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Organization Trees

(By ICS Section)
Command Level

Incident Commander

Command Staff
Information Officer
Safety Officer
Liaison Officer

Documentation Officer

Planning Section Chief

Operations Section Chief

Logistics Section Chief

Admin. Section Chief

Disaster Response Unit Leader

Essential Services of Public Health Unit Leader
Public Health Emergency Response ICS Organization Tree

Administration

- Administration Section Chief
  - Human Resource Unit Leader
    - Time & Leave Clerk
    - Payroll Specialist
    - Recruitment Specialist
  - Finance Unit Leader
    - Emergency Cost Reimbursement Accountant
    - Procurement Specialist
      - Accounting Clerk
Public Health Emergency Response ICS Organization Tree

Logistics

Logistic Section Chief

- Information Technology & Communications (ITAC) Unit Leader
  - ITAC Support
  - ITAC Technician

- Staff Support Unit Leader
  - Staff Nutritional & Personnel Needs Manager
    - Vehicle Manager
    - Driver

- Staff Operational Needs Manager

- Facility Manager

- Messenger/Runner
Public Health Emergency Response ICS Organization Tree

Planning

Planning Section Chief

Data Analysis Unit Leader

Data Analyst

Data Entry Unit Leader

Data Entry Supervisor

Data Entry Technician
Job Action Sheets
Command Staff
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Incident Commander

Reports to: County Board of Health
Emergency Operations Center Location: __________ Telephone: _________

Mission: Organize and direct Emergency Operations Center or Department Operations Center (EOC/DOC). Give overall direction for emergency response and operation.

Immediate:

☐ Read this entire Job Action Sheet
☐ Obtain a full briefing of the incident
☐ Appoint all Command Staff and Section Chiefs that are required for this response and establish assistants; distribute the section packets which contain: Job Action Sheets for each position; and any forms pertinent to Section & positions
☐ Assign someone as Documentation Recorder/Aide
☐ Appoint person to be responsible for maintaining essential day- to-day services
☐ Activate the agency’s Incident Command Center
☐ Confer with Command Staff, section chiefs and consultants and develop an incident action plan (IAP) for a defined period of time; establishing priorities (Section Chiefs will communicate IAP to each section and pertinent consultants)
☐ Confer with Section Chiefs to identify & consider necessary Health Department Services
☐ Consider and assign communication responsibilities to agency staff, external agencies and public and media
☐ Assure that contact has been established and resource information shared with relevant external agencies

Intermediate:

☐ Authorize resources as needed or requested by Section Chiefs, through the Administration Section Chief
☐ Designate routine briefings schedule with Section Chiefs to receive status reports and update the action plan regarding the continuance and/or termination of the action plan
☐ Maintain contact with relevant agencies
☐ Approve media releases submitted by P.I.O.

Extended:

☐ Observe all staff for status and signs of stress
☐ Provide for rest periods for staff
☐ Prepare end of shift report and update with incident tracking board and present to Board of Health, County Executive and oncoming Incident Commander
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Command Staff

Documentation Officer

Reports to: Incident Commander
Emergency Operations Center Location: _________ Telephone: _________

Mission: Responsible for the maintenance of accurate up-to-date documentation relative to the incident. Incident files will be stored for legal, analytical and historical purposes. See Planning Unit position.

Immediate:

☐ Receive appointment from Incident Commander
☐ Read this entire Job Action Sheet and review organizational chart activated for this event
☐ Review Incident Action Plan (IAP)
☐ Establish a work area within the Incident Command Center (ICC).
☐ Arrange for equipment (e.g. LCD projector/laptop) through Logistics Section Chief.
☐ Arrange for support staff if required
☐ Identify important phone numbers from master contact list and give to health education personnel for internal and external distribution

Intermediate:

☐ Review entries/ records for accuracy and completeness.
☐ Provide for on going incident documentation and maintenance of the incident mission board and log
☐ Track deadlines for IAP

Extended:

☐ Store files for post-incident use
☐ Review SAPS from Section Chiefs as appropriate
☐ Prepare end of shift report and present to oncoming Documentation Officer
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Command Staff

Liaison Officer

Reports to: Incident Commander
Emergency Operations Center Location: __________ Telephone: _________

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

Immediate:

☐ Receive appointment from Incident Commander
☐ Read this entire Job Action Sheet and review organizational chart.
☐ Obtain briefing from Incident Commander and participate in planning meetings to formulate and evaluate the IAP
☐ Establish contact with liaison counterparts of each assisting and cooperating agency.
☐ Keep the Board of Health and other agencies and organizations updated on changes in response to incident

Intermediate:

☐ Respond to requests and complaints from incident personnel regarding inter agency issues
☐ Relay any special information obtained to appropriate personnel in the receiving facility (i.e., information regarding toxic decontamination or any special emergency conditions)
☐ Keep agencies supporting the incident aware of the incident status
☐ ☐ Monitor the incident to identify current or potential inter organizational problems ☐☐

Extended:

☐ Maintain a list of all assisting agencies including their resource availability
☐ Observe all staff for signs of stress. Report issues to the Safety Officer
☐ Provide rest periods and relief for staff
☐ Prepare end of shift report and present to oncoming Liaison Section Chief
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)  
Emergency Response Job Action Sheet

Public Information Officer (PIO)

Reports to: Incident Commander  
Emergency Operations Center Location: __________ Telephone: __________

Mission: The department spokesperson and person responsible for releasing information regarding the incident to the media or other agencies and the public. Only one PIO is appointed per incident although assistants may be appointed as necessary.

Immediate:

☐ Receive appointment from Incident Commander
☐ Read this entire Job Action sheet and review organizational chart
☐ Identify restrictions in contents of news release information from Incident Commander
☐ Establish a Public Information area away from Incident Command Post and other activity areas.
☐ Obtain a full briefing from the IC regarding the incident and participate in planning meetings to formulate and evaluate the IAP

Intermediate:

☐ Ensure that all news releases have the approval of the Incident Commander, County Health Officer and County PIO
☐ Issue an initial incident information report to the news media
☐ Inform on-site media of the accessible areas which they have access to, and those which are restricted
☐ Coordinate with Safety Officer
☐ Contact other at-scene agencies to coordinate released information with respective PIOs. Inform Liaison Officer of action
☐ Arrange for interviews, teleconferences, video conferences, satellite broadcasts, Web site revisions, broadcast faxes etc., upon approval by IC or Commissioner of Health or County PIO
☐ Monitor incident as to the need to modify or change public alerts or risk communications
☐ Approve initial and updated scripts for interviews, hot lines and Web sites
☐ Direct ongoing evaluation of message contents

Extended:

☐ Review progress reports from Section Chiefs as appropriate
☐ Notify media about incident status
☐ Observe all staff, for signs of stress. Report issues to Safety Officer. Provide rest periods and relief for staff
☐ Prepare end of shift report and present to oncoming PIO
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Safety Officer

Reports To: Incident Commander
Emergency Operations Center Location: _______________ Telephone: _______________

Mission: Develop and recommend measures for assuring personnel safety (including psychological and physical), and to assess and/or anticipate hazardous and unsafe situations.

Immediate:
- Receive appointment from Incident Commander.
- Read this entire Job Action sheet and review organizational chart.
- Obtain a briefing from Incident Commander.
- Establish Safety Command Post in proximity to the ICC
- Review the IAP for safety implications

Intermediate:
- Exercise emergency authority to stop and prevent unsafe acts.
- Keep all staff alert to the need to identify and report all hazards and unsafe conditions and insure that all accidents involving personnel are investigated and actions and observations documented.
- Arrange with Logistics to secure areas all areas as needed to limit unauthorized access
- Advise the Incident Commander and Section Chiefs immediately of any unsafe, hazardous situation (review Hazardous Materials Plan).
- Establish routine briefings with Incident Commander.
- Establish routine briefings with Administration Section Chief.

Extended:
- Observe all staff, for signs of stress. Report issues to Incident Commander. Provide rest periods and relief for staff.
- Prepare end of shift report and present to oncoming Safety Officer.
Administration
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Administration Section Chief

Reports to: Incident Commander
Emergency Operations Center Location: _________ Telephone: _________

Mission: Monitor the utilization of financial assets and human resources. Ensure the documentation of expenditures relevant to the emergency incident. Authorize expenditures to carry out the IAP and ensure appropriate documentation.

Immediate:

☐ Receive appointment from Incident Commander. Obtain packet containing Section's Job Action Sheets
☐ Read this entire Job Action Sheet and review organizational chart that has been activated
☐ Obtain briefing from Incident Commander
☐ Appoint Human Resource and Finance Unit Leaders
☐ Inform team leaders of incident name
☐ Obtain unique finance code for incident from the Finance Officer
☐ Confer with Appointed Unit leaders and insure the formulation and documentation of an incident-specific section action plan as approved by the Command Staff
☐ Distribute the corresponding Job Action Sheets with incident specific tasks
☐ Establish an Administration Section Operations Center near the Logistics Center and ensure adequate documentation/recording personnel

Intermediate:

☐ Approve a "cost-to-date" incident financial status in agreement with the IC and summarize financial data as often as required by the nature of the incident, relative to personnel and hours worked, supplies and miscellaneous expenses including facilities and equipment
☐ Obtain briefings and updates from Incident Commander as appropriate.
☐ Relate into financial status reports
☐ Schedule planning meetings with unit leaders to discuss updating the section's incident action plan and termination procedures
☐ Authorize utilization or diversion of financial resources

Extended:

☐ Observe all staff for signs of stress
☐ Provide rest periods and relief for staff. Review issues with the Safety Officer
☐ Coordinate response regarding staff work related issues, assignments and questions and work with HR Director as appropriate
☐ Coordinate injury or incident reporting procedures and protocol with Safety Officer
☐ Create end of shift report for Incident commander and the oncoming Administration Section Chief
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Finance Unit Leader

Reports to: Administration Section Chief
Emergency Operations Center Location: ______________ Telephone: ______________

Mission: Provide organizational support for procurement resources and track the utilization and availability of assets for the response.

