

# CURRICULUM VITAE

## DATA PRIBADI

- Nama : **dr.ADIB ABDULLAH YAHYA,MARS**
- Pangkat : Brigjen TNI (Purn)
- Tempat/tanggal lahir : Magelang,16 Februari 1949
- Jabatan : **President Asian Hospital Federation (AHF)**
- Agama : Islam
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## PENDIDIKAN UMUM

- SMA Negeri Magelang 1966
- S1 : Fakultas Kedokteran Universitas Gajah Mada (UGM), Yogyakarta, 1973
- S2 : Fakultas Kesehatan Masyarakat, Universitas Indonesia (UI), Jakarta, Program Kajian Administrasi Rumah Sakit ( KARS )

## PENDIDIKAN MILITER

- Sekolah Staf dan Komando TNI Angkatan Darat (SESKOAD), 1987/1988

## PELATIHAN

- Combined Humanitarian Assistance Response Training, oleh Singapore Armed Forces (SAF), Singapura, 2000
- Health as a Bridge for Peace Workshop, oleh World Health Organization (WHO), Yogyakarta, 2000

## PENGALAMAN JABATAN

- Komandan Detasemen Kesehatan Pasukan Pengamanan Presiden (DanDenkes Paspampres), 1987-1991
- Kepala Rumah Sakit “Muhammad Ridwan Meuraksa”, Jakarta, 1992
- Kepala Kesehatan Daerah Militer (Kakesdam) Jaya, Jakarta, 1993
- Komandan Pusat Pendidikan Kesehatan TNI – AD, 1995 – 1999
- Wakil Kepala Pusat Kesehatan TNI, 1999 – 2000
- Kepala RSPAD Gatot Soebroto, 2000 – 2002
- Dekan Fakultas Kedokteran UPN, Jakarta, 2000 – 2002
- Wakil Ketua Tim Dokter Kepresidenan RI, 2000 – 2002
- Direktur Kesehatan TNI Angkatan Darat (Dirkesad), 2002-2004
- Wakil Ketua Tim Pemeriksaan kesehatan untuk calon Presiden dan calon Wakil Presiden RI Th.2004
- DOSEN Pasca Sarjana FKM UI, Kajian Administrasi Rumah Sakit (KARS)
- DIREKTUR UTAMA RUMAH SAKIT MMC

## ORGANISASI

- Ketua Ikatan Rumah Sakit Jakarta Metropolitan (IRSJAM), 2000-2003
- Ketua Umum Perhimpunan Rumah Sakit Seluruh Indonesia ( PERSI), 2003-2009
- Anggota Komnas FBPI.
- Ketua Komtap Bidang Kebijakan Kesehatan KADIN Indonesia
- Anggota TNP2K.
- Ketua Divisi Kemahkamahakan Majelis Kehormatan Etik Kedokteran (MKEK) IDI Pusat
- Tim Konsultan Institut Manajemen Risiko Klinis ( IMRK )
- Koordinator Bidang 1 : KAJIAN KESELAMATAN PASIEN, KKPRS
- Instruktur HOPE ( Hospital Preparedness for Emergencies and Disasters}
- PRESIDENT OF ASIAN HOSPITAL FEDERATION ( AHF ) 2009 – 2011

# DASAR DASAR PENGORGANISASIAN



**Dr. ADIB A YAHYA, MARS**  
**PRESIDENT**  
**ASIAN HOSPITAL FEDERATION**  
**( AHF )**

*PELATIHAN TOT HOSDIP PALEMBANG*

# Tujuan pembelajaran :

## Tujuan pembelajaran umum :

- Mampu melaksanakan pengorganisasian yang tepat dari semua unsur yang ada di rumah sakit guna memaksimalkan kinerja dalam pemberian pelayanan kesehatan kepada pasien/korban akibat bencana.

## Tujuan pembelajaran khusus :

- Setelah mengikuti pembekalan, peserta diharapkan mampu untuk :
  - menyusun struktur organisasi Hosdip
  - pada saat terjadi bencana mampu untuk :
    - . mengimplementasikan Sistem Pengendalian
    - . mengkoordinir unsur unsur operasional.logistik,perencanaan dan keuangan

# **Pokok Bahasan dan Sub Pokok Bahasan :**

## **1. PRINSIP PRINSIP PENGORGANISASIAN**

- Dasar Pemikiran
- Struktur Organisasi dan manajemen di Rumah Sakit
- Sistem Alarm dan Mobilisasi

## **2. SISTEM PENGENDALIAN DI RUMAH SAKIT**

- Struktur /Bagan Organisasi
- Penyusunan bagan organisasi dengan sistem "Crosswalk"
- Minimal Staffing
- Fleksibilitas

## **3. URAIAN TUGAS**

## **4. KARTU TUGAS ( JOB ACTION SHEETS/JAS)**

# **PRINSIP PRINSIP PENGORGANISASIAN**

- **Chaos** cannot be prevented during the first minutes of a major accident or disaster.
- It has to be the aim of every disaster operation plan to keep this time **as short as possible**.

# Dasar Pemikiran

- This plan has to be based on **existing organization structures** as any re-organization holds the danger of failure
- Keep the plan **as simple as possible** but as **comprehensive** as necessary.
- Have the following principle in mind:

**The Plan-file is useful for preparation and training but in case of emergency only **checklists** will be helpful.**



# Struktur Organisasi dan manajemen di Rumah Sakit

- a **simple and clear** organization should be mobilized within short notice
  - a crisis staff consisting of 40 members will prove inoperable
  - headquarters at predefined and prepared site with the required **infra-structure**
  - no re-organization but developing on the existing base
  - to ensure that the **remaining routine hospital work continues**

# Sistem Alarm dan Mobilisasi

- In case of emergency the alarm has to be **quick and reliable.**
- The competence to set the alarm in motion has to be settled **as low as possible in the hierarchy**
- Alerting must never be a privilege of the **director of administration** or to the **head of the physicians.**

# **PEMBERITAHUAN KEADAAN BENCANA**

- **1. KARYAWAN RS YANG MENERIMA INFORMASI TENTANG TERJADINYA BENCANA HARUS BERUSAHA MENGKLARIFIKASI :**
  - A. NAMA DAN NO TELP. SUMBER INFORMASI
  - B. LOKASI BENCANA DAN TINGKAT KERUSAKAN
  - C. PENYEBAB BENCANA
  - D. JUMLAH KORBAN
- **2. INFORMASI SEGERA DISAMPAIKAN KE RESEPSIONIS / BAGIAN TELEKOMUNIKASI**
- **3. RESEPSIONIS / TELEKOMUNIKASI MELAPOR KEPADA DIREKTUR / KOMANDAN BENCANA / PEJABAT YANG DITUNJUK ( DILUAR JAM KERJA)**
- **4. PEJABAT YANG BERWENANG MEMBERLAKUKAN RENCANA PENANGGULANGAN BENCANA (HOSPITAL DISASTER PLAN) SECARA PENUH ATAU SEBAGIAN, SESUAI SITUASI BENCANA**

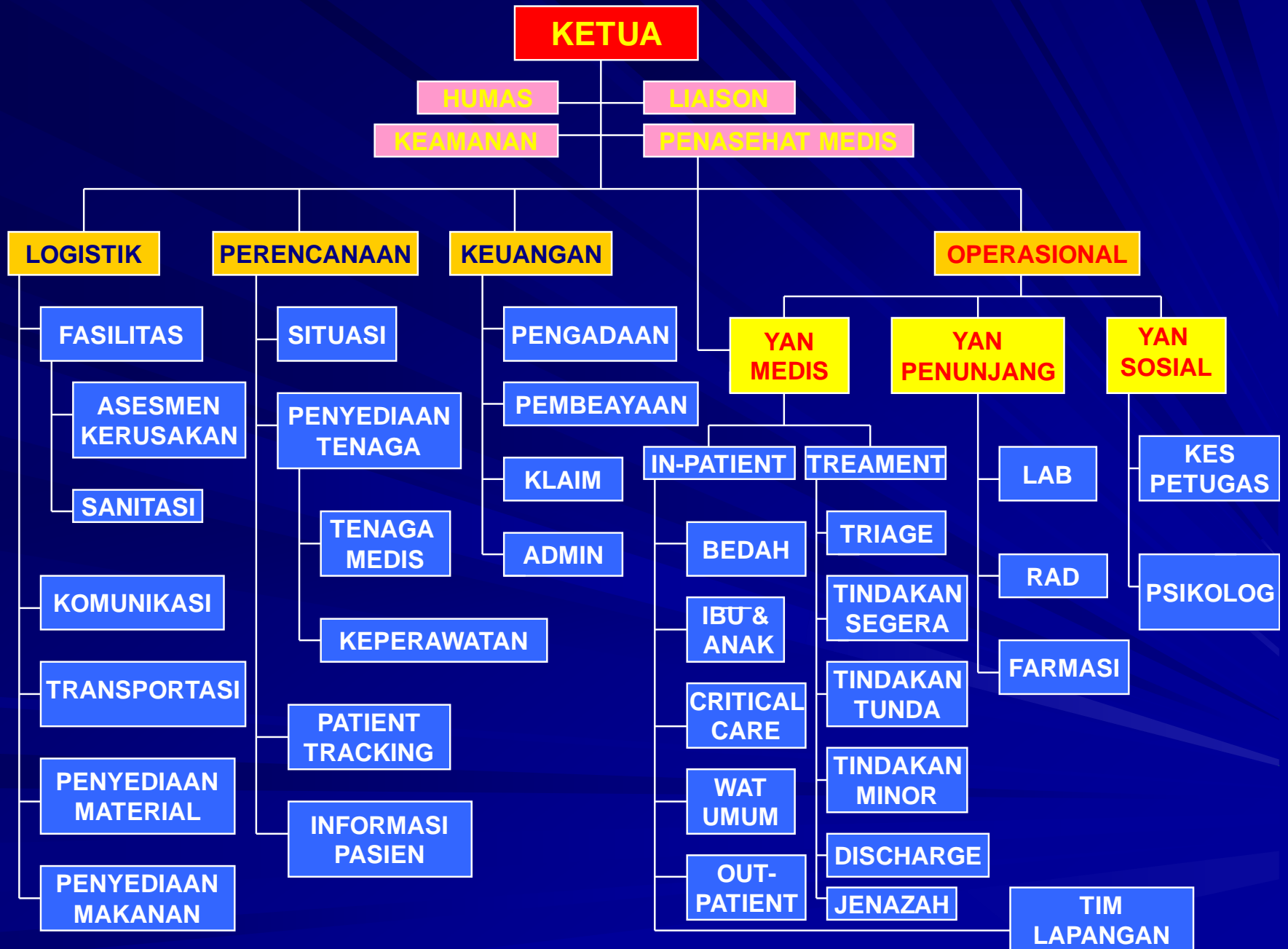
# KEWASPADAAN

- Bila ada informasi tentang kemungkinan bencana, Komandan Bencana melakukan “Immediate Action” :
  - Kapasitas RS ditambah
  - Pengorganisasian area penerimaan pasien
  - Pengaturan transportasi
  - Arus informasi yang terorganisir
- Rumah Sakit dinyatakan dalam keadaan “Waspada” atau “Stand By”
- Keseluruhan aktivitas dikoordinasikan oleh Komandan Bencana (INCIDENT COMMANDER)

