

IV. FUNCTIONAL RESPONSIBILITIES

A. MANAGEMENT AND COORDINATION.....	1
B. COMMAND AND COMMAND STAFF	2
1. <i>MST Safety Officer</i>	3
2. <i>MST Medical Officer</i>	3
3. <i>MST Liaison Officer</i>	3
C. GENERAL STAFF	4
1. <i>MST Operations Section</i>	4
2. <i>MST Planning Section</i>	4
3. <i>MST Logistics Section</i>	6
4. <i>MST Administrative/Finance Section</i>	9
D. TEAM PLANNING PROCESS.....	10

IV. FUNCTIONAL RESPONSIBILITIES

Figure 4-1 Chain of Management and Command	2
Figure 4-2 Sample planning process and schedule for an operational period	11

IV. FUNCTIONAL RESPONSIBILITIES

A. MANAGEMENT AND COORDINATION

Management and coordination of the MST is the responsibility of the Command and General Staff. The Command Staff is made up of the Safety, Medical, and Liaison Officers reporting to the MST Leader/Deputy. Their primary responsibility is to provide assistance within their functional specialty in advising the MST Leader/Deputy and General Staff. The General Staff, also reporting to the MST Leader/Deputy, is comprised of four Section Chiefs in Operations, Planning, Logistics, and Administrative/Finance. They supervise their sections of Unit Leaders and Specialists.

Deputies may be assigned to work in Command, Command Staff, General Staff and positions down to the Branch Director level. Deputies are not trainees and must meet the same qualifications as required for the senior position. Deputies are assigned to reduce individual workloads, work in special assignments, or to accommodate 24-hour operations.

Two or more individuals may be assigned at the same time to fill a single position as long as the duties in question can be separated along logical lines such as in the duties of the Claims/Compensation or Procurement/Contract Unit Leaders.

Trainees may be used under the direction of a qualified person and are used to meet projected workloads but should be reassigned or released when their work is completed. Trainees are assigned to get hands-on training and may be used as long as they are not put in charge of an operation without close supervision.

The RHA may be asked to arrange health and medical response resources for the lead agency's responders at disaster headquarters. Paramedic and first aid service at the MST BoO is provided through the involved agencies and is an assigned part of the Action Plan for health and medical activities on the disaster.

The CFO is activated with the MST on incidents or disasters managed by another Federal agency or a State/local Incident Management Team. The RHA provides coordination between the lead agency or team and the CFO. The reporting chain varies between the agencies and jurisdictions involved, and the extent, type and kind of response. This information will be provided to the OEP by the agency or jurisdiction requesting assistance and will be provided to the health and medical leadership including the MST Leader/Deputy as part of the activation process.

IV. FUNCTIONAL RESPONSIBILITIES

A. MANAGEMENT AND COORDINATION

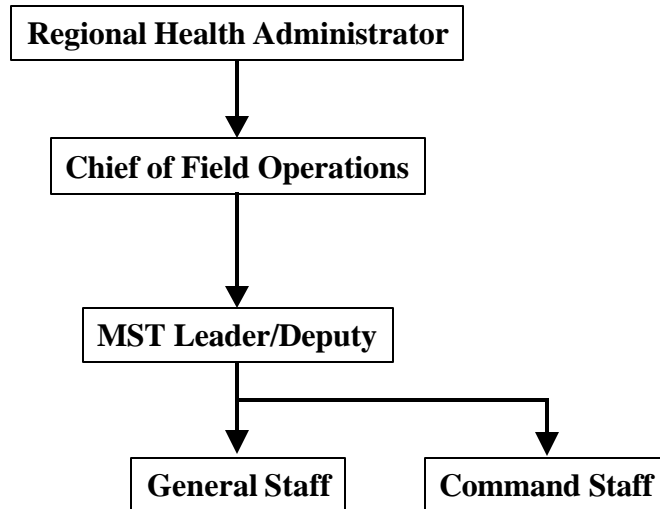


Figure 4-1 Chain of Management and Command

B. COMMAND AND COMMAND STAFF

The MST Leader/Deputy provide overall coordination and direction of the MST and specialty teams (i.e. DMAT, DMORT, and NMRT/WMD).

The Command Staff, consisting of the Safety, Medical, and Liaison Officers advises the MST Leader/Deputy and General Staff in areas of tactical planning, accomplishment of the Action Plan, coordination with assisting and cooperating agencies, identifying and correcting unsafe conditions and related medical issues. The Command Staff also participate in the development and approval of strategic goals and operational objectives to meet those overall disaster goals established by the lead agency.

