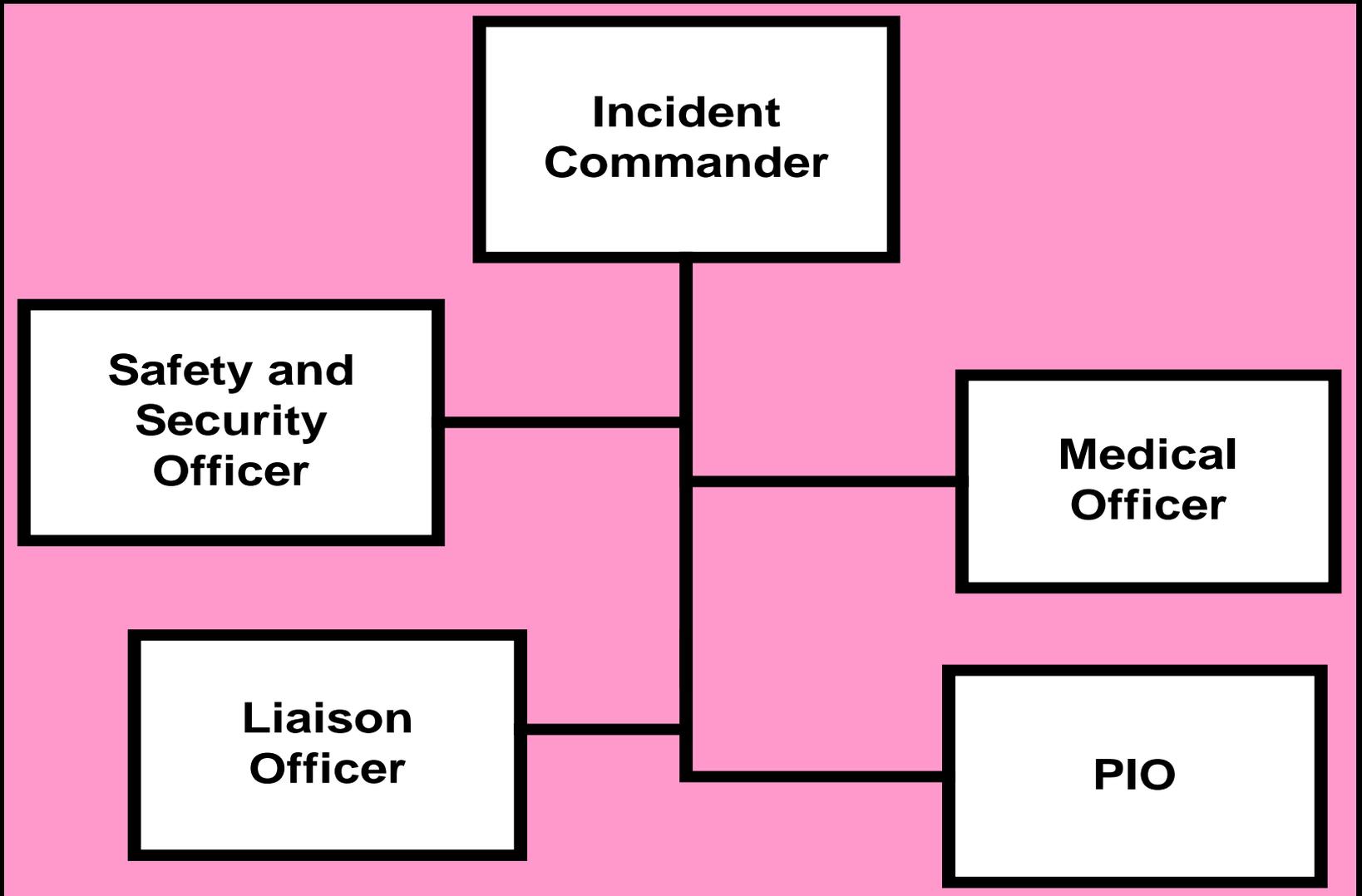
Focused objectives

Concise mission statement

Prioritized activities

Can be customized to some extent (except for title and mission statement)

Command



EMERGENCY INCIDENT COMMANDER

Mission: Organize and direct Emergency Operations Center (EOC). Give overall direction for hospital operations and if needed, authorize evacuation.