# **SISTEM PENGENDALIAN DI RUMAH SAKIT**

## Bagan Organisasi

- The organizational chart shows the variety of positions which may be needed to address an emergency situation.
- think of it as **a tool box**. All the equipment necessary to perform a job can be found in this "box", however, **some tools are used immediately and more often than others**



# metode "Crosswalk"

- Penyusunan bagan organisasi dengan metode "Crosswalk"

- The crosswalk chart is a listing of possible positions which might have day-to-day responsibilities similar to those found in the Job Action Sheets.

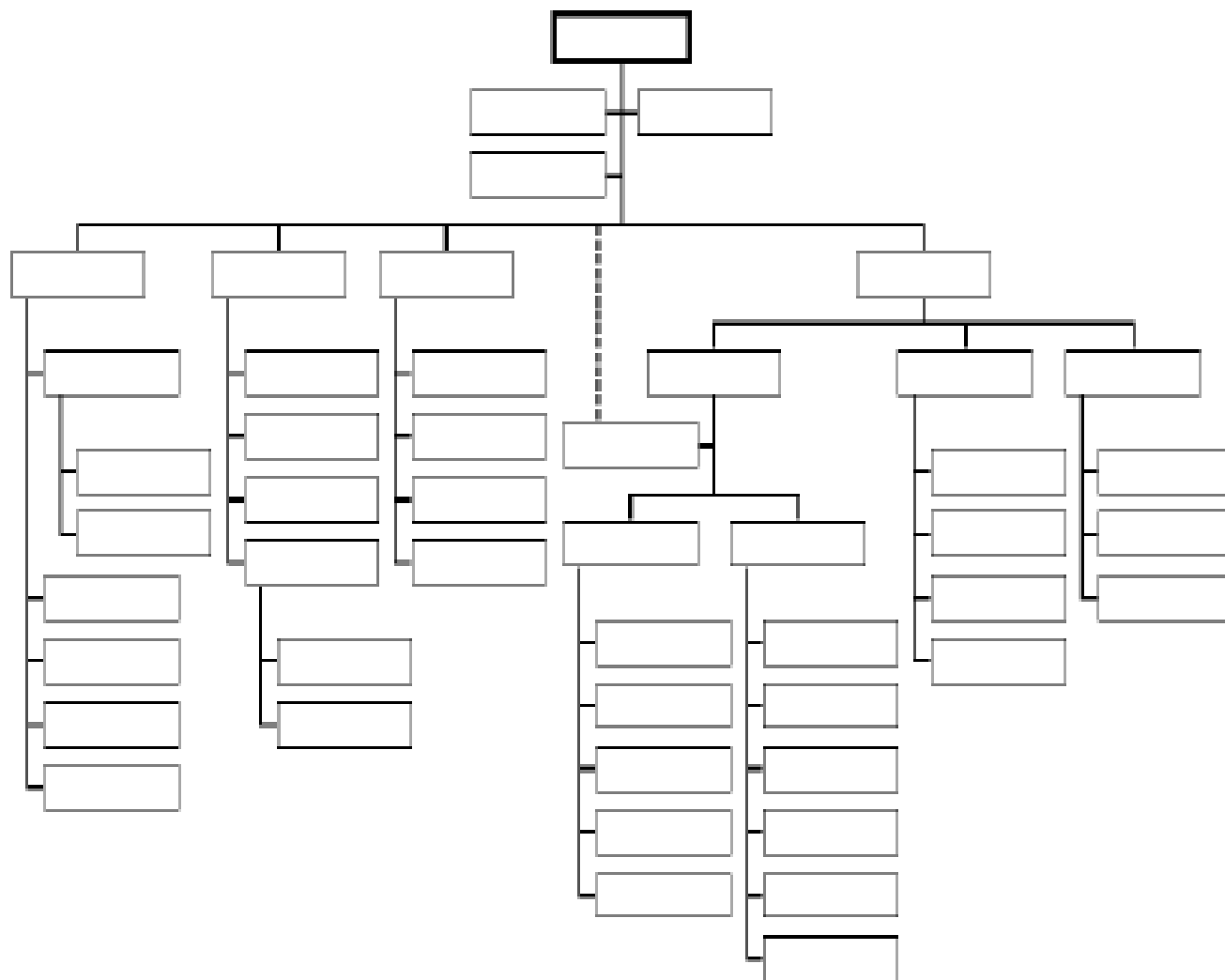
- "Worksheet"

- The blank organizational chart entitled "Worksheet" is provided to assist the hospital in identifying positions within their own facility which may provide leadership in a key position.



## HOSPITAL EMERGENCY INCIDENT COMMAND SYSTEM

*Organizational Chart Worksheet*









Lampung: ST. Cendekia (Jurnal Riset), Vol. 1, No. 1, 2017, Pp. 1-10. <http://dx.doi.org/10.24054/STCEND.2017.01.01.01>



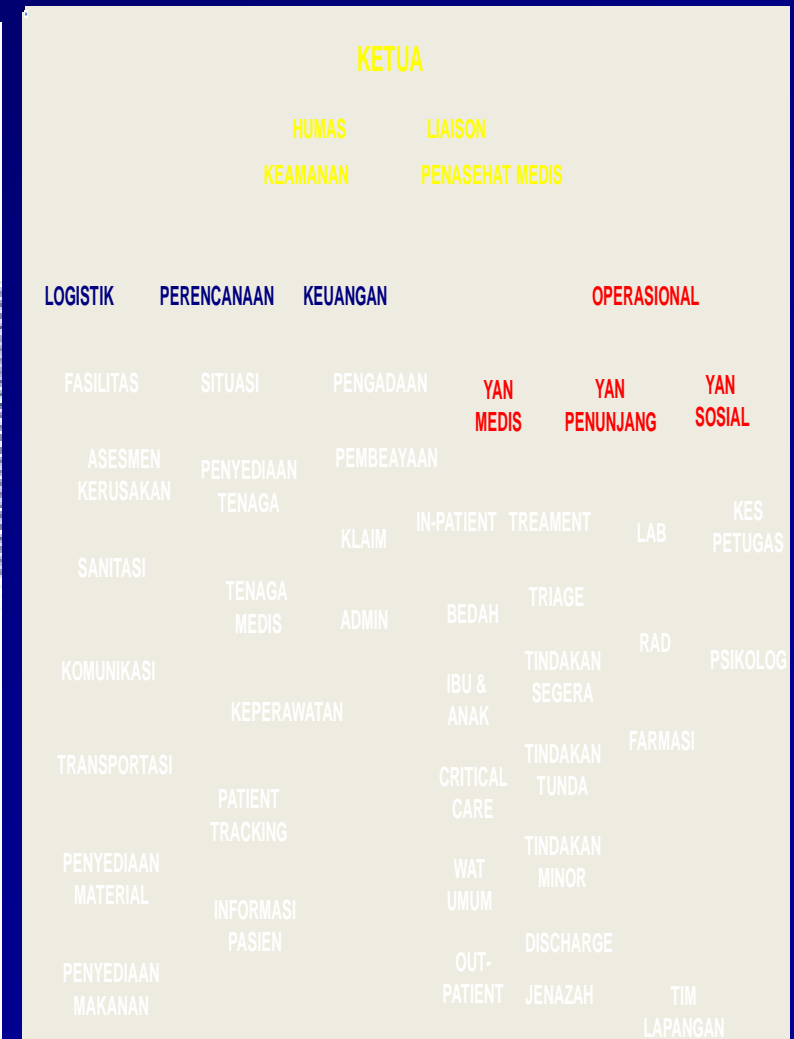
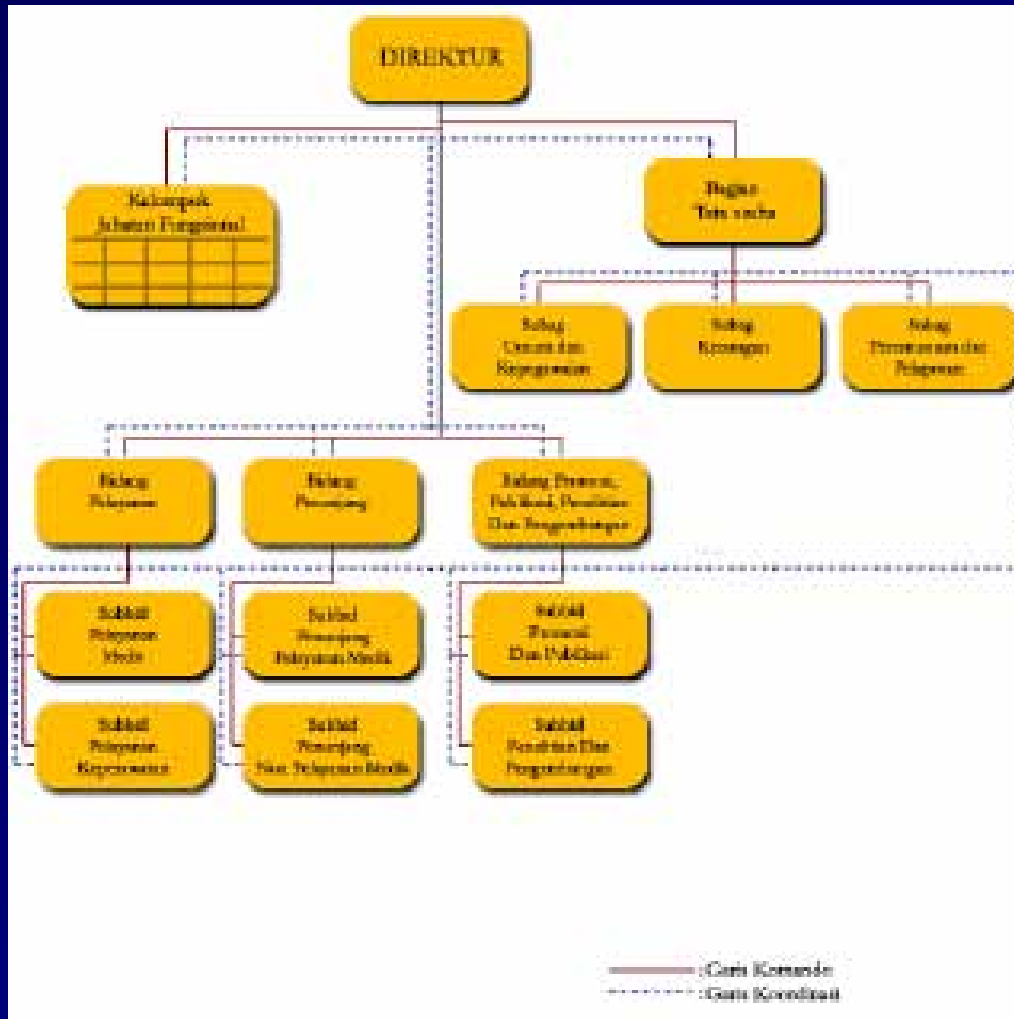
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## OPERASIONAL