IV. FUNCTIONAL RESPONSIBILITIES

B. COMMAND AND COMMAND STAFF

1. MST Safety Officer

The Safety Officer provides written safety information and direction that becomes part of the Action Plan and also provides on-site safety reviews to make sure that safety is given full consideration by all personnel.

2. MST Medical Officer

The Medical Officer is the senior medical person on the MST and must review and prepare as necessary all medical plans prior to submission to the MST Leader/Deputy for approval and implementation. The Medical Officer is also responsible for ensuring that quality health and medical response resources are provided to the MST and specialty team personnel. The Medical Officer is also responsible for coordinating health-related issues such as public health, data collection, mental health and biohazard protection within the MST.

3. MST Liaison Officer

The Liaison Officer coordinates with assisting and cooperating agencies working on health and medical issues in the disaster area. The Liaison Officer provides a single Point of Contact (POC) for agency representatives in the field. Agency Representatives are kept up-to-date on activities affecting their resources and play an important role in providing information for strategic, tactical and demobilization planning. The Liaison Officer conducts briefings and assists agency representatives visiting the disaster site through coordination with the Operations Section Chief.

IV. FUNCTIONAL RESPONSIBILITIES

C. GENERAL STAFF

The General Staff positions include the Section Chiefs in Operations, Planning, Logistics, and Administrative/Finance. These positions work for the MST Leader/Deputy and provide their functional expertise in the development, execution and support of the MST Action Plan.

1. MST Operations Section

The Operations Section Chief manages all MST ground activities to meet operational period objectives. The Operations Section's direction and support of the HHS specialty teams and other assigned personnel is provided by the Division Supervisors who work closely with Team Leaders to provide specific direction and assistance as needed. Branch Directors are added to the Operations Section organization to reduce the anticipated span of control between the Operations Section Chief and the Division Supervisors.

During the operational period the Operations Section Chief may deviate from the Action Plan to meet the changing needs of a disaster, with the concurrence of the MST Leader/Deputy. During the operational period, the Operations Section Branch Directors, Division Supervisors and Team Leaders are expected to provide their written recommendations for specific objectives for the next operational period. These recommendations are written and submitted using Functional Action Plan Form. These recommendations are discussed between the Operations Section Chief and the Planning Section Chief in preparation for the next operational period planning meeting.

2. MST Planning Section

Strategic, long term planning and next operational period planning is performed by the Planning Section Chief and Unit Leaders in Situation, Resource, Demobilization, and Documentation.

IV. FUNCTIONAL RESPONSIBILITIES

C. GENERAL STAFF

a. MST Situation Unit Leader

Up-to-date situation assessments and strategic and operational planning is performed by the Situation Unit Leader with assistance from the Operations Section and the Planning Section in the lead agency or local Incident Management Team Planning Section. The Situation Unit Leader arranges situation assessment documents so they are readily available to MST personnel, as needed for planning meetings and briefings.

b. MST Resource Unit Leader

The Resource Unit Leader maintains a visual display of the status of health and medical response resources for planning meetings, briefings and as a ready reference for sharing critical resources between various functions and activities. This requires close coordination with the POA/MOB Center Specialist, Operations Section, Medical Supply Unit Leader, Time Unit Leader and the Procurement/Contract Unit Leader.

c. MST Demobilization Unit Leader

The Demobilization Unit Leader coordinates the development of the Demobilization Plan for all HHS health and medical response resources. The Demobilization Unit Leader develops a draft based on the strategic planning process of the agency or department of primary responsibility. The Demobilization Unit Leader implements and monitors the plan and recommends changes to the Planning Section Chief for review as needed during planning meetings.

d. MST Documentation Unit Leader

All copy work, MST health and medical files and records, assembly of plans and reports are handled by the Documentation Unit Leader. Administrative Specialists, initially reporting to and working from the Administrative/Finance Section, may be used to assist in this work. Administrative Specialists may also be requested by the Section Chiefs to assist in their sections. Administrative Specialists may be reassigned at the end of their assignment or released as needed through the Administrative/Finance Section.

IV. FUNCTIONAL RESPONSIBILITIES

C. GENERAL STAFF

e. MST Technical Specialist

Technical specialists may be ordered through the OEP/EOC to meet specific health and medical needs. Specialties may range through all aspects of health and medical expertise, to fiscal, planning, briefing or supply. Technical Specialists may be requested through the Planning Section. These requested specialists, ordered through the Medical Supply Unit Leader to meet specific needs, are directed to report to the Planning Section and are given their assignment which may be in any section or unit in the MST or specialty teams. When these specialists complete their assignment they return to the Planning Section for reassignment or demobilization.