Immediate:

☐ Read this entire Job Action Sheet
☐ Obtain briefing from Administration Section Chief
☐ Review IAP and SAP and assign staff (Procurement, Accounting, Cost Reimbursement)
☐ Establish a Finance Unit Center
☐ Assign codes for all resources expended during the response
☐ Implement County Wide Emergency Procurement Process for effecting rapid procurement of major equipment or leases
☐ Establish a mechanism for rapid review of requests and approval / release of fiscal resources for emergency procurement

Intermediate:

☐ Request Procurement Specialist and Human Resource Unit Leader
☐ Maintain cost- to date reports and submit to the Administration Chief
☐ Maintain a requisition log, identifying all contracts initiated or activated during emergency response
☐ Maintain a line of communication with Unit Leaders in Logistics or Operations Sections
☐ Advise Administrative Section Chief of any special procedures to be followed during this event
☐ Immediately report to the Administration Section Chief leader issues that can not be resolved by your unit with current resources

Extended:

☐ Brief Admin Section Chief about finance matters, and prepare an end of shift report for the oncoming unit leader
☐ Observe all staff for signs of stress, and report concerns to Administration Section Chief
☐ Document all actions, decisions and interventions
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Administration Finance

Emergency Cost Reimbursement Accountant

Reports to: Finance Unit Leader
Administration Command Center Location: _______________ Telephone: ______

Mission: Ensure the finance information is adequately documented for auditing and reimbursement purposes and assures the determination of all eligible expenses

Immediate:

☐ Read this entire Job Action Sheet
☐ Obtain briefing from Finance Unit Leader
☐ Thoroughly review all financial regulations concerning eligible expenses and documentation required by all federal, state, local, and other agencies for reimbursement and reporting
☐ Compile and review data collected by Procurement Specialist and Human Resource Unit Leader
☐ Track and collect all back-up documents

Intermediate:

☐ Continue tasks above

Extended:

☐ File and track reimbursements
☐ Complete all cost documentation for all federal, state, and local reimbursement
☐ Prepare an end of shift report for the oncoming Emergency Cost Reimbursement Accountant & Finance Unit leader
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Procurement Specialist

Reports to: Finance Unit Leader
Command Center Location: ____________ Telephone: __________

Administration Finance

Mission: Obtain supplies, equipment, and space as required in order to immediately help the department in emergency response activities.

Immediate:

☐ Read this entire Job Action Sheet
☐ Obtain briefing from the Finance Unit Leader
☐ Establish liaison with county department of Purchase and Supplies
☐ Procure data on quantity, kinds of equipment, cost and specifications from Planning, Operations and Logistics Sections
☐ Advise Finance Unit Leader of any special procedures for any special procurement
☐ Refer all unusual procurement requests to the Finance Unit Leader

Intermediate:

☐ Follow up on status of all orders and requests
☐ Establish inventory of vendor information
☐ Prepare report for Finance Unit Leader on a periodic basis to be determined

Extended:

☐ Prepare an end of shift report for the oncoming Procurement Specialist & Finance Unit leader
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Accounting Clerk

Reports To: Procurement Specialist
Administration Command Center Location: ________________ Telephone: ______

Mission: Assures all requisitions are completed accurately and comply with county procurement regulations

Immediate:

- Read this entire Job Action Sheet
- Obtain briefing from Procurement Specialist
- Submit requisitions to Procurement Specialist for final approval and signoff
- Review requisitions to ensure for accuracy and completeness (which includes name assigned to incident and financial code)
- Capture all cost data and documentation (requisitions)
- Receive requisitions for approval and signoff
- Follow-up on payment to vendors using the county designated accounting system

Extended:

- Collect and follow-up on all receiving reports and required documentation
- Prepare an end of shift report for the oncoming Accounting Clerk & Procurement Specialist
- Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)  
Emergency Response Job Action Sheet  

Administration Human Resources

Human Resources Unit Leader

Reports To: Administration Section Chief Administration  
Command Center: location: ____________ Telephone: __________

Mission: Provide organizational support for securing adequate numbers and types of personnel to conduct the emergency response, and interpret county and Personnel Policies /Procedures and various collective bargaining agreements.

Immediate:

- Read this entire Job Action Sheet
- Obtain briefing from Administration Section Chief
- Review IAP and SAP and assign staff as needed
- Communicate your telephone and fax number to the ICP
- Establish a Human Resource Unit Center
- Communicate with HR Staff members the specific work to be done for the shift, and assign specific personnel to tasks
- Communicate with the Safety Officer regarding status of personnel
- Conduct an inventory of required staff, by title and emergency response functional role capabilities and notify Administrative Section Chief of need for external resources
- Establish a mechanism for receiving requests and queries from managers or staff personnel involved in the response
- Establish Time & Leave tracking forms
- Determine mechanism for collecting and processing time & leave and overtime data, for distributing forms and for retrieving and distributing payroll checks

Intermediate:

- Maintain a log of all staffing requests received, and staff assigned
- Develop a roster of all volunteers to be used by Recruitment Specialist
- Establish a mechanism to provide confidential psychological support services for responders
- Immediately report to the Administration Section Chief leader issues that cannot be resolved by your unit with current resources
- Establish a mechanism for reporting and investigation of all Workmen’s Compensation claims that arise out of emergency operations
- Report to the Administration Section Chief issues that need to be resolved which may impact the response operations
- Ascertain requirements for, and availability of, personnel for next 48-72 hours

Extended:

- Brief Administration Section Chief about the status of personnel matters, and prepares an end of shift report for the oncoming Unit Leader
- Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Time and Leave Clerk

Reports to: Human Resource Team Leader
Command Center Location: ________ Telephone: _________

Mission: Secure, organize, and process time and leave information related to the emergency response.

Immediate:

☐ Read Job Action Sheet
☐ Report to/obtain briefing from HR Unit Leader
☐ Read materials provided by HR Unit Leader regarding time & leave administration for various collective bargaining units and instructions for processing automated time & leave
☐ Identify time keeping liaisons and provide them with appropriate tracking forms
☐ Collect and reconcile time & leave data and enter into automated system

Intermediate:

☐ Maintain a back-up log of Time & Leave usage and balances if manually processed Time & Leave is required
☐ Reports leave without pay to Payroll Specialist

Extended:

☐ Organize and maintain files
☐ Prepare reports for senior administrative staff as required
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Payroll Specialist

Reports to: Human Resource Team Leader
Administration Command Center Location: _______________ Telephone: __________

Mission: to collect, organize, process O.T. documents to allow for timely compensation for Emergency Response

Immediate:

☐ Read Job Action Sheet
☐ Report to /obtain information from HR Unit Leader
☐ Read materials provided by HR Unit Leader regarding Salary Administration for various
  Identify overtime liaison in individual operation section and provide appropriate forms
☐ Collect O.T. sheets
☐ Reconcile/calculate and code overtime rates and data enter into automated system
☐ Retrieve payroll checks from Central Finance and determine method for
distribution of pay checks
☐ Distribute paychecks to staff

Intermediate:

☐ Maintain back-up log of hours/costs if manually processed payroll is required
☐ Provide automated hrs/costs to HD Finance

Extended:

☐ Organize and file all payroll documents
☐ Prepare reports for senior administrative staff as required
☐ ☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheets
Administration

Recruitment Specialist

Reports to: Human Resource Unit Leader
Command Center Location: _______________ Telephone: _______

Mission: Identify and mobilize additional staffing resources for Emergency Response if necessary

Immediate:

☐ Read Job Action Sheet
☐ Report to/obtain instructions from HR Unit Leader
☐ Identify availability of appropriate internal staffing resources in accordance with SAP and Functional Role Training and/or notify HR Unit Leader that external staffing resources are required
☐ Establish a roster of staff secured for emergency response; roster to include staff assignment, location, schedule, and supervisor

Intermediate:

☐ Refer any volunteers to the United Way's Volunteer Center
☐ Coordinate with outside agencies to secure staffing resources if directed by the HR Unit Leader
☐ Initiate appropriate paperwork to process photo ID's and access cards, if directed by HR Unit Leader
☐ Initiate rapid pre-clearance, medical and background checks, if directed by HR Unit Leader
☐ Coordinate with Logistics Section Unit Leaders to secure necessary work space, communications equipment, computer program access, parking, and other support needs, if directed by HR Unit Leader

Extended:

☐ Identify resources as required to support the Emergency Response beyond 72 hours, if directed by HR Unit Leader
☐ Organize and maintain files
☐ Prepare reports for senior administrative staff as required
☐ □ Plan for the possibility of extended deployment
Logistics
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Logistics Section Chief

Reports To: Incident Commander  Logistics Command Center
Location:_______________ Telephone________

Mission: Organize, direct and coordinate those operations associated with maintenance of the physical environment (facilities), security, personnel deployment (movement) and provide for adequate levels of shelter and supplies to support the mission’s objectives.

