

## MANPOWER POOL ORGANIZATION PLAN

Tab W

1. Location:  
Primary – Nursing School Auditorium  
Alternate – Medical School Auditorium
2. Staffing:
  - A. RN – 2
  - B. Secretary – 2
  - C. Phone – 2
  - D. Hand-Held Radios – 2
  - E. Administrative Supplies
  - F. UMMC/Campus Layout – 2 copies
3. Assumptions:  
A certain number of people will come and offer help. These individuals will represent a variety of skill sets/job descriptions. All such personnel, regardless of where they arrive at UMMC, should be directed to this site for organization. They will remain there until directed.
4. Log:  
A log will be maintained cataloguing name/duty assignment (i.e.: MD, RN, Technician, Cook, etc).
5. Updates:  
A site leader will update the ICC Personnel Chief at least every 30 minutes on personnel availability.
6. Litter Teams:  
Groups of 4 will be assigned as “litter teams” and dispatched to critical areas as needed. Such personnel should be capable of lifting/carrying.