3. MST Logistics Section

The Logistics Section Chief manages an organization that orders, accounts for, maintains and delivers all ordered resources and supplies. This section also provides communications support, provides and maintains the facilities, arranges for and coordinates lodging, and meets arriving and departing resources. Through planning meetings and briefings the Logistics Section is able to anticipate these needs and provide needed services to meet disaster objectives.

a. MST Communications Unit Leader

The Communications Unit Leader is responsible for the preparation of the Communications Plan, which assigns operating frequencies and channels, provides backup systems in case of failures, and assures a secure system free of interference. Arranging for needed communications material, operators and maintenance is a major responsibility of the position.

IV. FUNCTIONAL RESPONSIBILITIES

C. GENERAL STAFF

b. MST Transportation Unit Leader

All ground transportation for personnel, materials, and equipment is provided by the Transportation Unit Leader. A motor pool may be established to provide vehicles with drivers for MST personnel traveling to the incident ground and other locations. The Transportation Unit Leader also develops a Transportation Plan, which covers designated safe travel routes. Transportation Plans are developed to anticipate future needs and changes in the disaster situation. Daily vehicle records are maintained and given to the Administrative/Finance Section for all vehicles under contract.

c. MST Medical Supply Unit Leader

All personnel, equipment and supplies are ordered, received, inventoried, and provided as ordered by the Medical Supply Unit Leader. The Medical Supply Unit Leader also arranges for security for medication requiring close accountability.

Requisitions for equipment and supplies are approved by each Section Chief, then either forwarded to the MST Leader/Deputy or the Logistics Section Chief for approval depending on the system in place. Requisitions are given to the Logistics Section Chief for processing by the Medical Supply Unit Leader. The Medical Supply Unit leader receives specific instructions from the Medical Officer for the ordering, storage, distribution, inventory and security for all pharmaceuticals.

The Medical Supply Unit works closely with the Procurement/Contract Unit Leader in situations where ordered items require special procurement and processing. Property items lost, damaged, or stolen are noted by the Unit and necessary forms and statements are prepared and forwarded to the applicable Section Chiefs for signature.

IV. FUNCTIONAL RESPONSIBILITIES

C. GENERAL STAFF

d. MST Facilities Unit Leader

Work areas, shelter, tables, chairs, utilities, and other related needs are provided and maintained by the Facilities Unit Leader. The Facilities Unit Leader also arranges for security for personnel and the facilities. Food and water are arranged by this Unit and contact is maintained with local health officials to assure safe food and water.

e. MST Housing Unit Leader

The Housing Unit Leader coordinates arrangements for the use of commercial lodging with other responding agencies using these facilities. This Unit works closely with the local vendors to assure rooms are safe, quiet and comfortable. Maintains a schedule so that rooms blocked for use are fully utilized and that there are no problems with vendor payments. This Unit may work with the Administrative/Finance Section if vendors require various methods of payment for lodging. The Housing Unit Leader arranges for storage in situations where on site storage is not available or practical.

f. MST POA/MOB Center Specialist

The POA/MOB Center Specialist is located at the facility where personnel arriving or leaving are staged. This specialist coordinates transportation with the Logistics Section, gives general briefings and keeps the Resources Unit Leader informed of resource status, and the OEP/EOC informed of arrivals, departures and any changes in plans. If commercial facilities are used, works closely with the Procurement/Contract Unit Leader to assure vendor and MST needs are met.

IV. FUNCTIONAL RESPONSIBILITIES

C. GENERAL STAFF

4. MST Administrative/Finance Section

The Administrative/Finance Section is managed by the Administrative/Finance Section Chief to provide accountability in accordance with Federal regulations in the procurement of material, supplies and services, and to maintain time records for personnel and equipment. The Section Chief and Unit Leaders should be from the Federal agencies in order to be fully familiar with current laws, regulations and procedures applicable to activities in this section.

a. MST Time Unit Leader

Time records for personnel and equipment are recorded and kept current by the Time Unit Leader from records provided by Section Chiefs and Team Leaders. The Time Unit also assists in the preparation, review and processing of travel claim forms. The Time Unit Leader provides current cost records for SITREPs and other documents. This Unit also maintains close contact with the POA/MOB Center Specialist and Resources Unit Leader to assure all activities maintain accurate records on the status of all HHS health and medical response personnel.

b. MST Compensation/Claims Unit Leader

Claims by individuals for medical compensation are reviewed, prepared and processed by the Compensation/Claims Unit Leader. Claims against the Federal government for damage to property and other items are also processed in this Unit. If the anticipated workload requires it, this Unit may be divided into two sub-units of Compensation and Claims if needed.

c. MST Procurement/Contract Unit Leader

The Procurement/Contract Unit Leader is responsible for the origination and management of contracts to meet disaster needs. The Unit Leader is responsible for the procurement of high cost items needed to meet disaster needs. This Unit also works closely with the Medical Supply Unit Leader and Medical Officer on procurement issues. This Unit can also be subdivided into two units: procurement and contracts if needed.