Immediate:

☐ Receive appointment from the Incident Commander. Obtain packet containing Section’s Job Action Sheets
☐ Read this entire Job Action Sheet
☐ Obtain briefing from Incident Commander
☐ Confer with Appointed Unit leaders and insure the formulation and documentation of an incident-specific section action plan as approved by the Command Staff
☐ Add additional (or delete) tasks and distribute Job Action Sheets
☐ Distribute the corresponding Job Action Sheets with incident specific tasks
☐ Establish Logistics Section Center in proximity to ICC
☐ Advise IC on current logistical service and support status

Intermediate:

☐ Update Section staff of new developments and receive Section status reports
☐ Secure areas as needed to limit unauthorized personnel access
☐ Obtain information and updates regularly from unit leaders and officers; maintain current status of all areas
☐ Review IAP and estimate section needs for next operational period or shift through Liaison Officer, initiate contact with DES for EMS, Fire and Police assistance when necessary
☐ Prepare to manage large numbers of potential volunteers
☐ Confer with PIO to establish areas for media personnel
☐ ☐Obtain supplies as requested by Planning or Operations

Extended:

☐ Maintain documentation of all actions and decisions on a continual basis – forward completed unit activity log to Administrative Section Chief
☐ Participate in the development and execution of the demobilization and make recommendations to IC as necessary
☐ Observe all staff for signs of stress, report issues to Safety Officer
☐ Provide rest periods and relief for staff
☐ Prepare end of shift report and present to oncoming Incident Commander and Logistics Section Chief
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Information Technology Communications Unit Leader (ITAC)

Reports To: Logistics Section Chief
Logistics Command Center Location: ________________ Telephone: ____________

Mission: Organize and coordinate IT asset support to insure functioning of internal and external communications and data-related equipment.

Immediate:

☐ Read this entire Job Action Sheet
☐ Obtain briefing from Logistics Section Chief
☐ Review IAP and SAP and assign specific personnel to tasks
☐ Establish a Communications Center
☐ Communicate your telephone and fax number to the ICP and other Section Chiefs
☐ Assess current status and inventory of the internal and external communication resources, (e.g. telephone, Nextel, Internet, blackberries, fax machines, beepers, wireless laptops, radios, ISDN lines for video conferencing) and make a list of work to be done
☐ Establish or maintain the system for receiving communication from external agencies
☐ Meet with Communication Team unit staff to review IAP and SAP, and assign specific personnel to tasks

Intermediate:

☐ Maintain a log of all communication requests received and forward all new requests to Logistics Section Chief
☐ Immediately report to the Logistics Unit leader issues that cannot be resolved by your unit with current resources
☐ Work with IT to facilitate hardware, equipment and software installation
☐ Insure there are adequate supplies, equipment and materials to produce communication products

Extended:

☐ Brief Logistics Section Chief about status of computers, communication requirements and prepare report for on coming unit leader
☐ Observe all staff for signs of stress, and report concerns to Logistics Section Chief
☐ Document all actions, decisions and interventions
☐ ☐ Plan for the possibility of extended deployment ☐☐
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Logistics IT & Communications

Information Technology and Communication Support (ITAC)

Reports To: ITAC Unit Leader
Logistics Command Center Location:___________Telephone_________

Mission: To assess and distribute available communication equipment.

Immediate:

☐ Read this entire Job Action Sheet
☐ Obtain briefing from ITAC Unit Leader
☐ Take inventory of equipment as directed (e.g. computers, laptops, telephones, cell phones, pagers and blackberries)
☐ Check functionality of equipment
☐ Report status and equipment needs to ITAC Unit Leader

Intermediate:

☐ Assist ITAC Unit Leader in setting up data center and telephone bank if necessary
☐ Distribute laptops, phones, etc as needed
☐ Assist ITAC Technician, if necessary, with on-site repairs or changes
☐ Provide IT and Communication Support where needed
☐ ☐Request additional supplies if needed

Extended:

☐ Maintain an inventory log and distribution log
☐ Prepare End Shift Report and Present to ITAC Unit Leader
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Staff Support Unit Leader

Reports To: Logistics Section Chief
Logistics Command Center Location: ____________ Telephone: ____________

Mission: Assure the provision of logistical, subsistence and equipment support for incident response staff.

Immediate:

☐ Read this entire Job Action Sheet
☐ Obtain briefing from Logistics Section Chief
☐ Establish Staff Support Unit center
☐ Review the IAP and SAP and assign specific personnel as required
☐ Communicate your telephone number to the IAP and other Section Chiefs ☐☐

Intermediate:

☐ Establish a log and document all requests for support
☐ Identify and request support or resources needed from outside agencies and report to Logistics Section Chief
☐ Prepare to assist with equipment salvage and or recovery
☐ Plan for subsistence resources (e.g. food, water, rest space, hygiene supplies) ☐☐

Extended:

☐ Brief Logistics Section Chief about status of Staff Support Unit’s activities and prepare for on coming unit leader
☐ Observe all staff closely for signs of stress and fatigue; provide for personal staff rest periods and relief and report concerns to Logistics Section Chief
☐ Assist staff with logistical and personal concerns; act as facilitator when appropriate
☐ Document all actions, decisions and interventions
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Facility Manager

Reports To: Staff Support Unit Leader
Logistics Command Center Location: ________________ Telephone: ____________

Mission: Maintain and Secure appropriate physical facilities to support the mission or assignment.

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from Staff Support Unit Leader and/or Logistics Chief
☐ Inventory and Report on physical plant status to Staff Support Leader

Intermediate:

☐ Determine potential needs such as heat, electrical, furniture, fans, parking, delivery access, other physical plant issues
☐ Insure safety assessment of various sites and that recommendations are implemented

Extended:

☐ Document all information and actions
☐ Prepare emergency evacuation plan if not already available in conjunction with Safety Officer
☐ Prepare End Shift Report and Present to Staff Support Unit Leader
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Reports To: Staff Support Unit Leader
Logistics Command Center Location:__________________ Telephone:__________

Mission: To facilitate the flow of information or office supplies to the emergency response ICS units.

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from Staff Support Unit Leader
☐ Don comfortable shoes and clothing
☐ Set up log form to record requests by type and location
☐ Submit communication device request to Staff Support Unit Leader

Intermediate:

☐ Procure any tools or support items – i.e. carts, boxes

Extended:

☐ Document all actions and requests
☐ Prepare End Shift Report and Present to Staff Support Unit Leader
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Staff Nutritional and Personnel Needs Manager

Reports To: Staff Support Unit Leader
Logistics Command Center Location: ________________ Telephone: __________

Mission: Organize for food, water, refreshments and other personal support items such as soap, paper towels, toothpaste, toilet paper, housing, etc.

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from Staff Support Unit Leader and/or Logistics Chief
☐ Request briefing on current and proposed staffing situation
☐ Monitor ongoing nutritional and personal item requirements of the staff and report such to the Staff Support Unit Leader

Intermediate:

☐ Obtain approved vendor list and accounting information
☐ Create delivery schedule and coordinate through Staff Support Unit Leader
☐ Document all actions, orders and deliveries

Extended:

☐ Prepare End Shift Report and Present to Staff Support Unit Leader
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Staff Operational Needs Manager

Reports To: Staff Support Unit Leader
Logistics Command Center Location: _______________ Telephone: __________

Mission: Organize and supply response specific equipment and supplies

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from Staff Support Unit Leader and/or Logistics Chief
☐ Inventory equipment and supplies and project needs based upon requests from the Operations Section
☐ Submit inventories and requests to Staff Support Unit Leader

Intermediate:

☐ Obtain approved vendor access instructions and required accounting information
☐ Work with Finance to identify alternate methods for procurement and document suggestions to Staff Support Unit Leader
☐ Document all actions, orders and deliveries

Extended:

☐ Prepare End Shift Report and Present to Staff Support Unit Leader
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)  
Emergency Response Job Action Sheet

Transportation Unit Leader

Reports To: Logistics Section Chief  
Logistics Command Center Location: ______________ Telephone: ____________

Mission: Organize and arrange transportation for all personnel and resources.

Immediate:

☐ Read this entire Job Action Sheet  
☐ Obtain briefing from Logistics Section Chief  
☐ Establish a Transportation Unit Center  
☐ Communicate your telephone and fax number to the ICP and other Section Chiefs  
☐ Review Incident Action Plan and Section Action Plan to identify transportation requirements of the Health Department response team.  
☐ Conduct an inventory of available transportation staff and vehicles, including vehicle type and location  
☐ Assure vehicle energy resources and access/dispatch instructions are available  
☐ Assure trip and travel log formats are established  
☐ Assign reservationists, dispatchers and drivers

Intermediate:

☐ Communicate with Transportation Team members the specific work to be done for the shift, and assign specific personnel to tasks  
☐ Maintain a log of all transportation requests received, and staff and vehicles assigned  
☐ Immediately report issues that cannot be resolved by your unit with current resources to the Logistics Unit leader

Extended:

☐ Brief Logistics Section Chief about status of drivers and vehicle availability, and prepare report for the oncoming Unit Leader  
☐ Observe all staff for signs of stress, and report concerns to Logistics Section Chief  
☐ Document all actions, decisions and interventions  
☐ Prepare End Shift Report and present to Logistics Section Chief  
☐ Plan for the possibility of extended deployment □□
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Route Planner
Reports To: Transportation Unit Leader
Logistics Command Center Location: ________________ Telephone: __________

Mission: Plan the best possible route under existing circumstances (current road/traffic conditions) for all required trips, and provide a map and/or written driving instructions for drivers.

