

Communications Team – Operations Center Technician – JOB ACTION SHEET

Supervisor: Hospital/Clinic Staff

Mission: To provide administrative staffing in the operations center of the clinic or hospital

Qualifications: MRC Volunteer

Before ...

- Receive briefing from MRC Coordinator
- Read the current operational objectives and Incident Action Plan
- Receive briefing and Just In Time training from Hospital or Clinic staff

During ...

- Sign in on sign in sheet
- Work assigned that is within the volunteer's scope of practice.
- Sign in on web-based site to communicate with ESF 8 partners
 - Post messages in chat-room
 - Provide documents for partners
 - Conduct surveys of partners for situational awareness
 - Call or communicate with partners to share information
- Document all information received and sent
- Complete other administrative duties.

Deactivation

- Brief next shift
- Check out with supervisor
- Sign out on mission sheet
- Check in with MRC office