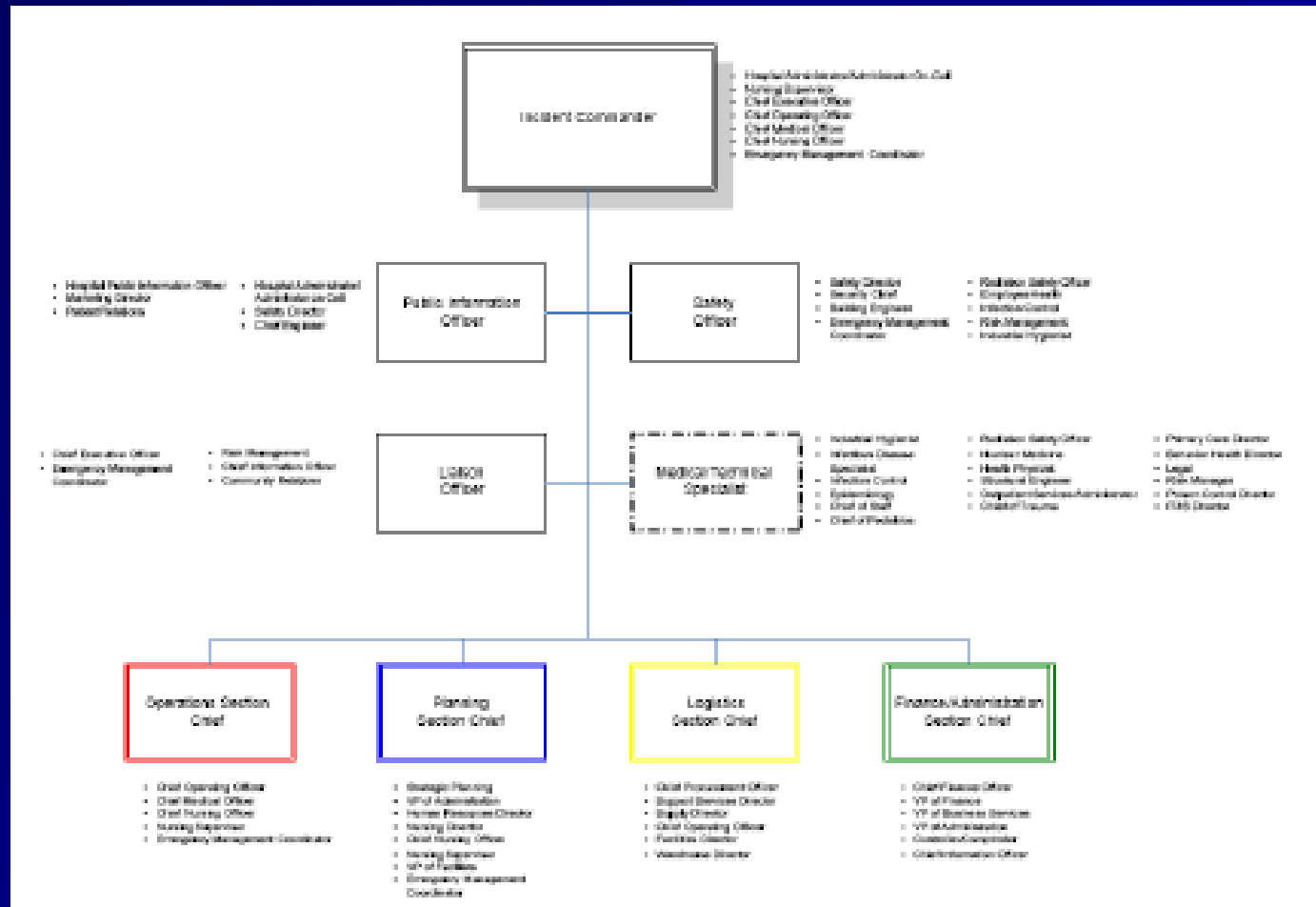
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# Potential Candidates for HICS Command Positions



# ALTERNATIF POSISI JABATAN



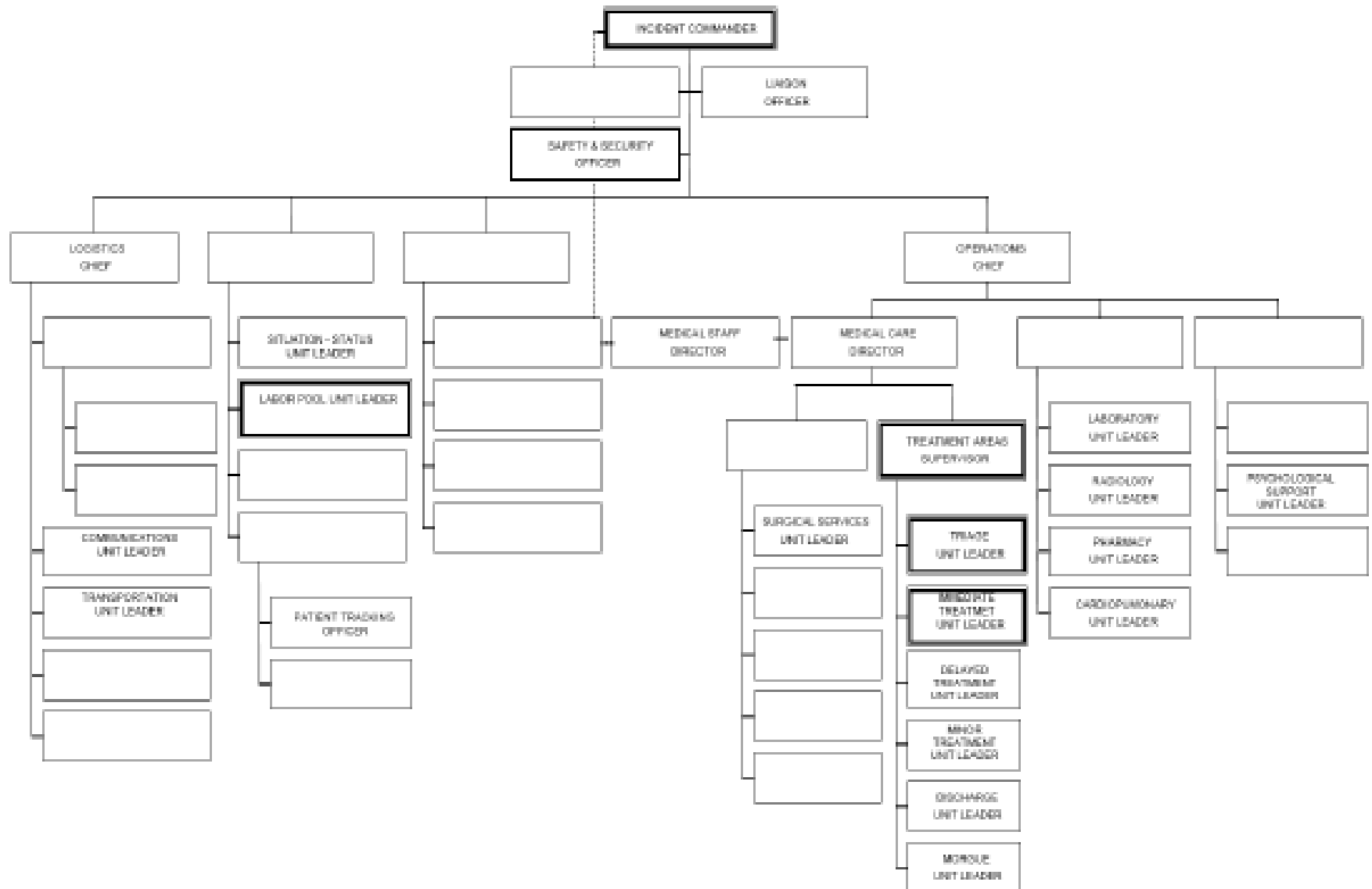
# MINIMAL STAFFING

- A bus crash in the early A.M. hours will find hospital management and staff at a minimum.
- a minimum activation of positions necessary to care for the arriving injured.
- The 5 positions with double-boxed borders are those which should be immediately activated upon notice of the crash.
- The other positions can be added as more personnel arrive.
- It should be remembered that a person might be required to perform more than one job.

