

Appendix A – Job Action Sheets

June 2022

Job Action Sheets

BRDHD has two sets of Job Action Sheets (JAS). The first set is geared toward a “all hazard approach” and the second set is specifically for a Point of Dispensing (POD) event.

These JAS should be changed or updated to coincide with the response that the health department should take.

The Immediate actions should be the first and foremost priority of the individual that is assigned a specific job.

A Just-In-Time Training has also been developed to assist staff and volunteers with the understanding of their role and function during an emergency.

The Incident Commander and Command Staff will assign staff to roles based upon each of the following JAS qualifications.

BRDHD Incident Command System

Job Action Sheet – All Hazards

Incident Commander (IC)

The Incident Commander (IC) is the overseer of all planning, logistics, operations, and finance section chiefs and all command functions. You will report to the scene or to the already acting Incident Commander.

Establish Command

Establish Strategies and priorities to control the incident

Oversee Incident Action Plan*

Determine Strategic goals and tactical objectives

Authorize media releases

May serve as liaison to EOC

BRDHD Incident Command System

Job Action Sheet – All Hazards

Safety Officer

The Safety Officer is in charge of worker health and safety. They identify potentially unsafe situations and have the authority to stop unsafe acts. The Safety Officer must act on briefing from the Incident Commander (IC) and develop a job safety analysis as it is needed.

Report to emergency response location or the ICS (Incident Command Station) and check in with ICS supervisor.

You report to: POD Manager

Before your shift:

- Register at Staff Check-in
- Clearly display ID badge
- Familiarize self with location of all clinic areas
- Review your Job Action Sheet
- Attend clinic orientation
- Review job responsibilities with your Supervisor
- Receive vaccine/medication if not already treated
- Establish safety command post with all relevant right to know information
- Meet with Security representatives

During your shift:

- Wear appropriate PPE, as needed
- Exercise emergency authority to stop and prevent unsafe acts
- Provide direction to Security personnel
- Arrange with Logistics Sections Chief to secure areas as needed to limit unauthorized access
- Advise POD Manager and/or appropriate Section Chiefs of any unsafe or hazardous situation
- Observe staff for signs of stress; make recommendations to POD Manager or appropriate Section Chief
- Document all actions and decisions in an activity log

Prepare Safety Brief, publish ICS-208 “Site Safety and Health Plan and Site Safety and Health Plan Summary”; check facility for “slips, trips, and falls” hazards and complete ICS-215a, Hazard/Risk Analysis Worksheet; review the medical plan

Take inventory of health and safety supplies and equipment; ensure facility to accessible to FAN population

Request required or needed supplies or equipment

Complete appropriate emergency response employee forms

Exercise as needed authority to stop and prevent unsafe acts; investigate accidents and near misses that occur within the incident area

*The Incident Action Plan (IAP) documents the goals and priorities of the incident. Form(s) can be found in the All Hazard Plan, tab 4.

After your shift:

- Assist with teardown or cleanup of clinic

- Attend staff debriefing at shift change and/or at close of clinic
- Prepare clinic for next day operations, as needed
- Brief incoming Health & Safety Officer
- Sign out with Finance/Administration
- Return ID, PPE and any other supplies and documentation
- Ensure proper disposal of hazardous materials
- Oversee any potential decontamination of facility
- Hand over activity log to incoming Health & Safety Officer

BRDHD Incident Command System

Job Action Sheet – All Hazards

Public Information Officer

The Public Information Officer is responsible for developing and releasing information about the incident to the media, personnel, and other appropriate agencies/organizations. The Public Information Officer is also responsible for coordinating the public messages for local, state, and federal agencies and for gathering information for media/press events.