IV. FUNCTIONAL RESPONSIBILITIES

C. GENERAL STAFF

d. MST Administrative Specialist

Administrative Specialists are received into the MST in this section and are assigned as needed to other sections and units to meet clerical and related needs. When these specialists are no longer needed where assigned, they return to the Administrative/Finance Section for reassignment or demobilization.

D. TEAM PLANNING PROCESS

During the current operational period Section Chiefs with Unit personnel periodically evaluate their success in meeting current plan objectives. They document their accomplishments and consider their objectives for the next operational period. Depending on the activity, the RHA, CFO, MST Leader/Deputy along with the Command and General Staff members meet to plan for the next operational period. The RHA and CFO have attended earlier overall disaster planning meetings with the lead agency or Incident Management Team. The planning direction from these meetings is used in the MST planning process to shape MST objectives for the next operational period.

As a result of the planning meeting, an Action Plan is prepared. The approved plan is used to brief resources and provide accountability during the operational period briefing and copies are provided for the MST and all health and medical Team Leaders.

Times may be modified to fit particular needs. The timing of shift changes are set as needed to meet objectives at the discretion of the CFO and MST Leader/Deputy in consultation with the agency managing the disaster.

IV. FUNCTIONAL RESPONSIBILITIES

D. TEAM PLANNING PROCESS

<i>Time</i>	<i>Actions</i>	<i>Responsibilities</i>
0600/1800		OPERATIONAL PERIOD BEGINS
0600-1400 1800-0200	Evaluate status of operational objectives	MST Operations Section Chief, Team Leaders and General Staff currently communicate accomplishments and any deviation from current operational objectives.
1400/0200	Next operational Period advance planning	MST Section Chiefs advise MST Leader/Deputy of accomplishments and recommendations for next operational period. MST Planning Section sends recommendations to MST Leader/Deputy for review and forwarding to CFO for possible inclusion in the Federal response organization meeting.
1400-1430 0200-0230	Review Incident Objectives	Federal response organization planning meeting to review and or modify existing disaster objectives. Modifications are made known to the MST for inclusion in the MST planning process.
1500-1530 0300-0330	MST Planning Meeting	MST Leader/Deputy, and MST Command and General Staff gather for planning meeting for next operational period and to identify specific actions to meet disaster objectives. Team Leaders may also participate.
1530-1600 0330-0400	Complete Action Plan	Action Plan is prepared and approved by the MST Leader/Deputy and CFO. Completed plan is forwarded to lead agency or Incident Management Team for information.
1730-1800 0530-0600	Shift Change Briefing	CFO, MST Leader/Deputy, Command and General Staff, and Team Leaders from current operational period participate in briefing for next operational period counterparts Team Leaders brief teams and distribute plan. The MST Leader/Deputy presides at the meeting.
1800/0600		OPERATIONAL PERIOD BEGINS ENDS

Figure 4-2 Sample planning process and schedule for an operational period

IV. FUNCTIONAL RESPONSIBILITIES

D. TEAM PLANNING PROCESS

Prior to the start of each operational period, personnel going on duty are briefed on operational objectives. This briefing is a review of the Action Plan and includes any late breaking information not written into the action plan. This briefing includes the CFO, MST Leader/Deputy, Command and General Staff Members, Operations Section personnel, specialty Team Leaders, and other personnel as needed. The following illustrates a briefing format, which may be modified to meet specific needs. Shift Briefing Guide is useful for planning shift briefing content.

The following is the order, responsibilities, and actions for an operational period briefing:

Management and Coordination - presents operational objectives from Federal, State or Incident Management Team planning meeting.

MST Leader/Deputy - gives daily meeting schedule and attendees and reviews objectives, and closes meeting.

Medical, Liaison, and Safety Officers - brief on issues.

Operations and Planning - review accomplishments, current assessment, personnel status, tactical assignments, safety, health, medical, and weather.

Logistics - covers communications, ordering status and process, transportation, and demobilization. Discuss property accountability.

Administrative/Finance - discusses accountability and cost issues.