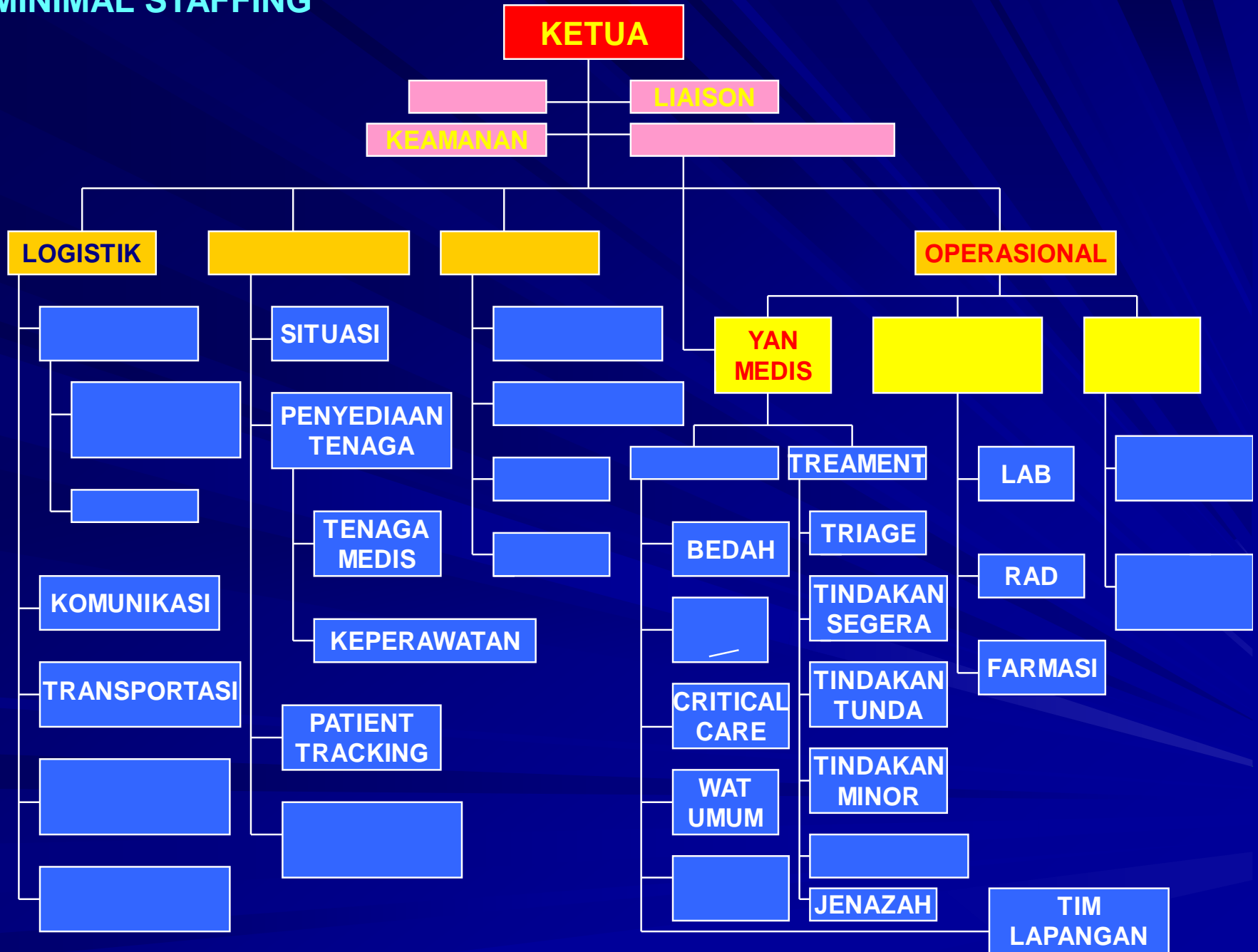
For example: the **Night Supervisor** initially becomes the **Incident Commander** and **Labor Pool Unit Leader**



MINIMAL STAFFING	
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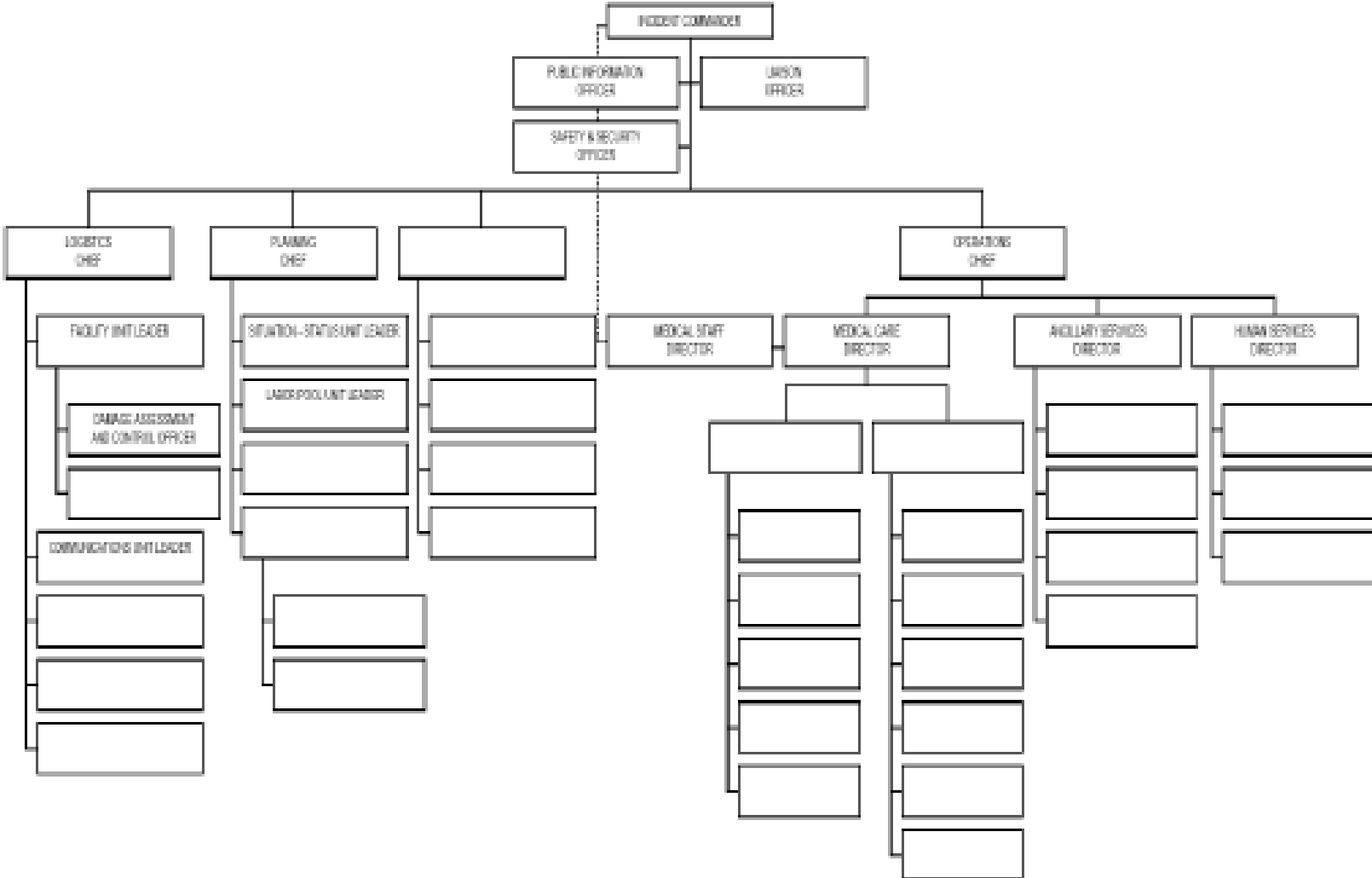
# MINIMAL STAFFING