Immediate

- _____ Initiate the Hospital Emergency Incident Command System by assuming role of Emergency Incident Commander.
- _____ Read this entire Job Action Sheet / Checklist.
- _____ Implement the facility's disaster plan emergency lockdown policy and personnel identification policy.
- _____ Put on position identification vest.
- _____ Appoint all Section Chiefs and the Medical Staff Director positions; distribute the four section packets which contain:
 - Job Action Sheet / Checklists for each position
 - Identification vest for each position
 - Forms pertinent to Section & positions
- _____ Appoint Public Information Officer, Liaison Officer, and Safety and Security Officer; distribute Job Action Sheet / Checklists. (May be pre-established.)
- _____ Announce a status/action plan meeting of all Section Chiefs and Medical Staff Director to be held within 5 to 10 minutes.
- _____ Assign someone as Documentation Recorder/Aide.
- _____ Receive status report and discuss an initial action plan with Section Chiefs and Medical Staff Director. Determine appropriate level of service during immediate aftermath.
- _____ Receive initial facility damage survey report from Logistics Chief, if applicable, evaluate the need for evacuation.
- _____ Obtain patient census and status from Planning Section Chief. Emphasize proactive actions within the Planning Section. Call for a hospital-wide projection report for 4, 8, 24 & 48 hours from time of incident onset. Adjust projections as necessary.
- _____ Authorize a patient prioritization assessment for the purposes of designating appropriate early discharge, if additional beds needed.
- _____ Assure that contact and resource information has been established with outside agencies through the Liaison Officer.

Intermediate

- _____ Authorize resources as needed or requested by Section Chiefs.
- _____ Designate routine briefings with Section Chiefs to receive status reports and update the action plan regarding the continuance and termination of the action plan.
- _____ Communicate status to chairperson of the Hospital Board of Directors or the designee.
- _____ Consult with Section Chiefs on needs for staff, physician, and volunteer responder food and shelter. Consider needs for dependents. Authorize plan of action.

PUBLIC INFORMATION OFFICER (P.I.O.)

Position Assigned To:

You Report To: _____ (Emergency Incident Commander)

Command Center: _____ Telephone: _____

Mission: Provide information to the news media.

Immediate

- _____ Receive appointment from Emergency Incident Commander.
- _____ Read this entire Job Action Sheet / Checklist and review organizational chart on back.
- _____ Put on position identification vest.
- _____ Identify restrictions in contents of news release information from Emergency Incident Commander.
- _____ Establish a Public Information area away from E.O.C. and patient care activity.

Intermediate

- _____ Ensure that all news releases have the approval of the Emergency Incident Commander.
- _____ Issue an initial incident information report to the news media with the cooperation of the Situation-Status Unit Leader. Relay any pertinent data back to Situation-Status Unit Leader.
- _____ Inform on-site media of the physical areas which they have access to, and those which are restricted. Coordinate with Safety and Security Officer.
- _____ Contact other at-scene agencies to coordinate released information, with respective P.I.O.s. Inform Liaison Officer of action.

Extended

- _____ Obtain progress reports from Section Chiefs as appropriate.
- _____ Notify media about casualty status.
- _____ Direct calls from those who wish to volunteer to Labor Pool. Contact Labor Pool to determine requests to be made to the public via the media.
- _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- _____ Other concerns:

LIAISON OFFICER

Positioned Assigned To:

You Report To: _____ (Emergency Incident Commander)

Command Center: _____ Telephone: _____

Mission: Function as incident contact person for representatives from other agencies.

Immediate

- _____ Receive appointment from Emergency Incident Commander.
- _____ Read this entire Job Action Sheet / Checklist and review organizational chart on back.
- _____ Put on position identification vest.
- _____ Obtain briefing from Emergency Incident Commander.
- _____ Establish contact with Communications Unit Leader in E.O.C. Obtain one or more aides as necessary from Labor Pool.
- _____ Review county and municipal emergency organizational charts to determine appropriate contacts and message routing. Coordinate with Public Information Officer.
- _____ Obtain information to provide the interhospital emergency communication network, municipal E.O.C. and/or county E.O.C as appropriate, upon request. The following information should be gathered for relay:
 - The number of "Immediate" and "Delayed" patients that can be received and treated immediately (Patient Care Capacity).
 - Any current or anticipated shortage of personnel, supplies, etc.
 - Current condition of hospital structure and utilities (hospital's overall status).
 - Number of patients to be transferred by wheelchair or stretcher to another hospital.
 - Any resources which are requested by other facilities (i.e., staff, equipment, supplies).
- _____ Establish communication with the assistance of the Communication Unit Leader with the interhospital emergency communication network, municipal E.O.C. or with county E.O.C./County Health Officer. Relay current hospital status.
- _____ Establish contact with liaison counterparts of each assisting and cooperating agency (i.e., municipal E.O.C.). Keeping governmental Liaison Officers updated on changes and development of hospital's response to incident.

