

COMMUNICATION DURING EMERGENCY

Facility Logistics Chief, please have the following form completed by your team members and provide the Command Center with a completed copy.):

Position	Name	Phone Number	Fax Number	Beeper Number
Facility Logistics Chief				
Damage Control & Assessment Officer				
Sanitation Officer				
Materials & Supply Transport / Decon Set-up Officer				
Communications Officer				

COMMUNICATION DURING EMERGENCY

(Finance Chief, please have the following form completed by your team members and provide the Command Center with a completed copy.):

Position	Name	Phone Number	Fax Number	Beeper Number
Finance Chief				
Procurement Leader				
Materials/Supplies Leader (non-medical)				
Nursing Purchasing Coordinator (medical)				
Claims Leader				
Cost Leader				

COMMUNICATION DURING EMERGENCY

(Nursing Chief, please have the following form completed by your team members and provide the Command Center with a completed copy.):

Position	Name	Phone Number	Fax Number	Beeper Number
Nursing Chief				
Discharge Planning Leader To Home				
Discharge Planning Leader To Other Facilities				
Patient Tracking Leader				
Labor Pool Leader				
Perioperative Services Leader				

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(EMS/Outpatient Chief, please have the following form completed by your team members and provide the Command Center with a completed copy.):

Position	Name	Phone Number	Fax Number	Beeper Number
EMS/Outpatient Chief				
Emergency Medical Services Director (Nursing)				
Triage Leader				
Emergent Leader				
Urgent Leader				
Transportation Leader (Patient – In House)				
Ambulatory Care Services Director				

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(Professional Services Chief, please have the following form completed by your team members and provide the Command Center with a completed copy.):
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Position	Name	Phone Number	Fax Number	Beeper Number
Professional Services Chief				
Radiology Director				
Pharmacy Director				
Laboratory Director				
Cardiopulmonary Director				
Nutritional Services Director				
Morgue Leader				
Patient Information Director				
Chaplain Services Director				
Employee Assistant Program Director				
Social Services Director				