Immediate:

- Read entire Job Action Sheet
- Obtain briefing and trip requests from Transportation Unit Leader
- Route trips via PC when available (MapQuest), or manually via atlas/maps and through knowledge of county geography and roads
- Provide Vehicle Manager with maps/driving instructions

Intermediate:

- Coordinate efforts with Transportation Unit Leader and Vehicle Manager
- Maintain current status of road/traffic conditions via communications with Vehicle Manager (who receives updates from drivers), police, radio, etc

Extended:

- Prepare End Shift Report and present to Transportation Unit Leader
- Plan for the possibility of extended deployment
Emergency Response Job Action Sheet

**Vehicle Manager (Key Master)**

**Reports To:** Transportation Unit Leader  
**Logistics Command Center Location:** ___________  
**Telephone:** ___________

**Mission:** Ensure vehicle readiness

**Immediate:**
- Read entire Job Action Sheet
- Obtain briefing from Transportation Unit Leader
- Centralize vehicle dispatching (keys)
- Get supply of communication devices and maps for distribution to drivers
- Identify authorize drivers and establish driver pool
- Dispatch vehicles
- Inventory type and number of vehicles available

**Intermediate:**
- Arrange service, repair, and refuel
- Report findings to Transportation Unit Leader
- Track vehicle distribution and availability

**Extended:**
- Prepare End Shift Report and present to Transportation Unit Leader
- Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Driver

Reports To: Vehicle Manager
Logistics Command Center Location: _______________ Telephone: __________

Mission: Transport material/equipment/staff/supplies

Immediate:

☐ Read entire Job Action Sheet
☐ Get keys and sign out vehicle from Vehicle Manager
☐ Get assignment, map, directions, and communication device(s) from Vehicle Manager

Intermediate:

☐ Help maintain vehicle operations
☐ Report road conditions
☐ Return keys to Vehicle Manager when no longer needed
☐ Assist Vehicle Manager with identifying additional vehicles and drivers

Extended:

☐ Report vehicle problems and communicate progress
☐ Prepare end of shift report
☐ Plan for the possibility of extended deployment
Operations
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Operations Section Chief

Reports to: Incident Commander
Operations Command Center Location: ________________ Telephone: _________

Mission: Activates and coordinates any units that may be required to achieve the goals of the
IAP. Directs the preparation of specific unit operational plans and requests and identifies and
discharges resources as necessary.

Immediate:

☐ Receive appointment from Incident Commander. Obtain packet containing section's
   Job Action Sheets
☐ Read this entire Job Action Sheet and review organizational chart.
☐ Obtain briefing from Incident Commander
☐ Establish Operations Section Center in proximity to the Incident Command Post
☐ Appoint Operations Section Unit Leaders
☐ Brief all Operations Section unit leaders on current situation and develop the section's
   initial action plan
☐ Add additional (or delete) tasks and distribute Job Action Sheets
☐ Identify and report to Liaison Officer and/ or Administration Section Chief any tactical
   resources needed for the IAP
☐ Coordinate IT and data entry needs with Logistics and Planning Section Chiefs ☐

Intermediate:

☐ Brief the Incident Commander routinely on the status of the Operations Section
☐ Coordinate and monitor Operations Section and available resources
   need to achieve mission and request resources as needed

Extended:

☐ Maintain documentations of all actions and decisions on a continual basis – forwards
   completed unit activity log to Incident Commander
☐ Observe all staff for signs of stress. Report issues to Administration Section Chief
☐ Provide rest periods and relief for staff
☐ Prepare end of shift report and present to oncoming Operations Section Chief and
   Incident Commander
☐ Plan for the possibility of extended deployment
Essential Services of Public Health Unit Leader

Reports to: Operations Section Chief
Operations Command Center Location: _____________ Telephone: _______

Mission: Identify those routine essential services that MUST be maintained during the agency disaster response period

Immediate:

☐ Confer with the Incident Commander and Section Chiefs to determine an estimate of the projected length of the disaster response activities
☐ Prepare a list of the essential services that must be maintained, as well as those that can be suspended and submit to the Incident Commander and County Health Officer for approval
☐ Inform the other Section Chiefs during the IAP meeting in the Incident Command Post
☐ Work with the Administration Section Chief and agency program directors to identify personnel who must be assigned to maintain usual services
☐ Communicate to agency program directors which services will be maintained and which will be suspended
☐ Direct the re-allocation of personnel to disaster or essential service duty

Intermediate:

☐ Develop a plan to communicate to the public which services are to be closed (and which will remain open)
☐ Monitor the success of maintaining the essential services
☐ Re-evaluate the need to re-open (or close existing services)
☐ Work closely with the other Section Chiefs and agency directors to insure an adequate supply of personnel for essential services
☐ Communicate unresolved problems or issues to Incident Commander

Extended:

☐ Prepare an end of shift report for the Incident Commander and County Health Officer
☐ Make recommendations regarding need to alter essential services plan ☐ ☐
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Field Response Team Unit Leader
(FRUL)

Reports To: Operations Section Chief
Operations Command Center Location:___________Telephone__________

Mission: Organize and direct the field operations activities. These may include environmental, Hazmat response, surveillance, specimen collection, scene personnel safety, communicable disease control and mass care.

Immediate:
- [ ] Read this entire Job Action Sheet
- [ ] Obtain briefing from Operations Section Chief
- [ ] Establish a Field Operations Unit Center
- [ ] Communicate your telephone and fax number to the ICP and other Section Chiefs
- [ ] Review the IAP and SAPs, and determine the specific Field Operation Sub-Units to be activated
- [ ] Assign specific personnel to coordinate of the Field Operation Sub-units

Intermediate:
- [ ] Convene a meeting for all Sub-Unit leaders, communicate IAP and SAP and assign tasks
- [ ] Ascertain resources needed by each Sub-Unit, and arrange for procurement, transportation and delivery of these resources including personnel, supplies and equipment, to the appropriate site through the Logistics and Administrative Section Chiefs
- [ ] Maintain a log of all Sub-Unit objectives and staff assigned to each task
- [ ] Ascertain progress and status of each Sub-unit, and immediately report to the Operations Section leader reports of conditions that are unsafe or situations that are not improving or deteriorating
- [ ] Receive information from Sub-unit and transmit data through the Operations Section Chief to the Planning Section Data Center
- [ ] Immediately report to the Operations Section leader issues that cannot be resolved by your unit with current resources

Extended:
- [ ] Brief Operations Section Chief about status of field operation activities, and prepare a report for the oncoming Field Operations Unit Leader
- [ ] Observe all staff for signs of stress, and report concerns to Section Chiefs
- [ ] Document all actions, decisions and interventions
- [ ] Prepare end of shift report for Section Chief and incoming Unit Leader
- [ ] Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Medical Consultant (Field Response Unit)

Reports To: Field Response Unit Leader
Operations Command Center Location: ____________ Telephone ____________

Mission: Serve as a consultant/support physician to County Health Officer, organize and direct medical support activities to public, staff, and other agencies.

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from Field Response Unit Leader and Operations Section Chief
☐ Obtain the most current medical information on the conditions (and their treatment) that is most likely to occur as a result of the event (e.g. biological, chemical, etc.)
☐ Review IAP and SAP to recommend the specific medical operations sub-units to be activated

Intermediate:

☐ Monitor the CDC, WA State DOH and other resources for medical updates
☐ Review all planned public information to assure medical accuracy and consistency with CDC and state health department message
☐ Serve as medical consultant to the department of health and other agencies (hospitals, physicians, laboratories)
☐ Coordinate with Epidemiologist to monitor list of affected persons
☐ Continue to coordinate information between FRUL and DOH Information

Extended:

☐ Continue as above
☐ Documentation of all actions, decisions, and interventions
☐ Prepare end of shift report for unit leader and incoming Medical consultant
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Field Response Unit Operations Coordinator

Reports To: Field Response Unit Leader (FRUL)
Operations Command Center Location: __________ Telephone: ______

Mission: Coordinate and communicate with other liaison units and/or sub-units to provide information and to request information/support/supplies

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from Field Response Unit Leader
☐ Based on extent of unit activation, determine sub-unit contacts for information flow and establish list for Field Response Unit Leader
☐ Establish contact with Health Information and Public Education Unit Leader

Intermediate:

☐ Facilitate coordination and operation of all activities of field units.
☐ Provide relevant information to other sub-units as necessary
☐ Request information, supplies, etc as needed

Extended:

☐ Same as above
☐ Prepare end of shift report for Field Response Unit Leader and incoming Coordinator
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Environmental Field Director

Reports to: Field Response Unit Leader (FRUL)
Operations Command Center Location: _________ Telephone ________

Mission: Overall responsibility for assessing the environmental health aspect of the incident, determining the environmental interventions required and directing the response.

Immediate:
- Read entire Job Action Sheet
- Obtain briefing from the FRUL (IAP and SAP)
- Determine staffing needs and availability

Intermediate:
- Deploy staff as per IAP and SAP
- Coordinate and request PPE and supplies for response staff if required
- Direct and coordinate sampling and specimen collection or other acts as needed

Extended:
- Re deploy or adjust sampling or collection field as required
- Monitor staff for signs of fatigue
- Prepare end of shift report for FRUL and incoming Coordinator
- Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Operations
Field Response Team

Field Environmental Specimen Collector

Reports to: Environmental Director-Field Coordinator
Operations Command Center Location: ____________ Telephone ________

Mission: Gather environmental samples.