You report to: POD Manager

Before your shift:

- *Register at Staff Check-in*
- *Clearly display ID badge*
- *Familiarize self with location of all clinic areas*
- *Review your Job Action Sheet*
- *Attend clinic orientation*
- *Review job responsibilities with your Supervisor*
- *Receive vaccine/medication if not already treated*
- *Test communication equipment and ensure it is working appropriately*

During your shift:

- *Wear appropriate PPE, as needed*
- *Inform POD Manager of communication updates, as needed*
- *Ensure that all news releases have the approval of the City PIO*

- *Field media calls and requests, as needed*
- *Act as or prepare spokesperson to interact with media*
- *Identify/create the Single Over-riding Communication Objective (SOCO) for the incident and ensure that all health officials and respondents are aware of it*
- *Provide the SOCO at all opportunities*
- *Amend the SOCO as new information becomes available*
- *Create and disseminate risk communication messages, in consultation with NDPHCS and the major medical and social service providers of the area*
- *Update messages in collaboration with KY DPH as needed*
- *Monitor outside communication*
- *Coordinate messages between the PODs*
- *Coordinate messages with the City PIO*
- *Coordinate messages with the City's major medical and social service providers*
- *Report issues or problems to POD manager*
- *Obtain updates from Section Chiefs*
- *Notify security to handle disruptive individuals, as needed*

Determine from Incident Commander (IC) if there are any limits on information to be released to the public.

Develop materials for use in media briefings.

Obtain IC's approval of media releases and inform media/conduct briefing.

Arrange for other interviews or briefings that may be required.

Obtain media information that may be useful to incident planning.

Maintain current information summaries and/or displays on the incident and provide information on status of incident to appropriate personnel.

After your shift:

- Assist with teardown or cleanup of clinic
- Attend staff debriefing at shift change and/or at close of clinic
- Prepare clinic for next day operations, as needed
- Brief incoming Public Information Officer
- Sign out with Finance/Administration
- Return ID, PPE and any other supplies and documentation

BRDHD Incident Command System Job Action Sheet – All Hazard

Liaison Officer

The Liaison Officer is responsible for serving as the contact person for other agencies that are assisting with the incident response.

You report to: POD Manager

Before your shift:

- Register at Staff Check-in
- Clearly display ID badge
- Familiarize self with location of all clinic areas
- Review your Job Action Sheet
- Attend clinic orientation
- Review job responsibilities with your Supervisor
- Receive vaccine/medication if not already treated
- Establish contact with representatives from partner and supporting agencies and EOC
- Ensure that Section Chiefs have your contact information

Obtain a briefing from the IC and participate in planning meetings to formulate and evaluate the Incident Action Plan*.

Establish contact with liaison counterparts of each assisting and cooperating agency.

Keep IC and other agencies updated in changes in response to the incident.

Brief all assisting agencies supporting the incident about the current need for their support.

Monitor the incident to identify current or potential inter-organizational problems.

During your shift:

- Wear appropriate PPE, as needed
- Keep POD Manager, other agencies and organizations updated on changes in response to incident
- Respond to requests and complaints from personnel regarding interagency issues and resources
- Keep supporting agencies aware of the incident status
- Maintain a listing of assisting agencies
- Provide rest periods and relief for staff

After your shift:

- Assist with teardown or cleanup of clinic
- Attend staff debriefing at shift change and/or at close of clinic
- Prepare clinic for next day operations, as needed
- Brief incoming Liaison Officer
- Sign out with Finance/Administration
- Return ID, PPE and any other supplies and documentation

BRDHD Incident Command System

Job Action Sheet – All Hazard

Finance Section Chief

The Finance Section Chief is responsible for managing all financial aspects of an incident. They are also responsible for the documentation of expenditures used during the incident and to monitor the utilization of financial assets.

- ❖ **Staff reporting directly to the Financial Section Chief: All financial staff**
- ❖ **Financial Section Chief reports to: Incident Commander (IC) and POD Manager**

Before your shift:

- Register at Staff Check-in
- Clearly display ID badge
- Familiarize self with location of all clinic areas
- Review your Job Action Sheet
- Attend clinic orientation
- Review job responsibilities with your Supervisor
- Receive vaccine/medication if not already treated

Obtain Briefing from IC

During your shift:

- Wear appropriate PPE, as needed
- Oversee the roles of Financial & Administrative Runner; Data Entry; Intake Clerks; Data Entry Clerk

- Confer with Section Chiefs regarding and supervise the documentation of expenditures relevant to the emergency incident.
- Coordinate with Section Chiefs as needed.
- Assure that all requests for personnel and supplies are handled in a timely fashion and that all documentation is accurate.
- Assist in the Area of Staff Check-In on an as needed basis
- Report any issues or problems to appropriate area leader

Appoint other leaders to work and report to you as needed.

