

TAB G2A:

SMSS STAFFING LEVELS, ROLES, AND RESPONSIBILITIES

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General Guidelines:

Staff Preparedness: All activated staff should ensure their families and property are prepared prior to deployment. Appropriate pre-deployment preparedness activities include:

- Securing their home;
- Planning for family members/service animals during their activation;
- Locating the personal supplies that should be needed during the activation;
- Ensuring that any vehicles and/or equipment they should need are operational and that any supplies they may need during the event are on hand.
- Reviewing the SMSS Operations Plan so they are familiar with their roles and responsibilities.

Report for Duty: All assigned staff should report for duty, in duty uniform, with appropriate and current identification, and ready to work. Upon arrival at the SMSS, all staff will report to the Staff Registration Desk for check-in and assignment to their work area/unit.

Work Hours: SMSS staff members should not be scheduled to work for more than 12 consecutive hours in a 24-hour period.

Standards: Medical/health professionals should only perform those duties consistent with their level of expertise and only according to North Carolina professional licensure laws, regulations, and protocols.

Staffing Reports: The SMSS IMT must estimate the SMSS patient load and report the staffing requirements above their on-site capabilities to the SERT ESF8 Desk in accordance with the established operational schedule.

Staff Rotation: Persons who staff a shelter should be rotated every five to seven days on a regular basis. However, rotations should be staggered or phased to prevent the complete turnover of operational staff at one time. The Chief Medical Officer is responsible for developing and managing the staffing plan and should keep the Operations Section Chief informed of staffing plans, and unmet needs.

Staffing Levels:

Up to 50 patients:

Position	# Personnel Day	# Personnel Night
Incident Commander	1	1
Safety / Public Information Officer	1	1
Operations Section Chief	1	0
Logistics Chief	1	1
Logistics Specialist	1	0
Case Worker	2	0
Total Administrative Staffing	7	3

Position	# Personnel Day	# Personnel Night
Chief Medical Officer	1	0
Advanced Practice Provider	1	1
Respiratory Therapist	1	1
Pharmacist	1	1
Registered Nurse	6	6
Paramedic	6	6
Medical Worker*	10	5
Total Medical Staffing	26	20

* Medical Worker is defined as any level of healthcare provider to include Certified Nurse Aid, Certified Medical Assistant, Emergency Medical Technician or any higher level of certification or licensure.

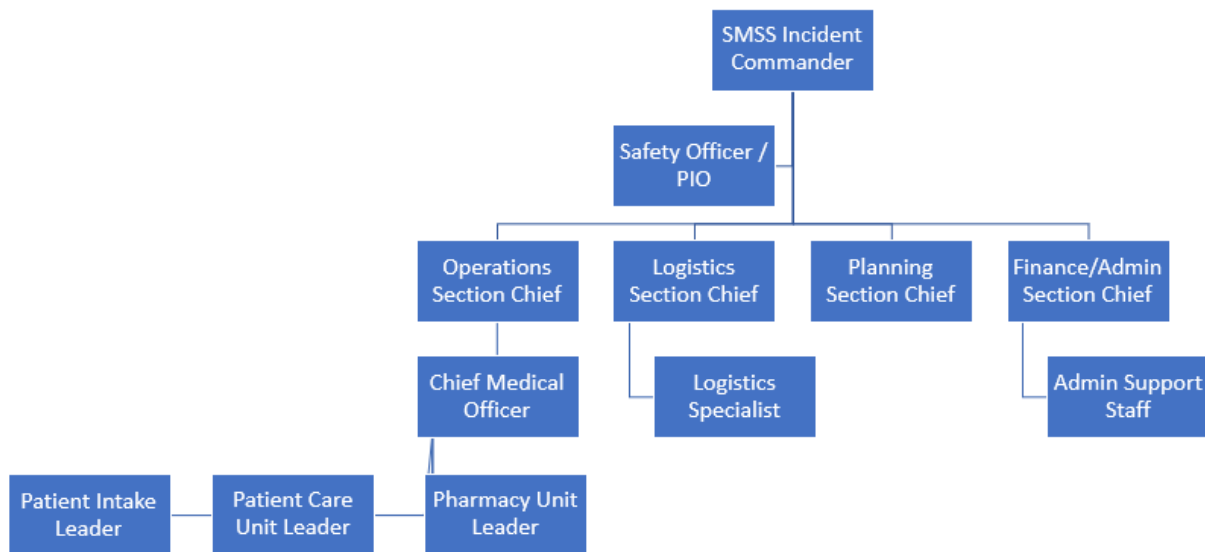
51+ patients: The medical staffing chart will be adjusted based on the need and number of patients assigned. Likely an increase in Medical Workers will be needed with each additional 25 patients added to a census.

Position	# Personnel	# Personnel
Incident Commander	1	1
Safety / Public Information Officer	1	1
Operations Section Chief	1	1
Logistics Chief	1	1
Planning Section Chief	1	0
Finance/Admin Section Chief	1	0
Communications Unit Leader	1	0
Logistics Chief	1	1
Logistics Specialist	1	1
Admin Support Worker	1	0
Case Worker	4	0
Total Administrative Staffing	14	6

Position	# Personnel Day	# Personnel Night
Chief Medical Officer	1	0
Advanced Practice Provider	1	1
Respiratory Therapist	1	1
Pharmacist	1	1
Registered Nurse	6	6
Paramedic	6	6
Medical Worker*	16	16
Total Medical Staffing	32	31

* Medical Worker is defined as any level of healthcare provider to include Certified Nurse Aid, Certified Medical Assistant, Emergency Medical Technician or any higher level of certification or licensure.

Figure 1.2: Organization Chart for 51+ Patients



For more detailed information covering specific job duties refer to [Tab G2G: SMSS Job Action Sheets](#).

Initial Set-Up Staffing:

Planning options for addressing staffing for the initial set-up of SMSSs may vary depending on whether the facilities have been reviewed and “pre-diagramed” (set-up locations for equipment and supplies have been established through prior facility reviews or training events).

The preferred option, in both cases, is for the HCC assigned to the logistics mission to provide an SMSS Logistics Team consisting of **12-14 personnel** broken down as follows:

- **2 – Logistics personnel** (Logistics Lead and Logistics Specialist) who would work at the trailers. When initial set-up has been completed these individuals become part of the SMSS IMT
- **10-12 – Other personnel** (SMRS Staff) who would off-load and move stuff to the treatment areas, set up cots, etc. These personnel are expected to deploy within the same timeframe of the logistics personnel however, when initial set-up has been completed these individuals will likely be able to demobilize.