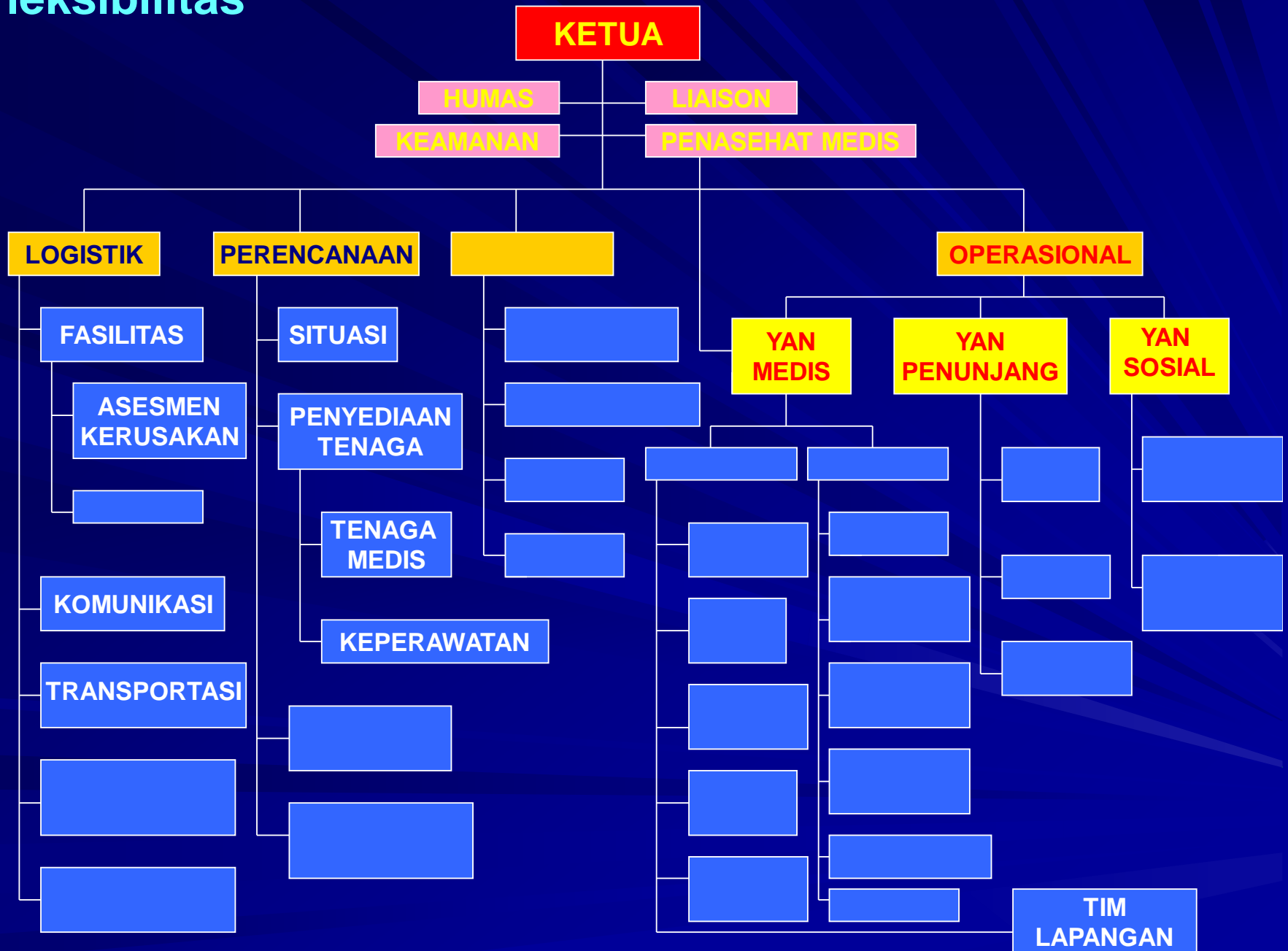
# Fleksibilitas

- The activation of positions for a mass casualty accident will be different than those activated for a hazardous material spill or an impending labor strike.
- accommodate the unique needs of each emergency.
- The chart illustrates those positions which may be opened to address issues associated with a storm alert.
- This pre-disaster activation allows alerted staff to be in a “stand-by” mode in the event future positions need to be filled

FLEXIBILITY
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# Fleksibilitas



# URAIAN TUGAS



# HOSPITALS SERVE AS A MAJOR RESOURCE

## ■ FAKTOR UTAMA YANG MEMPENGARUHI KEMAMPUAN RS MENANGANI KEADAAN BENCANA :

- KESIAPAN KAPASITAS LEBIH
- PERSEDIAAN OBAT-OBATAN & ALKES
- ORGANISASI YANG MEMADAI
- INFRA STRUKTUR YANG TANGGUH
- STAF YANG TERLATIH
- RENCANA PENANGGULANGAN / Disaster plan

# **KOMANDO BENCANA / EMERGENCY INCIDENT COMMANDER**

## **COMMAND AND MANAGEMENT :**

- Organize and direct Emergency Operations Center (EOC).**
- Give overall direction for hospital operations and if needed, authorize evacuation.**
- Initiate the response and recovery activities**
- Notify staff and external authorities**
- Identify and assign staff**
- To manage the hospital's resources**
- To be the “face of the hospital” to the outside world**



## **TUGAS PUSAT KOMANDO :**

- Communication**
- Information processing**
- Identification of capacity**
- Resource management**
- Management of media inquiries**
  - Patient allocation**
  - Record keeping**

## ■ **PUBLIC INFORMATION OFFICER (P.I.O.)**

- Provide information to the news media.

## ■ **LIAISON OFFICER**

- Function as incident contact person for representatives from other agencies.

## ■ **SAFETY AND SECURITY OFFICER**

- Monitor and have authority over the safety of rescue operations and hazardous conditions.
- Organize and enforce scene/facility protection and traffic security.

## ■ **MEDICAL STAFF DIRECTOR**

- Organize, prioritize and assign physicians to areas where medical care is being delivered.
- Advise the Incident Commander on issues related to the Medical Staff.

# KEUANGAN / FINANCE SECTION CHIEF

- ADMINISTRASI KEUANGN DARI KEGIATAN PENANGANANBENCANA.
- PENGADAAN/PEMBELIAN
  - KOMPENSASI
  - KLAIM
  - PEMBEAYAAN
- Monitor the **utilization** of financial assets.
- Oversee the **acquisition of supplies** and services necessary to carry out the hospital's medical mission.
- Supervise the **documentation** of expenditures relevant to the emergency

# LOGISTIK /

## LOGISTICS SECTION CHIEF

- Responsible for the procurement and provision of personnel, equipment (medical equipment, PPE) and support services needed to sustain the hospital's response, including food, drink, linen, and supplies which are critical .
    - Back up internal and external communications
    - Transportation of patients, staff and necessities
  - Facilities for isolation and decontamination
- Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter and supplies to support the medical objectives.

# PLANNING SECTION CHIEF

- Organize and direct all aspects of Planning Section operations.
- Ensure the distribution of critical information/data.
- Compile scenario/resource projections from all section chiefs and effect long range planning.
- Document and distribute facility Action Plan.

# **OPERASIONAL / OPERATIONS SECTION CHIEF**

- **Organize and direct** aspects relating to the Operations Section.
  - Carry out **directives** of the Emergency Incident Commander.
  - **Coordinate and supervise** the Medical Services Subsection, Ancillary Services Subsection and Human Services Subsection of the Operations Section.
- 
- **PATIENT TREATMENT**
    - **EVACUATION**
  - **ALTERNATIVE CARE SITES**
    - **SECURITY**
  - **REESTABLISHING USUAL OPERATIONS AFTER THE EMERGENCY**

# KARTU TUGAS ( JOB ACTION SHEETS/JAS)



## UNSUR-UNSUR PENGENDALIAN

- **GARIS KEWENANGAN** DALAM ORGANISASI
- **PERAN DAN TANGGUNG JAWAB** PERSONEL
- **"KARTU TUGAS"** YANG MEMUAT JABARAN TUGAS DAN TANGGUNG JAWAB
- **IDENTIFIKASI PERSONEL** INTI,DG.BAN LENGAN



# **KARTU TUGAS ( JOB ACTION SHEETS/JAS)**

- **Component that tells responding personnel :**

**"what they are going to do;  
when they are going to do it; and,  
who they will report it to after they have done it."**

- **JOB ACTION SHEETS**

**One for each position**

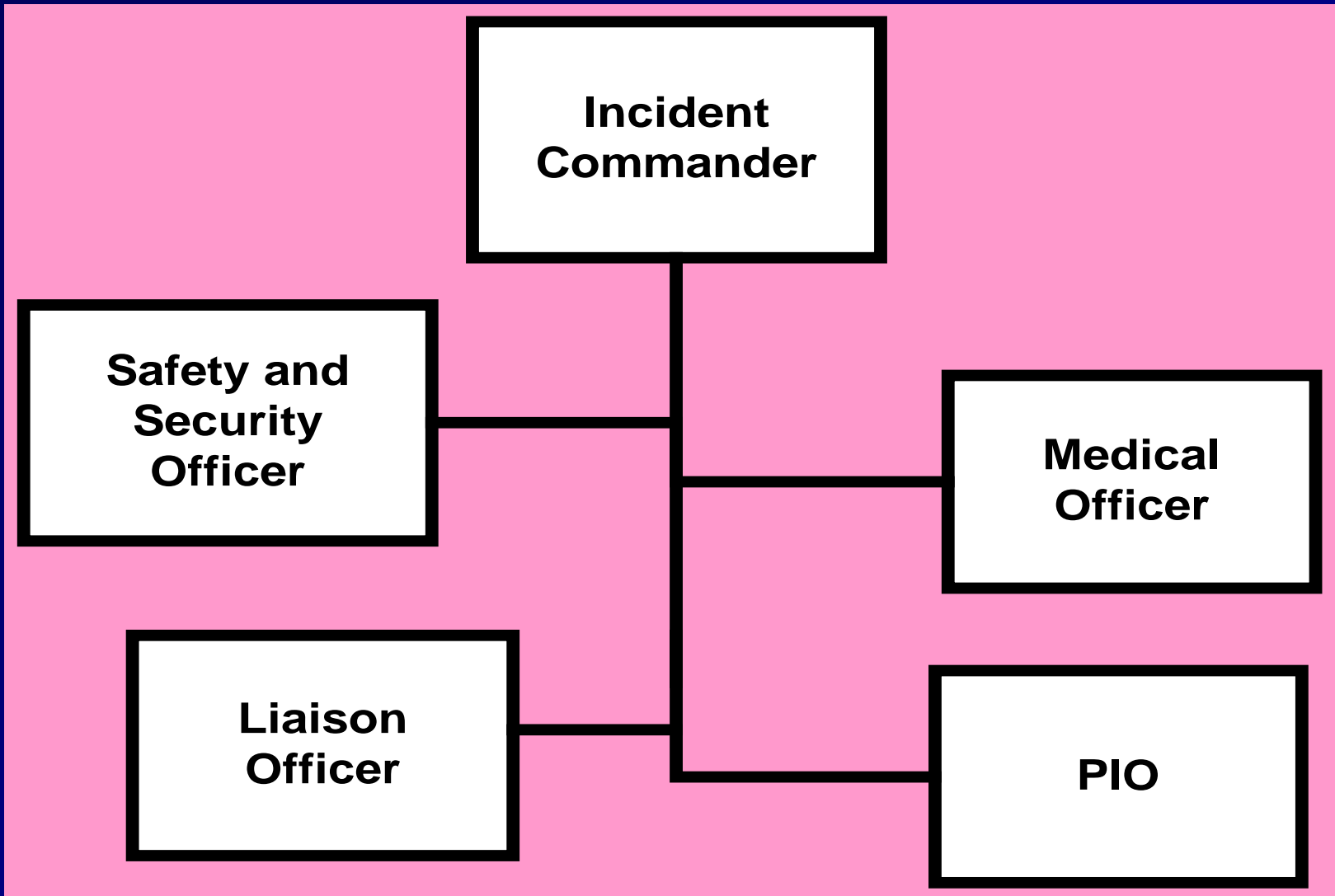
**Focused objectives**

**Concise mission statement**

**Prioritized activities**

**Can be customized to some extent (except for title and mission statement)**

# Command



## EMERGENCY INCIDENT COMMANDER

**Mission:** Organize and direct Emergency Operations Center (EOC). Give overall direction for hospital operations and if needed, authorize evacuation.