Intermediate

- _____ Request assistance and information as needed through the interhospital emergency communication network or municipal/county E.O.C.
- _____ Respond to requests and complaints from incident personnel regarding inter-organization problems.
- _____ Prepare to assist Labor Pool Unit Leader with problems encountered in the volunteer credentialing process.

SAFETY AND SECURITY OFFICER

Positioned Assigned To: _____

You Report To: _____ (Emergency Incident Commander)

Command Center: _____ Telephone: _____

Mission: Monitor and have authority over the safety of rescue operations and hazardous conditions. Organize and enforce scene/facility protection and traffic security.

Immediate

- _____ Receive appointment from Emergency Incident Commander.
- _____ Read this entire Job Action Sheet / Checklist and review organizational chart on back.
- _____ Put on position identification vest.
- _____ Obtain a briefing from Emergency Incident Commander.
- _____ Implement the facility's disaster plan emergency lockdown policy and personnel identification policy.
- _____ Establish Security Command Post.
- _____ Remove unauthorized persons from restricted areas.
- _____ Establish ambulance entry and exit routes in cooperation with Transportation Unit Leader.
- _____ Secure the E.O.C., triage, patient care, morgue and other sensitive or strategic areas from unauthorized access.

Intermediate

- _____ Communicate with Damage Assessment and Control Officer to secure and post non-entry signs around unsafe areas. Keep Safety and Security staff alert to identify and report all hazards and unsafe conditions to the Damage Assessment and Control Officer.
- _____ Secure areas evacuated to and from, to limit unauthorized personnel access.
- _____ Initiate contact with fire, police agencies through the Liaison Officer, when necessary.
- _____ Advise the Emergency Incident Commander and Section Chiefs immediately of any unsafe, hazardous or security related conditions.
- _____ Assist Labor Pool and Medical Staff Unit Leaders with credentialing/screening process of volunteers. Prepare to manage large numbers of potential volunteers.
- _____ Confer with Public Information Officer to establish areas for media personnel.
- _____ Establish routine briefings with Emergency Incident Commander.
- _____ Provide vehicular and pedestrian traffic control.
- _____ Secure food, water, medical, and blood resources.
- _____ Inform Safety & Security staff to document all actions and observations.
- _____ Establish routine briefings with Safety & Security staff.
- _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- _____ Other concerns: _____

MEDICAL STAFF / CARE DIRECTOR

Positioned Assigned To:

You Report To: _____ (Operations Section Chief)

Operations Command Center: _____ Telephone: _____

Mission: Organize and direct the overall delivery of medical care in all areas of the hospital. Organize, prioritize and assign physicians to areas where medical care is being delivered. Advise the Incident Commander on issues related to the Medical Staff.