Manage all financial aspects of an incident.

Provide all financial and cost analysis information as requested to IC.

Utilizing BRDHD Emergency Procurement Procedure policy ensures purchases are drafted, purchased, and tracked.

Gather information from briefings with other agencies.

Maintain contact with agency(s) on finance matters, if needed.

Brief agency(s) personnel on all incident-related financial issues needing attention or follow up.

After your shift:

- Assist with teardown or cleanup of clinic
- Attend staff debriefing at shift change and/or at close of clinic
- Prepare clinic for next day operations, as needed
- Brief incoming Finance and Administration Chief

- Sign out with Finance/Administration
- Return ID, PPE and any other supplies and documentation

BRDHD Incident Command System

Job Action Sheet – All Hazard

Logistics Section Chief

The Logistics Section Chief is responsible for organizing, coordinating, and acquiring all needed resources and supplies that will be used during the incident.

- ❖ **Staff reporting to Logistics Chief: Communications, Recruitment, & Supply**
- ❖ **Logistics Section Chief report to: Incident Commander (IC) and POD Manager**

Before your shift:

- Register at Staff Check-in
- Clearly display ID badge
- Familiarize self with location of all clinic areas
- Review your Job Action Sheet
- Attend clinic orientation
- Check in with your Supervisor
- Review job responsibilities with your Supervisor
- Receive vaccine/medication if not already treated

Obtain Briefing from IC

During your shift:

- Wear appropriate PPE, as needed

- Ensure facility utilities (i.e., heat, air conditioning, water, lighting, refrigeration) are operational and functioning properly
- Ensure accessibility to facility (i.e., doors unlocked, snow removed from entrances and parking lots, lawn mowed, etc.)

Coordinate initial delivery of clinical and non-clinical supplies and equipment with POD Manager.

Provide support services, materials, equipment, and personnel that are necessary to accomplish the mission.

- Prior to opening of POD, coordinate traffic control measures with EOC (DPW & NPD)
- Coordinate Security needs with Security Liaison
- Make appropriate staff assignments
- Ensure orientation and supervision of all area staff
- Provide information packets and job responsibilities to all workers
- Ensure all workers are oriented
- Assign/reassign staff to meet needs throughout shift
- Request additional supplies and resources as they are needed.
- Ensure reordering of food, drink and supplies in coordination with Hospitality staff
- Serve as troubleshooter and resource person, or identify designee
- Report issues or problems to POD Manager

Provide logistical input to the IC in preparing the Incident Action Plan*

Review and become familiar with supplies needed in each designated area.

BRDHD Incident Command System Job Action Sheet – All Hazard

Operations Section Chief

The Operations Section Chief is responsible for coordinating units or clinics that may be required to achieve the goals of the Incident Action Plan

❖ **Staff Reporting to the Operations Chief: Public Health Services, Volunteers, and Patient Education.**

❖ **Operations Section Chief reports to: Incident Commander (IC), BRDHD Director.**

□ Obtain tactical operations goals and objectives from BRDHD Director

□ Write and update IAP for each operational period in coordination with Branch Directors/Managers

□ Brief BRDHD Director, PIO, Liaison, others as required, on a regular basis the status of the Operations Section, IAP, goals and objectives;

□ Review with Safety Officer the well being and safety of staff; report issues to Safety Officer and Logistics Section, if needed, behavioral health for staff, patients, families, and any incident personnel

□ Identify and report to Logistics Officer what supplies and resources you will need to accomplish the mission.

□ Report to Liaison Officer how many volunteers you will need

□ Obtain information and status from all branch directors and provide BRDHD Director operational situation report including capabilities and limitations.

□ Coordinate and monitor Operations Section and available resources needed to achieve the mission.

