

# Logistics Team for Medical Surge – JOB ACTION SHEET

Supervisor: Hospital/Clinic Staff

Mission: To provide surge support for non-medical staffing

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.
  - Messenger/Supply Runner
  - Patrol Team Officer
  - Imaging Technician
  - Housekeeping Aide
  - Registration Aide

## Deactivation

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