Immediate

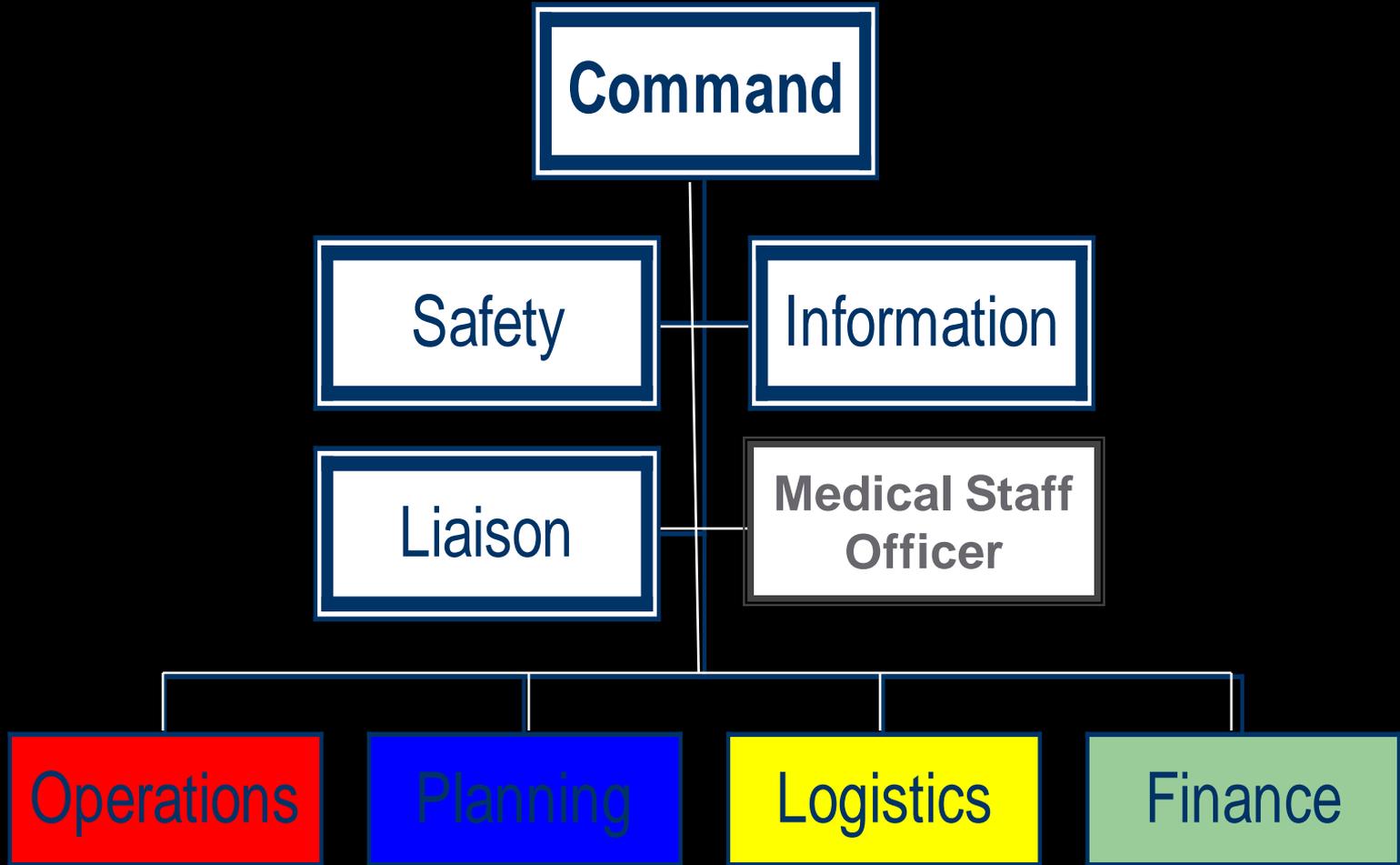
- _____ Receive appointment from the Operations Section Chief.
- _____ Read this entire Job Action Sheet / Checklist and review organizational chart on back.
- _____ Put on position identification vest.
- _____ Meet with Operations Section Chief and other Operations Section directors for briefing and development of an initial action plan. Establish time for follow-up meetings.
- _____ Meet with the Sit-Stat / Labor Pool Leader to facilitate recruitment and staffing of Medical Staff. Assist in Medical Staff credentialing issues.
- _____ Establish 2-way communication (radio or runner) with In-Patient Areas Supervisor and Treatment Areas Supervisor.
- _____ Document all physician assignments; facilitate rotation of physician staff with the assistance of the Medical Staff Unit Leader; where necessary, assist with physician orientation to in-patient and treatment areas.
- _____ Meet with Operations Chief, Treatment Area Supervisor to plan and project patient care needs.
- _____ Provide medical staff support for patient priority assessment to designate patients for early discharge.

Intermediate

- _____ Meet with Incident Commander for appraisal of the situation regarding medical staff and projected needs. Establish meeting schedule with IC if necessary.