### Immediate

- \_\_\_\_\_ Initiate the Hospital Emergency Incident Command System by assuming role of Emergency Incident Commander.
- \_\_\_\_\_ Read this entire Job Action Sheet / Checklist.
- \_\_\_\_\_ Implement the facility's disaster plan emergency lockdown policy and personnel identification policy.
- \_\_\_\_\_ Put on position identification vest.
- \_\_\_\_\_ Appoint all Section Chiefs and the Medical Staff Director positions; distribute the four section packets which contain:
  - Job Action Sheet / Checklists for each position
  - Identification vest for each position
  - Forms pertinent to Section & positions
- \_\_\_\_\_ Appoint Public Information Officer, Liaison Officer, and Safety and Security Officer; distribute Job Action Sheet / Checklists. (May be pre-established.)
- \_\_\_\_\_ Announce a status/action plan meeting of all Section Chiefs and Medical Staff Director to be held within 5 to 10 minutes.
- \_\_\_\_\_ Assign someone as Documentation Recorder/Aide.
- \_\_\_\_\_ Receive status report and discuss an initial action plan with Section Chiefs and Medical Staff Director. Determine appropriate level of service during immediate aftermath.
- \_\_\_\_\_ Receive initial facility damage survey report from Logistics Chief, if applicable, evaluate the need for evacuation.
- \_\_\_\_\_ Obtain patient census and status from Planning Section Chief. Emphasize proactive actions within the Planning Section. Call for a hospital-wide projection report for 4, 8, 24 & 48 hours from time of incident onset. Adjust projections as necessary.
- \_\_\_\_\_ Authorize a patient prioritization assessment for the purposes of designating appropriate early discharge, if additional beds needed.
- \_\_\_\_\_ Assure that contact and resource information has been established with outside agencies through the Liaison Officer.

### Intermediate

- \_\_\_\_\_ Authorize resources as needed or requested by Section Chiefs.
- \_\_\_\_\_ Designate routine briefings with Section Chiefs to receive status reports and update the action plan regarding the continuance and termination of the action plan.
- \_\_\_\_\_ Communicate status to chairperson of the Hospital Board of Directors or the designee.
- \_\_\_\_\_ Consult with Section Chiefs on needs for staff, physician, and volunteer responder food and shelter. Consider needs for dependents. Authorize plan of action.

## PUBLIC INFORMATION OFFICER (P.I.O.)

Position Assigned To:

You Report To: \_\_\_\_\_ (Emergency Incident Commander)

Command Center: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Mission:** Provide information to the news media.

Immediate

- \_\_\_\_\_ Receive appointment from Emergency Incident Commander.
- \_\_\_\_\_ Read this entire Job Action Sheet / Checklist and review organizational chart on back.
- \_\_\_\_\_ Put on position identification vest.
- \_\_\_\_\_ Identify restrictions in contents of news release information from Emergency Incident Commander.
- \_\_\_\_\_ Establish a Public Information area away from E.O.C. and patient care activity.

Intermediate

- \_\_\_\_\_ Ensure that all news releases have the approval of the Emergency Incident Commander.
- \_\_\_\_\_ Issue an initial incident information report to the news media with the cooperation of the Situation-Status Unit Leader. Relay any pertinent data back to Situation-Status Unit Leader.
- \_\_\_\_\_ Inform on-site media of the physical areas which they have access to, and those which are restricted. Coordinate with Safety and Security Officer.
- \_\_\_\_\_ Contact other at-scene agencies to coordinate released information, with respective P.I.O.s. Inform Liaison Officer of action.

Extended

- \_\_\_\_\_ Obtain progress reports from Section Chiefs as appropriate.
- \_\_\_\_\_ Notify media about casualty status.
- \_\_\_\_\_ Direct calls from those who wish to volunteer to Labor Pool. Contact Labor Pool to determine requests to be made to the public via the media.
- \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- \_\_\_\_\_ Other concerns:

# LIAISON OFFICER

Positioned Assigned To:

You Report To: \_\_\_\_\_ (Emergency Incident Commander)

Command Center: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Mission:** Function as incident contact person for representatives from other agencies.

## Immediate

- \_\_\_\_\_ Receive appointment from Emergency Incident Commander.
- \_\_\_\_\_ Read this entire Job Action Sheet / Checklist and review organizational chart on back.
- \_\_\_\_\_ Put on position identification vest.
- \_\_\_\_\_ Obtain briefing from Emergency Incident Commander.
- \_\_\_\_\_ Establish contact with Communications Unit Leader in E.O.C. Obtain one or more aides as necessary from Labor Pool.
- \_\_\_\_\_ Review county and municipal emergency organizational charts to determine appropriate contacts and message routing. Coordinate with Public Information Officer.
- \_\_\_\_\_ Obtain information to provide the interhospital emergency communication network, municipal E.O.C. and/or county E.O.C as appropriate, upon request. The following information should be gathered for relay:
  - The number of "Immediate" and "Delayed" patients that can be received and treated immediately (Patient Care Capacity).
  - Any current or anticipated shortage of personnel, supplies, etc.
  - Current condition of hospital structure and utilities (hospital's overall status).
  - Number of patients to be transferred by wheelchair or stretcher to another hospital.
  - Any resources which are requested by other facilities (i.e., staff, equipment, supplies).
- \_\_\_\_\_ Establish communication with the assistance of the Communication Unit Leader with the interhospital emergency communication network, municipal E.O.C. or with county E.O.C./County Health Officer. Relay current hospital status.
- \_\_\_\_\_ Establish contact with liaison counterparts of each assisting and cooperating agency (i.e., municipal E.O.C.). Keeping governmental Liaison Officers updated on changes and development of hospital's response to incident.

## Intermediate

- \_\_\_\_\_ Request assistance and information as needed through the interhospital emergency communication network or municipal/county E.O.C.
- \_\_\_\_\_ Respond to requests and complaints from incident personnel regarding inter-organization problems.
- \_\_\_\_\_ Prepare to assist Labor Pool Unit Leader with problems encountered in the volunteer credentialing process.

# SAFETY AND SECURITY OFFICER

Positioned Assigned To:

You Report To: \_\_\_\_\_ (Emergency Incident Commander)

Command Center: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Mission:** Monitor and have authority over the safety of rescue operations and hazardous conditions. Organize and enforce scene/facility protection and traffic security.

## Immediate

- \_\_\_\_\_ Receive appointment from Emergency Incident Commander.
- \_\_\_\_\_ Read this entire Job Action Sheet / Checklist and review organizational chart on back.
- \_\_\_\_\_ Put on position identification vest.
- \_\_\_\_\_ Obtain a briefing from Emergency Incident Commander.
- \_\_\_\_\_ Implement the facility's disaster plan emergency lockdown policy and personnel identification policy.
- \_\_\_\_\_ Establish Security Command Post.
- \_\_\_\_\_ Remove unauthorized persons from restricted areas.
- \_\_\_\_\_ Establish ambulance entry and exit routes in cooperation with Transportation Unit Leader.
- \_\_\_\_\_ Secure the E.O.C., triage, patient care, morgue and other sensitive or strategic areas from unauthorized access.

## Intermediate

- \_\_\_\_\_ Communicate with Damage Assessment and Control Officer to secure and post non-entry signs around unsafe areas. Keep Safety and Security staff alert to identify and report all hazards and unsafe conditions to the Damage Assessment and Control Officer.
- \_\_\_\_\_ Secure areas evacuated to and from, to limit unauthorized personnel access.
- \_\_\_\_\_ Initiate contact with fire, police agencies through the Liaison Officer, when necessary.
- \_\_\_\_\_ Advise the Emergency Incident Commander and Section Chiefs immediately of any unsafe, hazardous or security related conditions.
- \_\_\_\_\_ Assist Labor Pool and Medical Staff Unit Leaders with credentialing/screening process of volunteers. Prepare to manage large numbers of potential volunteers.
- \_\_\_\_\_ Confer with Public Information Officer to establish areas for media personnel.
- \_\_\_\_\_ Establish routine briefings with Emergency Incident Commander.
- \_\_\_\_\_ Provide vehicular and pedestrian traffic control.
- \_\_\_\_\_ Secure food, water, medical, and blood resources.
- \_\_\_\_\_ Inform Safety & Security staff to document all actions and observations.
- \_\_\_\_\_ Establish routine briefings with Safety & Security staff.
- \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- \_\_\_\_\_ Other concerns:

## MEDICAL STAFF / CARE DIRECTOR

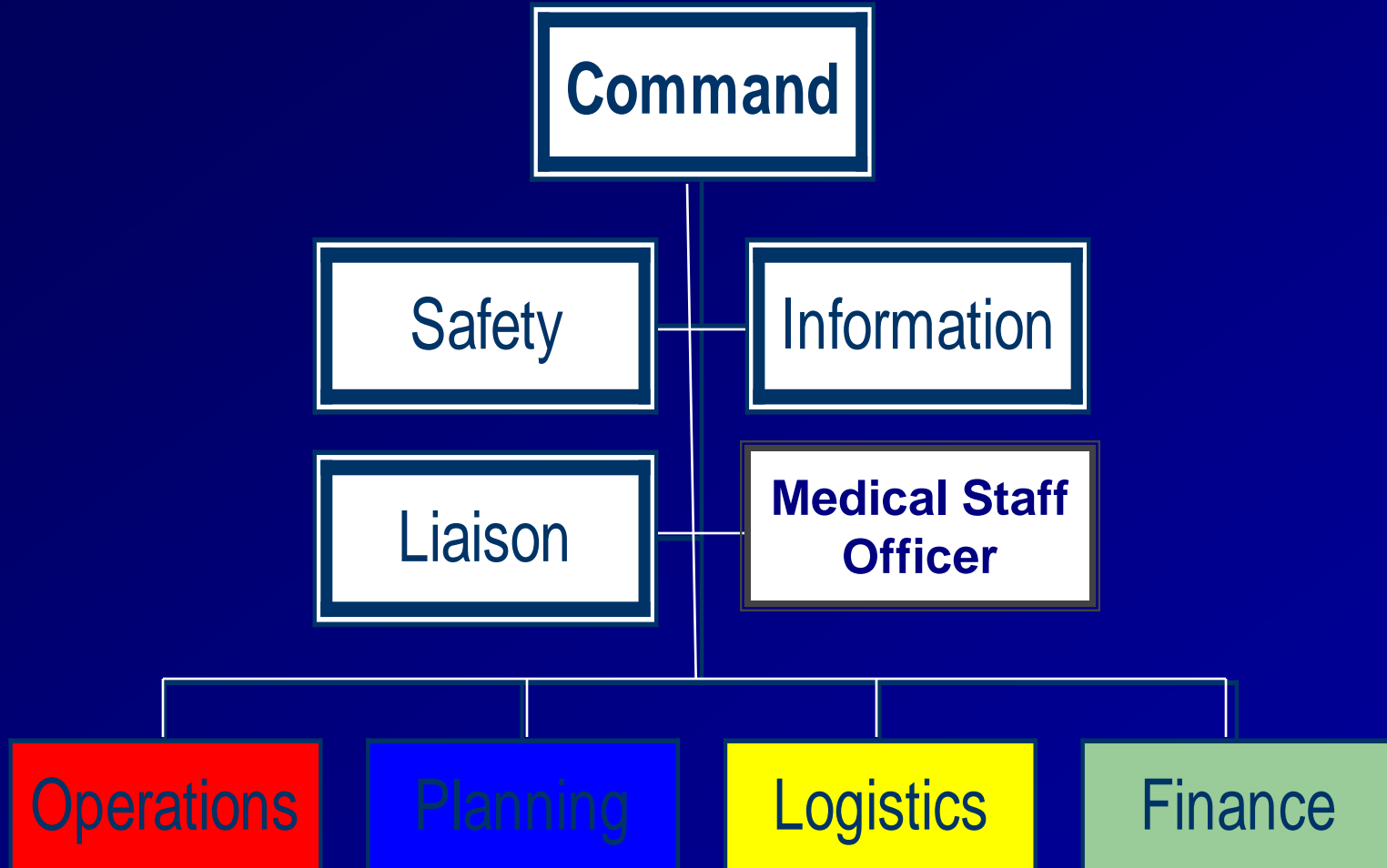
Positioned Assigned To:

You Report To: \_\_\_\_\_ (Operations Section Chief)

Operations Command Center: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Mission:** Organize and direct the overall delivery of medical care in all areas of the hospital. Organize, prioritize and assign physicians to areas where medical care is being delivered. Advise the Incident Commander on issues related to the Medical Staff.

- Immediate
- \_\_\_\_\_ Receive appointment from the Operations Section Chief.
  - \_\_\_\_\_ Read this entire Job Action Sheet / Checklist and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification vest.
  - \_\_\_\_\_ Meet with Operations Section Chief and other Operations Section directors for briefing and development of an initial action plan. Establish time for follow-up meetings.
  - \_\_\_\_\_ Meet with the Sit-Stat / Labor Pool Leader to facilitate recruitment and staffing of Medical Staff. Assist in Medical Staff credentialing issues.
  - \_\_\_\_\_ Establish 2-way communication (radio or runner) with In-Patient Areas Supervisor and Treatment Areas Supervisor.
  - \_\_\_\_\_ Document all physician assignments; facilitate rotation of physician staff with the assistance of the Medical Staff Unit Leader; where necessary, assist with physician orientation to in-patient and treatment areas.
  - \_\_\_\_\_ Meet with Operations Chief, Treatment Area Supervisor to plan and project patient care needs.
  - \_\_\_\_\_ Provide medical staff support for patient priority assessment to designate patients for early discharge.
- Intermediate
- \_\_\_\_\_ Meet with Incident Commander for appraisal of the situation regarding medical staff and projected needs. Establish meeting schedule with IC if necessary.
- Extended
- \_\_\_\_\_ Maintain the delivery and quality of medical care in all patient care areas.
  - \_\_\_\_\_ Ensure maintenance of Medical Staff time sheet; obtain clerical support from Labor Pool if necessary.
  - \_\_\_\_\_ Meet as often as necessary with the Operations Section Chief to keep appraised of current conditions.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:





# OPERATIONS SECTION CHIEF

Positioned Assigned To:

You Report To: \_\_\_\_\_ (Emergency Incident Commander)

Operations Command Center: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Mission:** Organize and direct aspects relating to the Operations Section. Carry out directives of the Emergency Incident Commander. Coordinate and supervise the Medical Services Subsection, Ancillary Services Subsection and Human Services Subsection of the Operations Section.

## Immediate

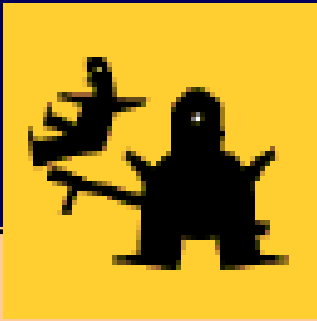
- \_\_\_\_\_ Receive appointment from Emergency Incident Commander. Obtain packet containing Section's Job Action Sheet / Checklists.
- \_\_\_\_\_ Read this entire Job Action Sheet / Checklist and review organizational chart on back.
- \_\_\_\_\_ Put on position identification vest.
- \_\_\_\_\_ Obtain briefing from Emergency Incident Commander.
- \_\_\_\_\_ Appoint Medical Staff Director, Medical Care Director, Ancillary Services Director and Human Services Director and transfer the corresponding Job Action Sheet / Checklists. (May be pre-established.)
- \_\_\_\_\_ Brief all Operations Section directors on current situation and develop the section's initial action plan. Designate time for next briefing.
- \_\_\_\_\_ Establish Operations Section Center in proximity to E.O.C.
- \_\_\_\_\_ Meet with the Medical Staff Director, Medical Care Director and Nursing Unit Leader to plan and project patient care needs.

## Intermediate

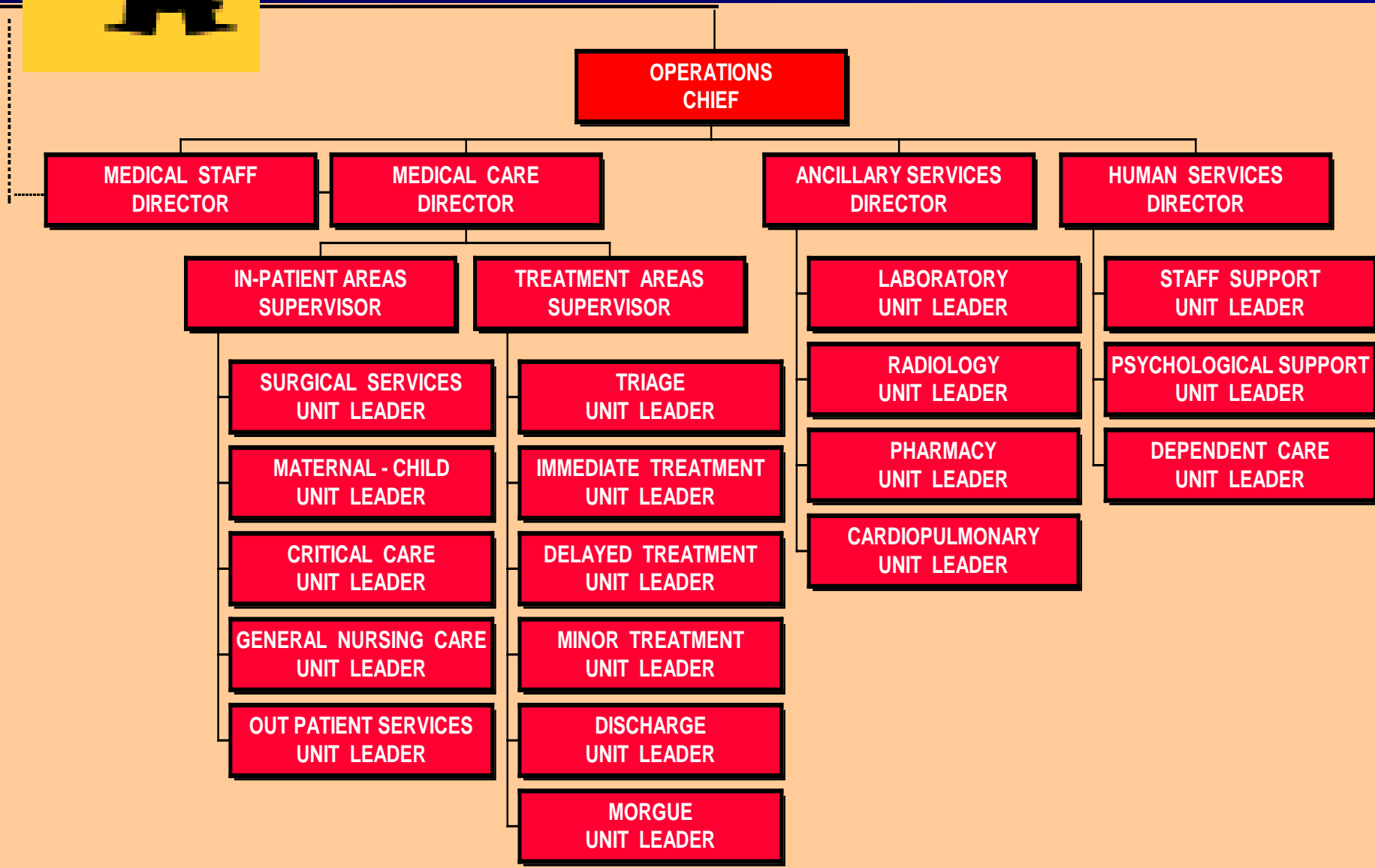
- \_\_\_\_\_ Designate times for briefings and updates with all Operations Section directors to develop/update section's action plan.
- \_\_\_\_\_ Ensure that the Medical Services Subsection, Ancillary Services Subsection and Human Services Subsection are adequately staffed and supplied.
- \_\_\_\_\_ Brief the Emergency Incident Commander routinely on the status of the Operations Section.

