

Aspirus Emergency System Wide Guideline COVID-19

Communication and Loop Closure for Business Unit Incident Commands

Approved 03.27.2020 17:45

Tactic	Assigned To	Frequency
Review all items in the "Communication Packet" and assign accountability to a named person to implement each item	Business Unit Incident Commander	Daily
Email the names/roles of those working in Business Unit Incident Command to your local management team and JIT Trainer	Business Unit Planning Chief	Daily
Meet with JIT Trainer prior to Business Unit Safety Huddle to discuss the education priorities for the day and ensure they are discussed at the daily safety huddle	Business Unit Planning Chief	Daily
Share PPE supply levels at daily safety huddle (consistent with what is reported in daily stat report) and ensure that managers are reporting to Business Unit Incident Commands supplies needed	Business Unit Incident Commander or identified designee	Daily
All requests for Job Aids must be submitted to System EOC and not sent to OL&D directly or developed locally	Business Unit Planning Chief	As needed