Extended

- _____ Maintain the delivery and quality of medical care in all patient care areas.
- _____ Ensure maintenance of Medical Staff time sheet; obtain clerical support from Labor Pool if necessary.
- _____ Meet as often as necessary with the Operations Section Chief to keep appraised of current conditions.
- _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- _____ Other concerns: _____



OPERATIONS SECTION CHIEF

Positioned Assigned To:

You Report To: _____ (Emergency Incident Commander)

Operations Command Center: _____ Telephone: _____

Mission: Organize and direct aspects relating to the Operations Section. Carry out directives of the Emergency Incident Commander. Coordinate and supervise the Medical Services Subsection, Ancillary Services Subsection and Human Services Subsection of the Operations Section.

- Immediate
- _____ Receive appointment from Emergency Incident Commander. Obtain packet containing Section's Job Action Sheet / Checklists.
 - _____ Read this entire Job Action Sheet / Checklist and review organizational chart on back.
 - _____ Put on position identification vest.
 - _____ Obtain briefing from Emergency Incident Commander.
 - _____ Appoint Medical Staff Director, Medical Care Director, Ancillary Services Director and Human Services Director and transfer the corresponding Job Action Sheet / Checklists. (May be pre-established.)
 - _____ Brief all Operations Section directors on current situation and develop the section's initial action plan. Designate time for next briefing.
 - _____ Establish Operations Section Center in proximity to E.O.C.
 - _____ Meet with the Medical Staff Director, Medical Care Director and Nursing Unit Leader to plan and project patient care needs.
- Intermediate
- _____ Designate times for briefings and updates with all Operations Section directors to develop/update section's action plan.
 - _____ Ensure that the Medical Services Subsection, Ancillary Services Subsection and Human Services Subsection are adequately staffed and supplied.
 - _____ Brief the Emergency Incident Commander routinely on the status of the Operations Section.
- Extended
- _____ Assure that all communications are copied to the Communications Unit Leader; document all actions and decisions.
 - _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
 - _____ Other concerns:



Operations Section

OPERATIONS CHIEF

MEDICAL STAFF DIRECTOR

MEDICAL CARE DIRECTOR

ANCILLARY SERVICES DIRECTOR

HUMAN SERVICES DIRECTOR

IN-PATIENT AREAS SUPERVISOR

TREATMENT AREAS SUPERVISOR

LABORATORY UNIT LEADER

STAFF SUPPORT UNIT LEADER

SURGICAL SERVICES UNIT LEADER

MATERNAL - CHILD UNIT LEADER

CRITICAL CARE UNIT LEADER

GENERAL NURSING CARE UNIT LEADER

OUT PATIENT SERVICES UNIT LEADER

TRIAGE UNIT LEADER

IMMEDIATE TREATMENT UNIT LEADER

DELAYED TREATMENT UNIT LEADER

MINOR TREATMENT UNIT LEADER

DISCHARGE UNIT LEADER

MORGUE UNIT LEADER

RADIOLOGY UNIT LEADER

PHARMACY UNIT LEADER

CARDIOPULMONARY UNIT LEADER

PSYCHOLOGICAL SUPPORT UNIT LEADER

DEPENDENT CARE UNIT LEADER

LOGISTICS SECTION CHIEF

Positioned Assigned To:

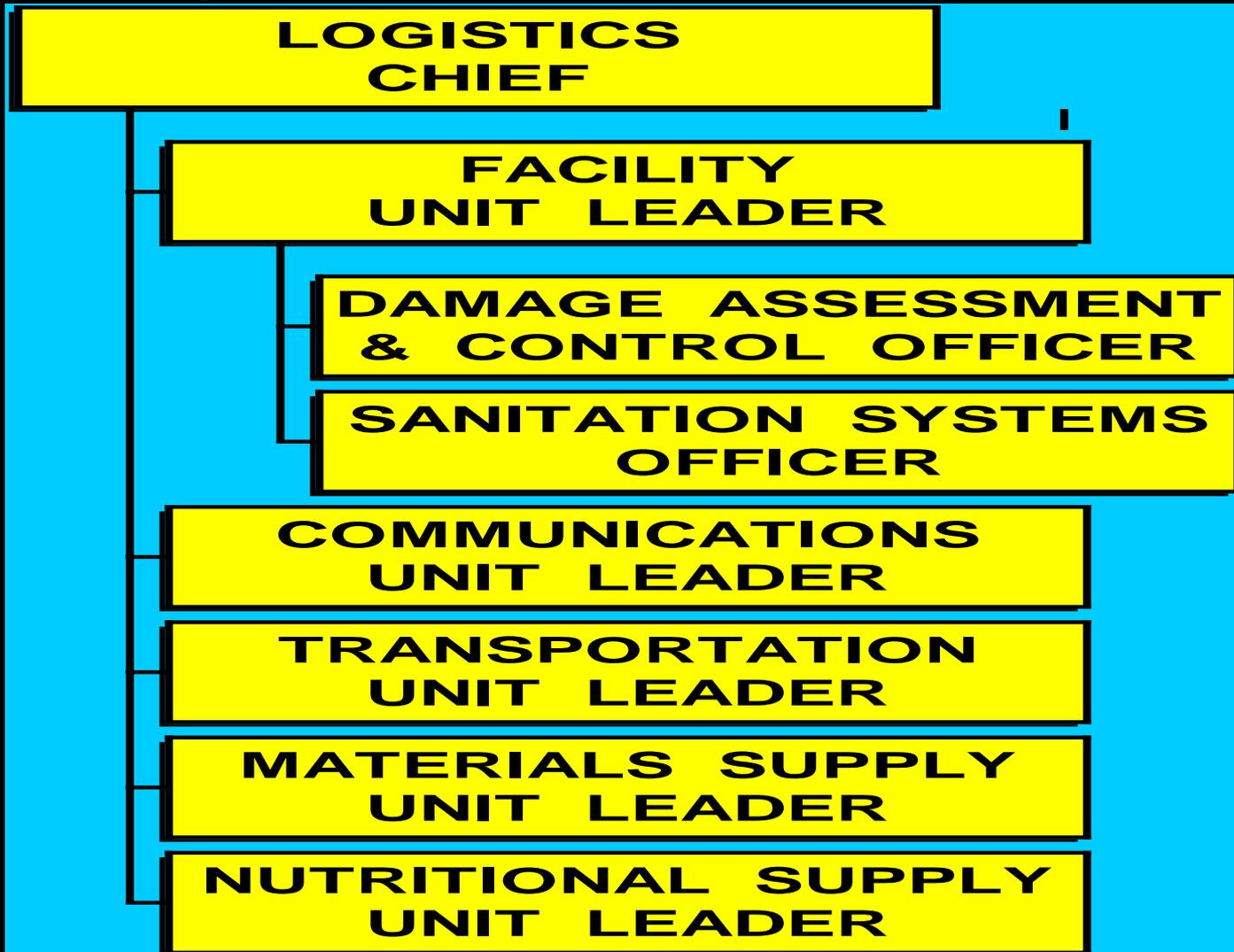
You Report To: _____ (Emergency Incident Commander)

Logistics Command Center: _____ Telephone: _____

Mission: Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter and supplies to support the medical objectives.

- Immediate**
- _____ Receive appointment from the Emergency Incident Commander. Obtain packet containing Section's Job Action Sheet / Checklists, identification vests and forms.
 - _____ Read this entire Job Action Sheet / Checklist and review organizational chart on back.
 - _____ Put on position identification vest.
 - _____ Obtain briefing from Emergency Incident Commander.
 - _____ Appoint Logistics Section Unit Leaders: Facilities Unit Leader, Communications Unit Leader, Transportation Unit Leader, Material's Supply Unit Leader, Nutritional Supply Unit Leader; distribute Job Action Sheet / Checklists and vests. (May be pre-established.)
 - _____ Brief unit leaders on current situation; outline action plan and designate time for next briefing.
 - _____ Establish Logistics Section Center in proximity to E.O.C..
 - _____ Attend damage assessment meeting with Emergency Incident Commander, Facility Unit Leader and Damage Assessment and Control Officer.
- Intermediate**
- _____ Obtain information and updates regularly from unit leaders and officers; maintain current status of all areas; pass status info to Situation-Status Unit Leader.
 - _____ Communicate frequently with Emergency Incident Commander.
 - _____ Obtain needed supplies with assistance of the Finance Section Chief, Communications Unit Leader and Liaison Unit Leader.
- Extended**
- _____ Assure that all communications are copied to the Communications Unit Leader.
 - _____ Document actions and decisions on a continual basis.
 - _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
 - _____ Other concerns:

Logistics Section



FINANCE/ADMINISTRATION SECTION CHIEF

Mission: Monitor the utilization of financial assets and the accounting for financial expenditures. Supervise the documentation of expenditures and cost reimbursement activities.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Incident Commander		Signature: _____		
Hospital Command Center (HCC) Location: _____			Telephone: _____	
Fax: _____		Other Contact Info: _____		Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Finance/Administration Section Job Action Sheets.		
Notify your usual supervisor of your HICS assignment.		
Read the entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.		
Determine need for and appropriately appoint Finance/Administration Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).		
Brief Finance/Administration Section Unit Leaders on current situation, incident objectives, and strategy; outline Section action plan; and designate time for next briefing.		
Participate in Incident Action Plan preparation, briefings, and meetings as needed and: <ul style="list-style-type: none"> • Provide cost implications of incident objectives • Ensure that the Incident Action Plan is within financial limits established by the Incident Commander • Determine if any special contractual arrangements/agreements are needed. 		
Obtain information and updates regularly from Finance/Administration Section Unit Leaders; maintain knowledge of current status of all Units; inform Situation Unit Leader of status information.		
Distribute the Section Personnel Time Sheet (HICS Form 202) to Finance/Administration Section staff and ensure time is recorded appropriately. Submit the Section Personnel Time Sheet to the Finance/Administration Section's Time Unit Leader at the completion of a shift or at the end of each operational period.		
Ensure Finance/Administration Section personnel comply with safety policies and procedures.		
Document all key activities, actions, and decisions on an Operational Log (HICS Form 214) on a continuous basis.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Communicate frequently with the Incident Commander, brief routinely on the status of the Finance/Administration Section.		
Initiate the Resource Accounting Record (HICS Form 207) to track equipment used during		