□termine Operations Section functions that need activation to include security, infrastructure, clinical, communicable disease, epidemiology, environmental, patient education, communication, PPE resources if needed, etc.

BRDHD Incident Command System

Job Action Sheet – All Hazard

Planning Sections Chief

The Planning Sections Chief is responsible for collecting, evaluating, and disseminating data that is related to the incident status. The Planning Chief is also in charge of documenting and distributing the Incident Action Plan. They are also in charge of measuring overall performance.*

❖ **Staff reporting to the Planning Sections Chief: Planning, Quality, and Communications (PQC) Unit and Information Distribution.**

❖ **Planning Sections Chief reports to: Incident Commander (IC).**

Obt□n Briefing from IC, BRDHD Director, on objectives/goals, involvement outside agencies, organizations, stakeholders.

Coo□ninate the preparation, documentation and approval of the IAP, distribute copies to Section Chiefs and BRDHD Director

Pro□ct resource needs and status of projected activities; ensure following are being addressed: update IAP each operational period, short and long term planning, and ensure Section personnel following personnel health and safety protocols

Det□mine need to active: Resources, Situation, Documentation, and/or demobilization units within your purview. Collect data regarding status of incident and provide a report to the IC.

Wo□ with Public Information Officer to review communication messages developed by the PQC and approve them.

Pro□de ongoing information on response activities and the crisis situation to the PQC Leader.

Provide recommendations and assistance on IAP* changes.

BRDHD Incident Command System

Job Action Sheet – All Hazard

Investigation Section Chief

The Investigation Section Chief is responsible for investigating and identifying infectious disease issues. Qualifying Persons include Communicable Disease Nurse, Epidemiologist, or Environmentalist.

- ❖ **Staff Reporting to the Investigation Sections chief: CD Unit Leader**
- ❖ **Investigation Section Chief reports to: Incident Commander (IC)**

Obtain Briefing from IC.

Establish contact with state medical consultant

Create a standardized interview tool or other data collection tool and consult with staff on how to use these tools.

Assess staffing needs and medical assessments.

Serve as a liaison with the Department of Public Health

Evaluate feedback from collection tools.

Keep IC informed of progress.

BRDHD Incident Command System

Job Action Sheet – All Hazard

Communications Unit

The Communication Unit is responsible for organizing and coordinating Information Technology Support, which will ensure proper functioning of communications.

- ❖ **Communications Unit will report to Logistics Section Chief**
- ❖ **Logistic Section Chief will report to Incident Commander (IC)**

Before your shift:

- Register at Staff Check-in
- Clearly display ID badge
- Familiarize self with location of all clinic areas
- Review your Job Action Sheet
- Attend clinic orientation
- Check in with your Supervisor
- Review job responsibilities with your Supervisor
- Receive vaccine/medication if not already treated

During your shift:

- Wear appropriate PPE, as needed
- Set-up of audiovisual and computer equipment

- Communicate modes of communication to the Emergency Operation Chief
- Set Up available methods of communication. Ensure that there are adequate supplies, equipment, and materials to effectively communicate.
- Ensure equipment is functional and in working order. Immediately report to logistic section chief issues that cannot be resolved with current resources.
- Ensure that section chiefs are knowledgeable of equipment and how to utilize communication tools.
- Ensure access to outside information, e-mail functions, and DPHCS online functions via internet connectivity
- Maintain technology needs during clinic operations
- Report issues or problems to Logistics Section Chief
- Notify security to handle disruptive individuals, as needed
- Ensure telephone communications systems are working

After your shift:

- Assist with teardown or cleanup of clinic
- Attend staff debriefing at shift change and/or at close of clinic
- Prepare clinic for next day operations, as needed
- Brief incoming Information & Communications Technician
- Sign out with Finance/Administration
- Return ID, PPE and any other supplies and documentation

BRDHD Incident Command System

Job Action Sheet – All Hazard

Recruitment Unit

The responsibility of the Recruitment Unit is to identify and mobilize additional staffing volunteers that will be needed for emergency response.

