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| Medical Director |
| Supervisor: Incident Commander |
| Mission:  | The Medical Director is responsible for overall management of Medical Emergency operations with support from the Operations, Logistics, and Planning Sections of the Command and General Staff. The Medical Director has executive responsibility for directing all aspects of deployment, operation and maintenance, and deactivation of the Site. |
| **Activation (Phase I & II)** |
| * Meet with Operations Section Chief. Receive the following information:
* Site location
* Response objectives for the Medical Emergency Operations
* Medical Staffing organization chart
* Job action sheets
* Guidelines regarding the frequency of updates to Operations Section Chief
* The media policy
* Report to Emergency Medical location and identify immediate resource needs
* Appoint and orient Medical staff
* Set time that stations will be ready for pre-opening review
* Review all Medical stations prior to opening and make necessary changes for

 smooth operation |
| **Operation (Phase III)** |
| * Oversee training and orientation of staff members with delegated roles
* Identify leaders in each area to provide focus and coaching
* Assess staff and supplies at the start and end of each shift
* Communicate additional staff and supply needs to the Operations Section Chief
* Monitor performance and make necessary changes to ensure smooth operation

 of the Site* Submit shift reports to Operations Section Chief
* Refer all media inquiries to the Public Information Officer
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| **Deactivation (Phase IV)** |
| * Oversee the closing and clean-up of the site
* Oversee the appropriate return of supplies
* Ensure the completion and collection of all required documentation
* Participate in recovery activities as directed by the Operations Section Chief
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