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from supervisor
☐ Communicate/verify contact information
☐ Obtain necessary supplies and equipment (bottles, coolers, etc.)

Intermediate:

☐ Collect, label, and submit samples according to SOP
☐ Report to Field Coordinator regularly as directed
☐ Maintain chain of custody

Extended:

☐ Plan for the possibility of extended deployment
☐ Debrief staff at the end of the shift and sign out to oncoming staff
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Environmental Field Technical Specialist

Reports to: Environmental Director-Field Coordinator
Operations Command Center Location: ________________ Telephone: ________

Mission: Evaluate environmental/medical conditions at relevant facilities (i.e. water plants, hospitals, food facilities, waste water plants)

Immediate:

☐ Read entire job action sheet
☐ Obtain briefing from the Field Coordinator
☐ Evaluate environmental/medical conditions at relevant facilities (i.e. water plants, hospitals, food facilities, waste water plants)
☐ Draw up or map sampling plans or floor plans for mass distribution clinic

Intermediate:

☐ Establish contact with Planning Unit to monitor assessments
☐ Report findings and unusual events to Field Coordinator

Extended:

☐ Same as above
☐ Prepare end of shift report for Coordinator and incoming Tech Specialist
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Technical Environmental Liaison

Reports to: Environmental Director-Field Coordinator
Operations Command Center Location: ____________ Telephone: ____________

Mission: To maintain contact between Field Coordinator and Field Response team members

Immediate:
- Read entire Job Action Sheet
- Obtain briefing from Field Coordinator
- Set up reporting mechanism with Field Response Team members

Intermediate:
- Establishes contact at facilities to be inspected
- Maintains a log of all communication and inspection schedules
- Communicate needed contact information to Field Staff

Extended:
- Continues as above
- Prepares end of shift report for Field Coordinator and incoming Liaison
- Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Epidemiologist

Reports to: Field Response Unit Leader
Operations Command Center Location: __________ Telephone: __________

Mission: Interpret pattern of disease, coordinate investigation, develop appropriate standardized tool to use in case investigations.

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from Field Response Unit Leader
☐ Establish contact with Health Officer or designated medical consultant
☐ Create standardized interview tool (questionnaire) or other data collection tool
☐ Assess staffing needs and availability
☐ Instruct appropriate staff in use of interview (or data collection) tools

Intermediate:

☐ Update and/or tailor standardized questionnaire (or tool(s) as needed
☐ Relate information back to Health Officer, Medical Consultant and FRUL
☐ Establish and maintain ongoing contact with Planning Section to coordinate data and analysis of information
☐ Evaluate feedback from staff using tool
☐ Obtain up to date information from neighboring jurisdictions, including the CDC and DOH

Extended:

☐ Document all action decisions and intervention
☐ Monitor staff for signs of fatigue
☐ Prepare end of shift report for Field Response Unit Leader and incoming Epidemiologist
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Epidemiology Investigation Site Coordinator

Reports to: Epidemiologist
Operations Command Center Location: _________________ Telephone: ________

Mission: Coordinate collection of data, collate, and report data coming from field, direct investigative staff

Immediate:
- Read the entire Job Action Sheet
- Obtain briefing from Epidemiologist
- Obtain facility specific contacts or directive from the Technical Environmental Liaison
- Direct staff for field assignments and brief on expected data to be collected and methods for collection
- Review staff PPE needs if relevant

Intermediate:
- Redirect staff assignments as needed
- Document all field site visits
- Take actions to limit environmental hazards as indicated by IAP / SAP

Extended:
- Monitor staff for signs of fatigue and stress
- Prepare end of shift report for Epidemiologist and incoming Coordinator
- Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Case Investigator

Reports to: Epidemiology Investigation Site Coordinator
Operations Command Center Location: __________________ Telephone: ________

Mission: To interview patients using designated questionnaire and protocol and document findings.

Immediate:
- Read entire Job Action Sheet
- Obtain briefing from Epidemiology Investigation Site Coordinator
- Receive vaccination/prophylaxis assessment
- Receive confidentiality training
- Obtain computer assignment and password
- Obtain and review response questionnaire
- Obtain site interview schedule and facility contacts
- Obtain transportation to site

Intermediate:
- Collect data as instructed
- Report any concerns with data collection tool to the Site Coordinator
- Turn in completed questionnaires to Site Coordinator
- If event or disease appropriate, complete contract tracing form
- Report any unusual findings immediately to the Epidemiological Investigation Coordinator
- If needed make any changes, deletions or additions to previously entered forms and post with red flag

Extended:
- Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Operations
Field Response Team

Human Specimen Collector

[Nurse] [Lab Technician]

Reports to: Epidemiology Investigation Site Coordinator
Operations Command Center Location: ____________________ Telephone: ________

Mission: To be deployed as member of in field investigation team (Human Specimen Collectors) to visit individual homes or community based sites to complete patient assessments and collect specimens (invasive procedure)

Specimen(s) to be collected: ________________________________

(Nurse)

Immediate:
- [ ] Read entire Job Action Sheet
- [ ] Obtain briefing from Epidemiology Investigation Site Coordinator and assignments (visits, sampling needs)
- [ ] Receive pre-packaged specimen collection packages, appropriate PPE and sample storage requirement information
- [ ] Conduct home/community site visit to complete assessment and collect specimen(s)
- [ ] Label specimen containers and store as appropriate

Intermediate:
- [ ] Return specimens to designated location
- [ ] Ongoing as above
- [ ] Report any unusual events or findings immediately to the Epidemiological Investigation Coordinator

Extended:
- [ ] Plan for the possibility of extended deployment

(Lab Technician)

Immediate:
- [ ] Read entire Job Action Sheet
- [ ] Obtain Briefing from Site Coordinator and receive visit assignments
- [ ] Receive pre-packaged phlebotomy packages and PPE and specimen storage or transport requirements
- [ ] Conduct home/community site visit to collect specimen(s)
- [ ] Label specimen containers

Intermediate:
- [ ] Return specimens to designated location

Extended:
- [ ] Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Testing Coordinator

Reports to: Epidemiology Investigation Site Coordinator
Operations Command Center Location: ____________ Telephone: ________

Mission: Maintains the line listing of all laboratory testing results

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from Site Coordinator
☐ Establish contact with testing sites
☐ Establish contact with Planning to coordinate test result data

Intermediate:

☐ Coordinate IT needs through Logistics
☐ Document all diagnostic values
☐ Communicate all test results to the Epidemiologist and Planning Section

Extended:

☐ Same as above
☐ Prepare end of shift report for Site Coordinator and incoming Diagnostic Coordinator
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet
Operations: Response Team

Epidemiology Case Investigator

Reports to: Epidemiology Investigation Site Coordinator
Operations Command Center Location: _____________ Telephone __________

Mission: To be deployed as member of in field investigation team (Human Specimen Collectors) to visit individual homes or community based sites to complete patient assessments and collect specimens (invasive procedure)

Immediate:

☐ Review entire Job Action Sheet and check off tasks as they are completed
☐ Receive vaccination/prophylaxis assessment
☐ Review orientation folder
☐ Put on ID badge
☐ Receive confidentiality training
☐ Receive computer assignment & specific briefing from your supervisor
☐ Obtain computer password
☐ Receive training on content and format of forms
☐ Receive training on database/software
☐ Familiarize self with location of all areas of clinic

Intermediate:

☐ Receive work assignment from lead
☐ Interview case or proxy
☐ Report any unusual findings immediately to the Epidemiological Investigation Coordinator
☐ Complete case report form as instructed
☐ If event or disease appropriate, complete contact tracing form
☐ Turn in completed case report forms to Epidemiological Investigation Coordinator
☐ Report any concerns with data collection tool to Epidemiological Investigation Coordinator
☐ If needed, make any changes, deletions or additions to any previously entered forms and post it with a red flag

Extended:

☐ Log out of computer
☐ Return forms in folders to Site Coordinator
☐ Report to “Check-out” in reception area
☐ Obtain next shift assignment

Deactivation:

☐ Follow deactivation plan
☐ Identify issues for After Action Report
☐ Participate in debriefing
Epidemiological Surveillance Site Coordinator

Reports to: Epidemiologist
Operations Command Center Location: _______________ Telephone ___________

Mission: Conduct and coordinate surveillance and surveillance activities

Immediate:

- Review entire Job Action Sheet and check off tasks as they are completed
- Receive vaccination/prophylaxis assessment
- Review orientation folder
- Put on ID badge
- Receive confidentiality training
- Receive computer assignment & specific briefing from your supervisor
- Obtain computer password
- Receive training on content and format of forms
- Receive training on database/software
- Familiarize self with location of all areas of clinic

Intermediate:

- Receive work assignment from lead
- Provide data entry staff with folder containing data to be entered
- Receive and secure data folders from data entry staff
- Analyze and review quality of data entered
- Enter data
- Review appropriate forms for completeness and accuracy
- Interview contacts of cases depending on event
- Coordinate contact interviewer assignments, both fixed and field
- Disseminate information to appropriate Health Department and Incident Command staff

Extended:

- Log out of computer
- Secure any case related information in pre-designated location
- Report off to direct supervisor
- Obtain next shift assignment

Deactivation:

- Follow deactivation plan
- Ensure collection of all paperwork associated with this area is turned in
- Identify issues for After Action Report
- Participate in debriefing
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Operations: Response

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**Epidemiological Surveillance**  
**Fixed Contact Investigator**

**Reports to:** Epidemiology Surveillance Site Coordinator  
**Operations Command Center Location:** ________________Telephone ___________

**Mission:** Conduct interviews and document information about contacts of cases using a designated questionnaire and protocol.