- ❖ **Recruitment Unit will report to Logistics Section Chief**
- ❖ **Logistic Section Chief will report to Incident Commander (IC) and POD Manager**

Obtain briefing from Logistics Section Chief

Establish roster of staff for emergency response. This roster should include all of the volunteer's assignment, location, schedule, and status (working, not working, not available)

Request volunteers from outside agencies

Help volunteers with required paperwork

Assist with ID badges that volunteers will need

BRDHD Incident Command System

Job Action Sheet – All Hazard

Supply Unit

The responsibility of the Supply Unit is to see that required supplies, equipment, space, etc. are in order to immediately help in responding to an incident.

- ❖ **Supply Unit will report to Logistics Section Chief**
- ❖ **Logistic Section Chief will report to Incident Commander (IC) and POD Manager**

Obtain briefing from Logistics Section Chief

Find contact information that may be needed from other agencies who can assist with the incident

Document data on numbers and kinds of equipment that has been requested.

Maintain an inventory of supplies and equipment; replenish these items as needed.

Check points of distribution workstations, deliver supplies, and empty wastebaskets periodically.

BRDHD Incident Command System

Job Action Sheet – All Hazard

PQC Leader

The responsibility of the PQC Leader is to compile health and incident information related to the incident and to provide oversight to the PQC. The PQC Leader is also responsible for distributing information that has been approved by the Public Information Officer.

- ❖ **PQC Leader will report to Planning Section Chief**
- ❖ **Planning Section Chief will report to Incident Commander (IC)**

Attend Just-In-Time training and get information, then meet with entire PQC and provide them with the training

Meet with others from PQC and brief them on the event

Log all media calls and type of inquiries

Inform team on which information can be released and which cannot.
Remember to update team as new decisions are made.

Determine operational hours for communication teams and assign teams to shifts.

BRDHD Incident Command System

Job Action Sheet – All Hazard

PQC

The responsibility of the PQC is to distribute accurate information to the public at the appropriate time and to prepare communication materials to be used as needed.

- ❖ **PQC will report to PQC Leader or Planning Section Chief**
- ❖ **Planning Section Chief will report to Incident Commander (IC)**

Obtain the Just-In-Time training from Health Information Leader

Familiarize oneself with the methods of communication

Identify alternate sites for information dissemination. These could include libraries, hospitals, schools, etc.

Develop communication messages using the BRDHD's Message Composition Checklist

Give information to Public Information Officer that is collected from Planning Section Chief.

Keep records of how information is distributed

BRDHD Incident Command System

Job Action Sheet – All Hazard

Case Investigator

The responsibilities of the Case Investigator are to interview patients using a designated questionnaire, going by protocol, and to document findings.

- ❖ **The Case Investigator will report to the Investigation Section Chief**
- ❖ **Investigation Section Chief will report to Incident Commander (IC)**

Obtain patient questionnaire and become familiar

Conduct investigation working in collaboration with Investigator

Obtain site interview schedule

Collect data and return to the CD Unit Leader, along with questionnaire

Report any unusual findings to CD Unit Leader

BRDHD Incident Command System

Job Action Sheet – All Hazard

Communicable Disease (CD) Unit Leader

The responsibilities of the CD Unit Leader are to coordinate collection of data, collate, and report data coming from the field or the direct investigative staff.

- ❖ **The Communicable Disease (CD) Unit Leader will report to the Investigation Section Chief**
- ❖ **Investigation Section Chief will report to Incident Commander (IC)**

Obtain briefing from Investigation Section Chief

Direct staff on field assignments and brief on expected data to be collected.

Direct staff on methods for collecting needed data

Review staff Personal Protective Equipment if needed

Document all field site visits

Take steps to limit environmental hazards

BRDHD Incident Command System

Job Action Sheet – All Hazard

Public Health Services Coordinator

The responsibilities of the Public Health Services Coordinator are to identify routine essential services that MUST be maintained during the disaster response period.

- ❖ **The Public Health Services Coordinator will report to the Operations Section Chief**
- ❖ **Operations Section Chief will report to Incident Commander (IC)**

Meet with Incident Commander (IC) and Section Chiefs to determine a projected length of time the disaster process might last.

