DIVISION ASSIGNMENT LIST	1. Branch	2. **Group** **Airport Medical Screening**
3. Incident Name Operation Welcome Oregon	4. Operational Period 6 hours before plane arrival, for 18 hours Date: Time:	

5. Operations Personnel

Operations Chief	**Jeannie Chesney**	Group Supervisor	**Tim Donohue**
Branch Director		Air Attack Supervisor No.	

6. Resources Assigned this Period

Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time
Medical Direction	Patsy Kullberg, MD	2	no		
Medical Records	TBD-Medical Records Clerk	1	no		
Clerical/Staff Check-in	TBD-Patsy Kullberg, MD	4/2	no		
Screening	TBD-Nurse Supervisor	21	no		
Assessment/Tx	TBBD-Asst. Medical Director	14	no		
CD Assessment	TBD-Nurse Supervisor	6	no		
Lay Volunteers (escort, welcome, comfort)	TBD-Volunteer Coordinator	21	no		

7. Control Operations

Conduct operations according to attached screening clinic protocols.

Protocols were developed to process a plane within one hour. Staffing assumes 200 persons per plane with sufficient intervals between planes. Quickly adjust protocols, layout, and staffing when as actual number of passengers and rate of arrival is known.

Assessment/treatment –

See attached protocols.

8. Special Instructions

At beginning of operational period, notify/alert pre-identified staff. For first aircraft, advise staff to arrive at site (AMC Hangar thru Security Gate at Cornfoot & 47th (NW) south side of Portland International Airport) to arrive 2 hours prior to plane arrival.

Ensure staff demeanor is kind, respectful, welcoming.

Ensure efficient process through flow control and flexibility of operations. Adjust process as experience is gained during each plane, and from plane to plane.

Note Mental Health addendum on last page of attached protocols.

9. Division/Group Communication Summary

Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	See comms. plan	King NIFC		Logistics		King NIFC	
Tactical Div/Group		King NIFC		Air to Ground		King NIFC	

Prepared by (Resource Unit Leader)	Approved by (Planning Section Chief)	Date	Time
	James Spitzer	9/09/05	1300