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**Immediate:**

- Review entire Job Action Sheet and check off tasks as they are completed
- Receive vaccination/prophylaxis assessment
- Review orientation folder
- Put on ID badge
- Receive confidentiality training
- Receive computer assignment & specific briefing from your supervisor
- Obtain computer password
- Receive training on content and format of forms
- Receive training on database/software
- Familiarize self with location of all areas of clinic

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**Intermediate:**

- Receive work assignment from lead
- Interview contacts or proxies
- Report any unusual findings immediately to the Epidemiological Surveillance Coordinator
- Complete contact tracing report form as instructed
- If data or information indicates contact may be ill/infectious follow appropriate disease protocols and recommendations
- If event or disease appropriate, complete contact tracing form
- Turn in completed case report forms to Epidemiological Surveillance Coordinator
- Report any concerns with data collection tool to Site Coordinator
- If needed, make any changes, deletions or additions to any previously entered forms and post it with a red flag

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**Extended:**

- Log out of computer
- Return forms in folders to Site Coordinator
- Report to “Check-out” in reception area
- Obtain next shift assignment

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**Deactivation:**

- Follow deactivation plan
- Identify issues for After Action Report
- Participate in debriefing
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Response Team

Epidemiological Surveillance
Field Contact Investigator

Reports to: Epidemiology Surveillance Site Coordinator
Operations Command Center Location: ________________ Telephone ___________
Mission: Conduct interviews and document information about contacts of cases using a designated questionnaire and protocol.

Immediate:
- Review entire Job Action Sheet and check off tasks as they are completed
- Receive vaccination/prophylaxis assessment
- Review orientation folder
- Put on ID badge
- Receive confidentiality training
- Receive computer assignment & specific briefing from your supervisor
- Obtain computer password
- Receive training on content and format of forms and database

Intermediate:
- Receive work assignment from lead
- Check out vehicle
- Check out mobile communications device
- Sign out field surveillance equipment
- Sign out at Epidemiological Surveillance Coordinator’s site
- Interview contacts or proxies
- Report any unusual findings immediately to the Epidemiological Surveillance Coordinator
- Complete contact tracing report form as instructed
- If information indicates contact may be ill/infectious, follow appropriate disease protocols
- If event or disease appropriate, complete contact tracing form
- Check in every four hours by phone or site location
- Turn in completed case report forms to Epidemiological Surveillance Coordinator
- Report any concerns with data collection tool to Epidemiological Surveillance Coordinator
- If needed, make any changes, deletions or additions to any previously entered forms and post it with a red flag

Extended:
- Log in from field visit
- Return vehicle, phone and field equipment
- Return forms in folders to Site Coordinator
- Report to “Check-out” in reception area
- Obtain next shift assignment

Deactivation:
- Follow deactivation plan
- Identify issues for After Action Report
- Participate in debriefing
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Operations: Response Team

Epidemiology Data Entry Technician

Reports to: Epidemiology Surveillance Site Coordinator
Operations Command Center Location: ________________ Telephone __________

Mission: To accurately enter critical information into the database in a timely and thorough manner

Immediate:
- Review entire Job Action Sheet and check off tasks as they are completed
- Receive vaccination/prophylaxis assessment
- Review orientation folder
- Put on ID badge
- Receive confidentiality training
- Receive computer assignment & specific briefing from your supervisor
- Obtain computer password
- Receive training on content and format of forms
- Receive training on database/software
- Familiarize self with location of all areas of clinic

Intermediate:
- Receive work assignment from lead
- Enter data into appropriate database
- Notate initials, date and time of entry in upper right hand corner of forms
- Return forms to designated folder

Extended:
- Log out of computer
- Return forms in folders to Site Coordinator
- Report to “Check-out” in reception area
- Obtain next shift assignment

Deactivation:
- Follow deactivation plan
- Identify issues for After Action Report
- Participate in debriefing
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Mass Distributions Operations Director
(Point of Distribution Center [POD])

Reports to: Mass Care Director
Operations Command Center Location: ______________ Telephone: _________


Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from Mass Care Director
☐ Obtain list of assigned staff and site location
☐ Work with Administration Section to insure that all assigned staff are present and at work site
☐ Work with Logistics Section to insure that all necessary paperwork, supplies are in place at work location
☐ Receive, forward all requests for additional personnel, equipment, supplies and transportation
☐ Continually reassess work flow and patient flow

Intermediate:

☐ Insure time and attendance is communicated to Mass Care Director on appropriate forms.
☐ Maintain log of all activities and communications
☐ Insure that issues are related to Mass Care Director ASAP.

Extended:

☐ Monitor staff for signs of stress and fatigue
☐ Monitor supplies
☐ Prepare end of shift report for Mass Care Director and incoming Operations Coordinator
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)  
Emergency Response Job Action Sheet  

Operations Field Response Team

Shelter Nurse

Reports to: Mass Care Operations Coordinator  
Operations Command Center Location: Telephonenumber: __________

Mission: Provides clinical support to clients housed in a Red Cross or other shelter.

Immediate:
- Read entire Job Action Sheet
- Obtain assignment briefing and assignment from Operations Coordinator
- Review shelter protocol
- Report to shelter and the Shelter Manager
- Set up station and check supplies

Intermediate:
- Maintain patient log including referrals, treatment, any red flag priorities
- Complete initial client interview and screening to determine immediate medical needs
document on medical record
- Triage clients to a higher level of care as needed
- Maintain contact with Department of Health Medical Consultant
- Provide first aide as needed
- Complete medical records
- Evaluate needs and report requests to Shelter Manager or Operations Coordinator (based upon need)
- Monitor public health conditions within the shelter

Extended:
- Monitor supplies
- Prepare end of shift report for Operations Coordinator and incoming Shelter Nurse.
- Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Triage Nurse

Reports to: Mass Care Operations Coordinator
Operations Command Center Location: ______________ Telephone: _______

Mission: Assess individuals presenting for care and direct them to the appropriate level of care or care site and possibly screen clinic clients for contraindications to vaccination or other treatment.

Immediate:

- Read entire Job Action Sheet
- Obtain briefing from Operations Coordinator
- Check equipment and supply expiration dates if appropriate
- Conduct triage - emergent, urgent and non-urgent care
- Refer to the appropriate level of care
- Provide first aide as needed

Intermediate:

- Maintain patient assessment log
- Prepare patient for transport to appropriate level of care
- Evaluate needs and report requests to Operations Coordinator
- Maintain contact with POD Medical Consultant

Extended:

- Monitor supplies
- Prepare end of shift report for Operations Coordinator and incoming Triage Nurse
- Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

**Vaccinator Rx**

Reports to: Mass Care Operations Coordinator
Operations Command Center Location: _________ Telephone: ________

**Mission:** Administer vaccines to qualified candidates. Vaccinators can be nurses, physicians, physician assistants, pharmacist or nurse practitioners.

**Immediate:**

- [ ] Read entire Job Action Sheet
- [ ] Obtain Briefing from Operations Coordinator
- [ ] Obtain appropriate supplies and PPEs
- [ ] Check Expiration date and prepare vaccine for administration
- [ ] Check for appropriate consent and patient signature
- [ ] Fill out/sign vaccine administration/dispensing forms
- [ ] Administer vaccine/Rx as appropriate

**Intermediate:**

- [ ] Monitor vaccine information (data) disposition
- [ ] Evaluate needs and report requests to Operations Coordinator
- [ ] Maintain contact with POD Medical Consultant

**Extended:**

- [ ] Monitor supplies
- [ ] Prepare end of shift report for Operations Coordinator and incoming Vaccinator
- [ ] Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Reports to: Mass Care Operations Coordinator
Operations Command Center Location: _____________ Telephone: _____________

Mission: Screen clinic participant for contraindications to vaccine/other treatment

Immediate:
- Read entire Job Action Sheet
- Obtain Briefing from Operations Coordinator
- Familiarize self with vaccine and/or medications being administered and contraindications
- Interview patient and complete appropriate forms
- Review patient medical information and contraindications to determine if individual meet qualifications for vaccine/other treatment
- Verify vaccination status
- Collect specimens as needed

Intermediate:
- Refer patient to POD Medical Consultant as deemed necessary
- Evaluate needs and report requests to Operations Coordinator

Extended:
- Monitor supplies
- Prepare end of shift report for Operations Coordinator and Nurse Screener
- Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Flow Monitor

Reports to: Mass Care Operations Coordinator
Operations Command Center Location: ____________ Telephone: ____________

Mission: Assist all clinic participants, directing them to appropriate stations

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain Briefing from Operations Coordinator
☐ Familiarize self with each station function and location
☐ Direct clinic patients to the appropriate stations

Intermediate:

☐ Assist staff as necessary
☐ Evaluate needs and report issues to Operations Coordinator

Extended:

☐ Brief incoming flow monitor at end of shift
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)  
Emergency Response Job Action Sheet 

Operations Field Response Team 

Registration 

Reports to: Mass Care Operations Coordinator  
Operations Command Center Location: _______________ Telephone: ________

Mission: Greet and register clinic patients 

Immediate: 

☐ Read entire Job Action Sheet  
☐ Obtain Briefing from Operations Coordinator  
☐ Familiarize self with registration procedures and forms  
☐ Register patients and provide appropriate forms and instructions  
☐ Provide educational/information package  
☐ Obtain signatures on consents as specified in procedures 

Intermediate: 

☐ Direct patients to next appropriate station 

Extended: 

☐ Brief incoming registration staff at end of shift  
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)  
Emergency Response Job Action Sheet

Mass Care Operations (Point of Distribution [POD])  
Medical Consultant

Reports to: Mass Care Operations Coordinator  
Operations Command Center Location: ________________ Telephone: ________

Mission: Provide medical consultation to patients.