Prepare a list of the essential services that must be maintained.

Work with Section Chiefs to identify personnel who are assigned to maintain usual services.

Give the IC the information on communication to the public.

Communicate unsolved problems to the IC.

BRDHD Incident Command System

Job Action Sheet – All Hazard

Volunteer Credentialing

The responsibility is to assure that all volunteers are properly credentialed. You also have to understand how to correctly read credentialing materials.

- ❖ **Volunteer Credentialing will report to the Operations Section Chief**
- ❖ **Operations Section Chief will report to Incident Commander (IC)**

Obtain briefing from Operations Section Chief.

Assure that all volunteers have proper credentials

Report need for more volunteers to Operations Section Chief (if needed, you may collaborate with American Red Cross to secure more volunteers)

Make sure that all volunteers are familiar with clinic flow that forms are filled out correctly and collected, and that other information related to the incident is collected.

BRDHD Incident Command System

Job Action Sheet – All Hazard

Patient Education Unit

The responsibilities of the Patient Education Unit are to oversee the patient education during a disaster event. You are also responsible for providing materials to patients about vaccines or medication that they may be going to receive.

- ❖ **Patient Education Unit will report to the Operations Section Chief and POD Manager**
- ❖ **Operations Section Chief will report to Incident Commander (IC)**

Before your shift:

- Register at Staff Check-in
- Clearly display ID badge
- Familiarize self with location of all clinic areas
- Review your Job Action Sheet
- Attend clinic orientation
- Check in with your Supervisor
- Review job responsibilities with your Supervisor
- Receive vaccine/medication if not already treated

During your shift:

- Wear appropriate PPE, as needed
- Disseminate education materials regarding the disease and prophylaxis
- Answer general questions regarding the disease and prophylaxis

- Refer individuals to behavioral health, as needed
- Refer individuals with language barriers to translator
- Report issues or problems to Supervisor
- Provide supplies that may be needed for education materials
- Supervise other patient educators
- For each group of patients, greet them and provide basic information that they will need to know.
- Explain where vaccines will be administered and provide patients with clinic overview
- Monitor handouts and other supplies

BRDHD Incident Command System (ICS)

Job Action Sheet (JAS) – POD Specific

Section: Command Staff

BRDHD Incident Commander (IC)

Reports to: Dept. for Public Health and/or County Emergency Operation Center (EOC)

Mission: *Provide overall direction and control for a public health emergency response*

Qualifications: The Public Health Director or his/her designee. The IC should be an assertive leader that is able to delegate jobs as well as receive, integrate, and correlate information. The IC should be authorized to make all departmental decisions.

Staff Reporting Directly to You: Public Information Officer, Safety Officer, Liaison Officer, Finance Section Chief, Logistics Section Chief, Planning Section Chief, Operations Section Chief

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing of the incident.
- Appoint all Command Staff as well as Section Chiefs that are required for a response.
- Activate the health department's All Hazard Plan.
- Assess the incident and determine what resources and supplies may be needed.
- Assign someone as a documenter or recorder.
- Meet with Command Staff and Section Chiefs to develop an Incident Action Plan (IAP – See Tab 4) to establish priorities.
- Confer with Section Chiefs to identify and consider necessary BRDHD services.
- Request assistance as needed.
- Assure that contact with other responding agencies has been made and the appropriate information has been shared.
- Communicate with Emergency Operations Center (EOC) if activated.
- Periodically check incident progress of all Section Chiefs.
- Assure the safety of staff and volunteers.

Intermediate:

- Authorize resources as needed or requested by Section Chiefs.
- Hold routine briefings with Section Chiefs to receive status reports and updates.
- Maintain contact with relevant agencies.
- Approve media releases submitted by the Public Information Officer (PIO).

Extended:

- Observe staff for status and signs of stress and assure rest periods are provided.
- Prepare an end-of-shift report and update to present to relief IC.
- Plan for the possibility of extended deployment of staff and resources.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: Command Staff

Public Information Officer

Reports to: Incident Commander (IC)

Mission: *Serve as the agency spokesperson as well as the person responsible for releasing information regarding the incident to the media, other agencies, or the public. Only one PIO is appointed per incident, although assistants may be appointed as necessary.*

Qualifications: The PIO should have extensive public information experience and training. This person should know how to interact with the media clearly, concisely, and calmly.