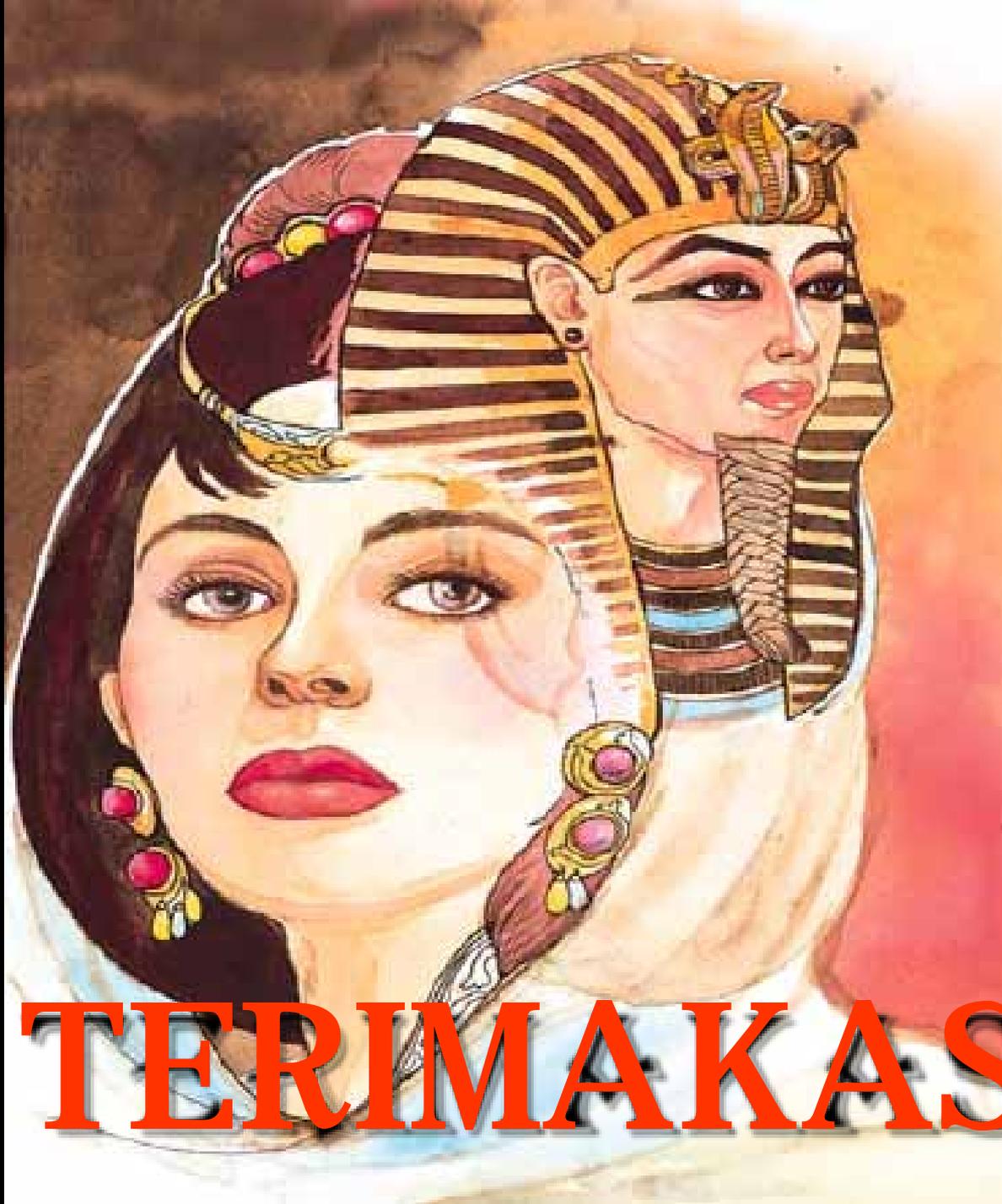
Intermediate (Operational Period 2-12 Hours)	Time	Initial
the response.		
Designate Roles for briefings and updates with Finance/Administration Section Unit Leaders to develop or update the Section action plan.		
Approve a "cost-to-date" incident financial status report submitted by the Cost Unit Leader every eight hours summarizing financial data relative to personnel, supplies and other expenditures and expenses.		
Work with the Incident Commander and other Section Chiefs to identify short- and long-term issues with financial implications; establish needed policies and procedures.		
Ensure that the Finance/Administration Section is adequately staffed and supplied.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Finance/Administration Section staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Conduct regular situation update briefings with Finance/Administration Section.		
Continue to maintain the Resource Accounting Record (HICS Form 257) to track equipment used during the response.		
Schedule planning meetings with Finance/Administration Section staff to update the Section action plan and demobilization procedures.		
Ensure that required financial and administrative documentation is properly prepared. Collate and process invoices received.		
Present financial updates to the Incident Commander and Command Staff every 8 hours and as requested.		
Ensure that routine, non-incident related administrative oversight of hospital financial operations is maintained.		
Continue to document actions and decisions on an Operational Log (HICS Form 214).		
Coordinate emergency procurement requests with Supply Unit Leader.		
Maintain cash reserves on hand.		
Ensure automated teller machines (ATMs) located in the hospital (whether hospital- or other-owned) are maintained and available to staff.		
Consult with local, state, and federal officials regarding reimbursement regulations and requirements; ensure required documentation is prepared according to guidance received.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit. Provide for staff rest periods and relief.		
Upon shift change, brief your replacements on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs in the Finance/Administration Section decrease, return staff to their usual jobs.		

All Officers Identified





TERIMAKASIH

Lembar penugasan

1. SUSUN BAGAN ORGANISASI TIM PENANGGULANGAN BENCANA UNTUK RUMAH SAKIT SAUDARA SESUAI DENGAN STRUKTUR ORGANISASI RS YANG SUDAH ADA. GUNAKAN METODE “CROSSWALK”

2. APABILA DILUAR JAM KERJA ADA BERITA TERJADI KECELAKAAN PESAWAT DENGAN PENUMPANG 300 ORANG, BAGIAN MANA SAJA DARI TIM BENCANA RS YANG ANDA AKTIFKAN ?

3. BAGIAN RS YANG MANA YANG HARUS ANDA SIAGAKAN UNTUK KESIAPAN MENGHADAPAI BENCANA :

- a. BANJIR**
- b. WABAH MUNTABER**
- c. KERUSUHAN MASSAL**
- d. LETUSAN GUNUNG BERAPI**