Immediate:

☐ Read Entire Job Action Sheet  
☐ Obtain Briefing from Mass Care Operations Coordinator  
☐ Review the IAP and SAP  
☐ Meet with Mass Care Operations Coordinator and Clinical Staff to disseminate key medical information

Intermediate:

☐ Support Medical Screeners by providing medical consultation to patients taking part in clinic activities  
☐ Maintain Log of significant events

Extended:

☐ Prepare end of shift report and present to Mass Care Operations Coordinator and incoming Medical Consultant  
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Reports to: Mass Care Operations Coordinator
Operations Command Center Location: ____________ Telephone: ________

Mission: Provides patient education in preparation for receiving a vaccination or other treatment

Immediate:

☐ Provide education regarding effect, side effect and contraindications associated with the vaccine or other treatment
☐ Respond to questions posed by potential vaccines
☐ Review adverse events and when to seek medical care
☐ Provide education on care of vaccine site and supplies if indicated
☐ Assess audio visual educational needs (VCR) and report to Coordinator
☐ Assist patients in completing medical screening forms
☐ Review all forms for completeness
☐ Provide overview of clinic process

Intermediate:

☐ Continue as above

Extended:

☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)  
Emergency Response Job Action Sheet

Mass Care Operations (Point of Distribution [POD])  
Information Technology Specialist

Report to: Mass Care Operations Coordinator  
Operations Command Center Location: ________________ Telephone: ________

Mission: To assess, install, and maintain communication & technology specific needs of a POD site.

Immediate:

☐ Read entire job action sheet  
☐ Obtain briefing from Mass Care Operations Coordinator  
☐ Identify assets and needs of POD site  
☐ Establish a communication center to communicate and receive information with EOC and outside organizations  
☐ Report completion of established communications center to Mass Care Operations Coordinator and communicate additional needs as necessary

Intermediate:

☐ Setup registration, data entry, and other Areas Identified as Requiring Communication & Technology Assets  
☐ Monitor, Support, & Communicate Ongoing IT Needs of POD Site to Mass Care Operations Coordinator  
☐ Document all requests, actions, and interventions in a work log

Extended:

☐ Prepare end of shift report and present to Mass Care Operations Coordinator  
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Vaccinator Assistant

Reports to: Mass Care Operations Coordinator
Operations Command Center Location: _______________ Telephone: __________

Mission: Complete paperwork during the vaccination process

Immediate:

☐ Read this entire Job Action Sheet
☐ Obtain briefing from Mass Care Operations Coordinator & POD Medical Consultant
☐ Review completed paperwork
☐ Verify that patient qualified for vaccine
☐ Obtain patient consent for vaccine
☐ Witness consent (if indicated)
☐ Return completed form(s) to vaccinee

Intermediate:

☐ Observe vaccinee for signs/symptoms of anaphylactic reaction
☐ Verify that all forms are completed and signed

Extended:

☐ Function as back-up vaccinator
☐ Verify the patient has all necessary supplies
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Health Information and Public Education Unit Leader

Report to: Operations Section Chief
Operations Command Center Location: ______________ Telephone ___________

Mission: Organize and coordinate the support to insure functioning of internal and external communications.

Immediate:

☐ Read this entire Job Action Sheet
☐ Obtain briefing from Operations Section Chief and /or PIO
☐ Review IAP and SAP, revise JAS as needed and assign staff
☐ Establish a Risk Communications Center
☐ Communicate your telephone and fax number to the ICP and Section Chiefs in conjunction with Logistics Section Chief, assess current status of the internal and external telephone, cell phone, internet and communication systems
☐ Establish or maintain the system for receiving communication from external agencies
☐ Receive from Documentation Officer the list of pertinent phone numbers for internal and external offices

Intermediate:

☐ Communicate with Communication Team members work to be done and assign specific personnel to tasks
☐ Maintain a log of all communication received and forward all new information to the appropriate section
☐ Prepare communication materials to be disseminated by the agency
☐ Have all clinical/medial information reviewed by the Medical Consultant for accuracy and consistency with CDC and state health department message before release
☐ Obtain approval from the PIO and Operations Section Chief before releasing any information to the public or other agency
☐ Immediately report to the Operations Unit leader issues that can not be resolved by your unit with current resources

Extended:

☐ Insure there are adequate supplies, equipment and materials to produce communication products
☐ Provide an end of shift report for the oncoming Risk Communication Unit Leader.
☐ Observe all staff for signs of stress, and report concerns Operations Section Chief.
☐ Document all actions, decisions and interventions
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Reports to: Health Information & Public Education (HIPE) Unit Leader
Operations Command Center Location________________Telephone:_________

Mission: To organize and coordinate hotline function

Immediate:

☐ Read entire JAS
☐ Obtain briefing from HIPE Unit Leader
☐ Coordinate with ITAC Asset Coordinator to set up telephone room and computers as situation requires
☐ Arrange for number of staff to man hotline
☐ Create shift for hotline staff
☐ Create log sheet for telephone operators use
☐ Obtain script from HIPE Unit Leader
☐ Conduct training of operators
☐ Obtain bi-lingual or translation staff as needed
☐ Familiarize yourself with script and up-to-minute information
☐ Make copies of scripts and fact sheets for staff
☐ Observe staff for stress levels and necessary for break
☐ Address language needs

Intermediate:

☐ Communicate frequently with public education and health information leader for current information
☐ Report FAQ’s or misinformation to public education and health information leader for inclusion in new script
☐ Food, water, bathroom for staff
☐ Identify telephone for personal telephone calls
☐ Handle tough and conflicts calls
☐ Report unusual calls immediately to the Unit Leader

Extended:

☐ Provide reports of telephone logs
☐ Brief next shift hotline manager
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet
Operations Health Information & Public Education

Hotline Telephone Operator

Reports to: Hotline Manager
Operations Command Center Location: ___________________________ Telephone: ___________

Mission: Respond immediately to public crisis and concerns with appropriate and accurate information

Immediate:

☐ Read this entire JAS
☐ Obtain briefing from Hotline Manager (includes training on telephone)
☐ Review questions and answers for script to be familiar with information
☐ Maintain most current information sheet and/or script

Intermediate:

☐ Identify a person to refer specific calls to: media, doctor, supervisor, etc.
☐ Answer telephone inquiries of public
☐ Keep a log of number of calls
☐ Verify that you have most current information
☐ Identify FAQ’s (or misinformation) from public and give this information to hotline manager for inclusion in new scripts
☐ Report unusual calls to the Hotline Manager immediately

Extended:

☐ Prepared end of shift report and provide to supervisor and incoming hotline telephone operator
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Information Distributor

Reports to: Health Information & Public Education (HIPE) Unit Leader
Operations Command Center Location: ______________ Telephone: __________

Mission: To distribute accurate and appropriate information to the public

Immediate:

- Read complete JAS
- Obtain briefing from public education and health information leader
- Familiarize yourself with technology in area (fax machine, telephone, copier, broadcast fax website)
- Obtain current information from public education and health information leader
- Identify routes of distribution: website, outreach, workers, flyers, TV/radio. PSA, hotline, public information line, press release, emergency communication, broadcast fax, email
- Identify staff for distribution: outreach workers, etc.
- Copy flyers if necessary
- Identifying sites of distribution: libraries, hospital, schools, community centers, senior centers, etc.
- Publish list of contacts appropriate for various needs

Intermediate:

- Conduct subsequent mailings using lists of identified target populations
- Keep log of chart of distribution

Extended:

- Ensure manuals are in appropriate locations
- Update telephone and fax numbers
- Date and file copy of all information distributed
- Update mailing addresses
- Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Operations Health Information & Public Education

Clerk

Reports to: Information Distributor
Operations Command Center Location: _________________ Telephone: ______

Mission: *Perform clerical duties.*

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from Information Distributor (where machines are located such as copiers,
fax machines, printer, etc.)
☐ Copy flyers or other material
☐ Stuff envelopes
☐ Transport material to mailroom
☐ Keep an inventory of paper and request as needed
☐ File and perform copy services as directed

Intermediate:

☐ Assist with Health Education projects as specified by the Information Distributor

Extended:

☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Reports to: Health Information & Public Education (HIPE) Unit Leader
Operations Command Center Location:____________________Telephone:_______

Mission: Arrange media interviews

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from H.I.P.E.
☐ Arrange for media interviews (time and place, TV vs. radio vs. phone) with appropriate staff member designated through Health Information and Public Education
☐ Meet and greet media in reception area – lead to interviewee
☐ Ensure copies of press release or fact sheets for media are available

Intermediate:

☐ Fax, email information for Information Officer and Health Information and Public Education
☐ Answer internal phone inquires for Information Officer and Health Information and Public Education

Extended:

☐ Assist with Health Education projects as specified by Health Information and Public Education
☐ Maintain log of media interviews
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Media Telephone Operator