## Extended

- \_\_\_\_\_ Assure that all communications are copied to the Communications Unit Leader; document all actions and decisions.
- \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- \_\_\_\_\_ Other concerns:



# Operations Section



## LOGISTICS SECTION CHIEF

Positioned Assigned To:

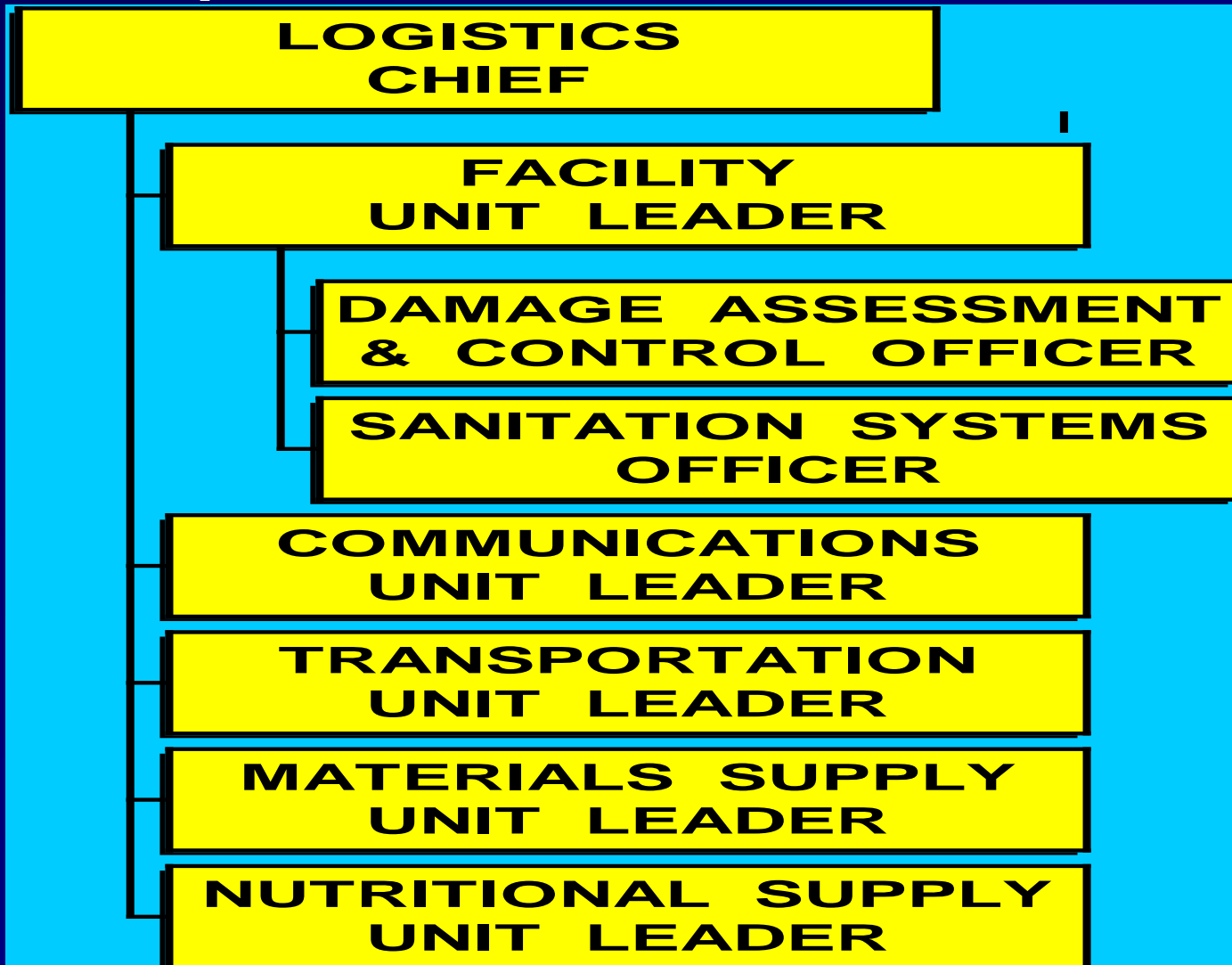
You Report To: \_\_\_\_\_ (Emergency Incident Commander)

Logistics Command Center: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Mission:** Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter and supplies to support the medical objectives.

- Immediate**
- \_\_\_\_\_ Receive appointment from the Emergency Incident Commander. Obtain packet containing Section's Job Action Sheet / Checklists, identification vests and forms.
  - \_\_\_\_\_ Read this entire Job Action Sheet / Checklist and review organizational chart on back.
  - \_\_\_\_\_ Put on position identification vest.
  - \_\_\_\_\_ Obtain briefing from Emergency Incident Commander.
  - \_\_\_\_\_ Appoint Logistics Section Unit Leaders: Facilities Unit Leader, Communications Unit Leader, Transportation Unit Leader, Material's Supply Unit Leader, Nutritional Supply Unit Leader; distribute Job Action Sheet / Checklists and vests. (May be pre-established.)
  - \_\_\_\_\_ Brief unit leaders on current situation; outline action plan and designate time for next briefing.
  - \_\_\_\_\_ Establish Logistics Section Center in proximity to E.O.C..
  - \_\_\_\_\_ Attend damage assessment meeting with Emergency Incident Commander, Facility Unit Leader and Damage Assessment and Control Officer.
- Intermediate**
- \_\_\_\_\_ Obtain information and updates regularly from unit leaders and officers; maintain current status of all areas; pass status info to Situation-Status Unit Leader.
  - \_\_\_\_\_ Communicate frequently with Emergency Incident Commander.
  - \_\_\_\_\_ Obtain needed supplies with assistance of the Finance Section Chief, Communications Unit Leader and Liaison Unit Leader.
- Extended**
- \_\_\_\_\_ Assure that all communications are copied to the Communications Unit Leader.
  - \_\_\_\_\_ Document actions and decisions on a continual basis.
  - \_\_\_\_\_ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
  - \_\_\_\_\_ Other concerns:

# Logistics Section







## FINANCE/ADMINISTRATION SECTION CHIEF

**Mission:** Monitor the utilization of financial assets and the accounting for financial expenditures. Supervise the documentation of expenditures and cost reimbursement activities.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Incident Commander		Signature: _____		
Hospital Command Center (HCC) Location: _____			Telephone: _____	
Fax: _____		Other Contact Info: _____		Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Finance/Administration Section Job Action Sheets.		
Notify your usual supervisor of your HICS assignment.		
Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.		
Determine need for and appropriately appoint Finance/Administration Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).		
Brief Finance/Administration Section Unit Leaders on current situation, incident objectives, and strategy; outline Section action plan; and designate time for next briefing.		
Participate in Incident Action Plan preparation, briefings, and meetings as needed and. <ul style="list-style-type: none"> <li>• Provide cost implications of incident objectives</li> <li>• Ensure that the Incident Action Plan is within financial limits established by the Incident Commander</li> <li>• Determine if any special contractual arrangements/agreements are needed.</li> </ul>		
Obtain information and updates regularly from Finance/Administration Section Unit Leaders; maintain knowledge of current status of all Units; inform Situation Unit Leader of status information.		
Distribute the Section Personnel Time Sheet (HICS Form 252) to Finance/Administration Section staff and ensure time is recorded appropriately. Submit the Section Personnel Time Sheet to the Finance/Administration Section's Time Unit Leader at the completion of a shift or at the end of each operational period.		
Ensure Finance/Administration Section personnel comply with safety policies and procedures.		
Document all key activities, actions, and decisions on an Operational Log (HICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Communicate frequently with the Incident Commander; brief routinely on the status of the Finance/Administration Section.		
Initiate the Resource Accounting Record (HICS Form 207) to track equipment used during		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
the response.		
Designate times for briefings and updates with Finance/Administration Section Unit Leaders to develop or update the Section action plan.		
Approve a "cost-to-date" incident financial status report submitted by the Cost Unit Leader every eight hours summarizing financial data relative to personnel, supplies and other expenditures and expenses.		
Work with the Incident Commander and other Section Chiefs to identify short and long term issues with financial implications; establish needed policies and procedures.		
Ensure that the Finance/Administration Section is adequately staffed and supplied.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Continue to monitor Finance/Administration Section staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Conduct regular situation update briefings with Finance/Administration Section.		
Continue to maintain the Resource Accounting Record (HICS Form 257) to track equipment used during the response.		
Schedule planning meetings with Finance/Administration Section staff to update the Section action plan and demobilization procedures.		
Ensure that required financial and administrative documentation is properly prepared. Collate and process invoices received.		
Present financial updates to the Incident Commander and Command Staff every 8 hours and as requested.		
Ensure that routine, non-incident related administrative oversight of hospital financial operations is maintained.		
Continue to document actions and decisions on an Operational Log (HICS Form 214).		
Coordinate emergency procurement requests with Supply Unit Leader.		
Maintain cash reserves on hand.		
Ensure automated teller machines (ATMs) located in the hospital (whether hospital- or other-owned are maintained and available to staff.		
Consult with local, state, and federal officials regarding reimbursement regulations and requirements; ensure required documentation is prepared according to guidance received.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
As needs in the Finance/Administration Section decrease, return staff to their usual jobs.		



# All Officers Identified



**TERIMA KASIH**

## Lembar penugasan

- 1. SUSUN BAGAN ORGANISASI TIM PENANGGULANGAN BENCANA UNTUK RUMAH SAKIT SAUDARA SESUAI DENGAN STRUKTUR ORGANISASI RS YANG SUDAH ADA. GUNAKAN METODE “CROSSWALK”
- 2. APABILA DILUAR JAM KERJA ADA BERITA TERJADI KECELAKAAN PESAWAT DENGAN PENUMPANG 300 ORANG, BAGIAN MANA SAJA DARI TIM BENCANA RS YANG ANDA AKTIFKAN ?
- 3. BAGIAN RS YANG MANA YANG HARUS ANDA SIAGAKAN UNTUK KESIAPAN MENGHADAPAI BENCANA :
  - a. BANJIR
  - b. WABAH MUNTABER
  - c. KERUSUHAN MASSAL
  - d. LETUSAN GUNUNG BERAPI