Operations Health Information & Public Education

Reports to: Health Information & Public Education (HIPE) Unit Leader
Operations Command Center Location: _______________ Telephone: __________

Mission: Answer media telephone lines, maintain telephone log

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from HIPE
☐ Answer media telephone lines using media contact information sheet (top half)
☐ Take messages on specific media needs
☐ DO NOT answer media inquires or speak on behalf of the Health Department or give your opinion or “off the record” answers
☐ Forward all media contact sheets to Health Information and Public Education

Intermediate:

☐ Fax, email information for Information Officer and Health Information and Public Education

Extended:

☐ Maintain phone log of calls
☐ Assist Health Education Unit with projects as specified by HIPE
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Operations Health Information & Public Education

Public Information Writer

Reports to: Health Information & Public Education Unit Leader
Operations Command Center Location:________________Telephone:__________

Mission: Write accurate and current information for internal and external communication

Immediate:

☐ Read entire JAS
☐ Obtain briefing from Public Education and Health Information Leader
☐ Research and collect data on events or agents
☐ Identify audience and message
☐ Write initial draft
☐ Obtain approval from each identified individual
☐ Incorporate translation services as needed
☐ Format list of important phone numbers

Intermediate:

☐ Make changes and adjustments as necessary
☐ Double check data for most current numbers or information
☐ Add appropriate graphics to document

Extended:

☐ File final copy (with sign-offs)
☐ Send to information distributor/website manager/hotline manager, etc
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Webmaster

Reports to: Health Information & Public Education (HIPE) Unit Leader
Operations Command Center Location: ____________ Telephone: ______

Mission: To maintain/update Health Department website

Immediate:

☐ Read entire Job Action Sheet
☐ Obtain briefing from HIPE.
☐ Determine where (what page) new information should go or if you need a new page
☐ Research information to be placed on Website
☐ Research appropriate graphic and audio for inclusion on website
☐ Create webpages
☐ Get approval from HIPE.
☐ Publish webpages
☐ Find appropriate links, such as Centers For Disease Control and Washington State Department of Health

Intermediate:

☐ Review website for inaccurate/out-of-date information
☐ Recommend website changes to Health Information and Public Education

Extended:

☐ Document changes to website
☐ Assist with internal phone calls
☐ Assist with other tasks as directed by Health Information and Public Education
☐ Plan for the possibility of extended deployment
Planning
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Planning Section Chief

Reports to: Incident Commander
Planning Command Center Location_______________Telephone__________

Mission: Identify and establish data elements and data sources, and implement data collection and analysis procedures so that trends and forecasts can be identified related to the incident. 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 perform long range planning. Document and distribute Incident Action Plan and measure/evaluate progress.

Immediate:

☐ Receive appointment from Incident Commander. Obtain packet containing Section’s Job Action Sheets
☐ Read this entire Job Action Sheet
☐ Obtain briefing from Incident Commander
☐ Activate the Planning Section leaders and distribute Job Action sheets
☐ Brief unit leaders after meeting with Incident Commander
☐ Determine data elements required by the IAP and SAP
☐ Identify and establish access to data sources as needed
☐ Communicate all technical support and supply needs to Logistics Section Chief
☐ Establish Planning/ Data Collection Center and other data entry sites as needed
☐ Ensure standardization of data collection
☐ Collect, interpret, and synthesize data regarding status and response of incident and provide reports to Incident Commander

Intermediate:

☐ Assemble information in support of the IAP and or projections relative to the project

Extended:

☐ Continue to receive projected activity reports from section chiefs and Planning Section at appropriate intervals
☐ Maintain documentations of all actions and decisions on a continual basis – forwards completed unit activity log to Incident Commander
☐ Assure all requests for data or plan information/status are routeddocumentoed through the PIO Leader
☐ Observe staff for signs of stress. Report issues to Safety Officer. Provide rest periods and relief for staff
☐ Prepare end of shift report and present to oncoming Planning Section Chief
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Data Entry Unit Leader

Reports to: Planning Section Chief
Planning Command CenterLocation: _______________ Telephone: __________

Mission: Ensure the accurate and timely collection of data for the incident by providing overall
direction and supervision of data entry staff at all entry sites established.

Immediate:

☐ Read this entire Job Action Sheet
☐ Obtain briefing from Planning Section Chief
☐ Review Data Elements required by the IAP and the SAP
☐ Assist Planning Section Chief in establishing data entry procedures that ensure
data quality and consistency
☐ Assign specific personnel to collect, receive, collate or enter data received
☐ Communicate established data elements and entry procedures to Data Entry
staff
☐ Assure that all data equipment is in working order, and required supplies are
available
☐ Communicate data equipment needs to Planning Section Chief

Intermediate:

☐ Maintain communication with Data Entry Unit Staff to identify issues
☐ Maintain a log of all data requests received and staff assigned to each task
☐ Report staffing needs/replacements to Planning Section Chief
☐ Immediately report to the Planning Section leader any issues that can not be
resolved by your unit with current resources.
☐ Notify Planning Section Chief of data that has not been received in a timely
fashion

Extended:

☐ Brief Planning Section Chief on status of data collection and unit activities
☐ Prepare end of shift report and present to oncoming Incident commander and the
oncoming Data Entry Unit Leader
☐ Document all actions, decisions, and interventions
☐ Observe staff for signs of stress, and report concerns to Planning Section Chief
☐ Plan for the possibility of extended deployment
Data Entry Supervisor

Report to: Data Entry Unit Leader
Planning Command Center Location: _________________ Telephone: __________

Mission: Supervise the collection, collation, and entry of data to ensure quality and consistency of data at one site.

Immediate:

☐ Read this entire Job Action Sheet
☐ Obtain briefing from Data Entry Unit Leader
☐ Assess data elements required by the IAP and the SAP
☐ Communicate core data elements and procedures to Data Entry Technicians
☐ Assure all data equipment is in working order and supplies are available
☐ Communicate all supply and equipment needs to Data Entry Unit Leader

Intermediate:

☐ Continuously review data entry procedures to ensure data quality and consistency
☐ Immediately report to Data Entry Unit Leader any issues which can not be resolved by your unit with current resources

Extended:

☐ Document all actions, decisions, and interventions
☐ Prepare end of shift report and present to oncoming Data Entry Supervisor
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Data Entry Technician

Reports to: Data Entry Supervisor
Planning Command Center Location: ________________ Telephone: ___________

Mission: Accurately Enter Data

Immediate:

☐ Read this entire Job Action Sheet
☐ Obtain briefing from Data Entry Supervisor
☐ Familiarize self with core data elements and procedures
☐ Check availability of supplies and equipment to perform assigned tasks and report any anticipated needs to supervisor
☐ Enter information into data collection system in use during the event. Should an electronic system be unavailable, hand-tabulate data from paper records
☐ Report any missing required data entry fields or data elements to the Data Entry Supervisor or Leader

Intermediate:

☐ Enter supplemental data as needed
☐ Check data accuracy
☐ Provide information to supervisor, identifying & reporting issues
☐ Immediately report any data or fields that seem unusual to the Data Entry Supervisor or Leader

Extended:

☐ Continue to data enter as required
☐ Plan for the possibility of extended deployment
Public Health Incident Command System (ICS)  
Emergency Response Job Action Sheet

Reports to: Planning Section Chief  
Planning Command Center Location: ________________ Telephone: ____________

Mission: Ensure accurate and timely analysis and interpretation of data for the incident, including preparation of reports and trend analysis.

Immediate

☐ Read this entire Job Action Sheet
☐ Obtain briefing from Planning Section Chief
☐ Work with Planning Section Chief to select data elements required by the IAP and the SAP and to determine essential reports
☐ Assign specific personnel to interpret data received
☐ Assure all data equipment is in working order, and required supplies are available
☐ Communicate data analysis equipment needs to Planning Section Chief

Intermediate

☐ Maintain communication with data analysis staff to identify issues
☐ Communicate to Planning Section Chief, any issues with data
☐ Maintain a log of all data requests received and staff assigned to each task
☐ Immediately report to the Planning Section Chief any issues which can’t be resolved by your unit with current resources
☐ Notify Planning Section Chief of data that has not been received in a timely or correct fashion
☐ Review assemble data and finalize interpretations and reports
☐ Compute projections for situation (disaster or response) based upon the data received
☐ Communicate report findings and projections to Planning Section Chief

Extended

☐ Brief Planning Section Chief on status of data analysis activities
☐ Document all actions, decisions, and interventions
☐ Prepare end of shift report and present to oncoming Data Analysis Unit Leader
☐ Observe all staff for signs of stress, and report concerns to Planning Section Chief
☐ Plan for the possibility of extended deployment □□
Public Health Incident Command System (ICS)
Emergency Response Job Action Sheet

Data Analyst

Reports to: Data Analysis Unit Leader
Planning Command Center Location: _____________ Telephone: ____________

Mission: Analyze and interpret data and generate reports

Immediate:

☐ Read this entire Job Action Sheet
☐ Obtain briefing from Data Analysis Unit Leader
☐ Review collected data, determine missing elements

Intermediate:

☐ Analyze collected data
☐ Report any problems with data to Data Analysis Unit Leader
☐ Generate reports and maps as needed
☐ Work with Data Analysis Unit Leader to interpret findings

Extended:

☐ Communicate and refine results with Data Analysis Leader
☐ Conduct trend analysis as needed
☐ Plan for the possibility of extended deployment