Developing a Communication Plan

- Meet with the EOC. Use Information Gathering Worksheet to record pertinent information.
- Activate the Crisis Communication Plan.
- Work with the PQC Leader and the Planning Section Chief to establish a communication plan in accordance with the BRDHD's role in the response. Use the Information Gathering Worksheet data to develop task assignments.
- If Health Information (HI) Unit Leader is not needed, use HI Unit Leader Job Action Sheet to follow and delegate those responsibilities.
- Contact other stakeholders/agencies involved to learn what communication they are planning and coordinate the response and timing of the information.
- Contact the KY Cabinet for Family and Health Services Communication staff to advise them of the event and BRDHD's communication activities.
- Work with the Logistics Unit to advise of any extra staffing needs.

Immediate Response

- If a response to media is needed immediately and you need time to assemble facts, use Template for Prescribed, Immediate Response to Media Inquires.

Press Conferences and Interviews

- Coordinate media access with on-site staff, including security staff.
- Using the Choosing the Spokesperson Worksheet, select a spokesperson (Sometimes this will be you.)
- Orient the spokesperson using the Preparing the Spokesperson Checklist.
- Schedule and conduct press conferences as needed, using the Press Conference Direction Task Assignment Checklist.

Evaluation and Plan Updates

- Meet with the EOC to advise on the Communication Plan and schedule. Edit the Communication Plan as needed.
- Meet regularly with the Information Unit Leader and the Planning Section Chief to review evaluation measures and adjust the Communication Plan as indicated.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific
Section: Public Information**

Public Information Officer Assistant

Reports to: Public Information Officer

Mission: *Serve as an assistant to the public information officer in identifying a spokesperson at designated PODs or offsite clinics.*

Qualifications: The PIO assistant should have basic public information and spokesperson experience and training. This person should know how to interact with the media clearly, concisely, and calmly.

Developing a Communication Plan

- Meet with the PIO. Use Information Gathering Worksheet to record pertinent information.
- Activate the Crisis Communication Plan.
- Work with the Public Information Officer to establish a communication plan in accordance with the BRDHD’s role in the response. Use the Information Gathering Worksheet data to develop task assignments.
- Work with the Logistics Unit to advise of any extra staffing needs.

Immediate Response

- If a response to media is needed immediately and you need time to assemble facts, use Template for Prescribed, Immediate Response to Media Inquires.

Press Conferences and Interviews

- Coordinate media access with on-site staff, including security staff.
- Using the Choosing the Spokesperson Worksheet, select a spokesperson (Sometimes this will be you.)
- Orient the spokesperson using the Preparing the Spokesperson Checklist.
- Schedule and conduct press conferences as needed, using the Press Conference Direction Task Assignment Checklist.

Evaluation and Plan Updates

- Meet regularly with the Public Information Officer and onsite command staff to review evaluation measures and adjust the Communication Plan as indicated.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: Command Staff

Safety Officer

Reports to: Incident Commander (IC)

Mission: *Monitor incident operations and advises the IC on all matters related to safety as well as anticipate hazards or unsafe situations. NOTE: The Safety Officer has the authority to override the IC's decisions in if it regards the safety of the workers or public. Safety Officer should be knowledgeable of infection control and personal protective equipment (PPE).*

Qualifications: The Safety Officer should be knowledgeable about the specific incident on hand (i.e. if the incident deals with providing shots, the Safety Officer should work with clinical staff and nurses that understand risks involved). The appointed person should have strong leadership skills and a good working relationship with the IC.

Immediate:

- Receive appointment from the Incident Commander (IC).
- Read this entire Job Action Sheet (JAS) and review the organizational chart.
- Obtain briefing from the IC.
- Help develop the Incident Action Plan (IAP – See Tab 4) and review for any safety implications.

Intermediate:

- Exercise emergency authority to stop and prevent unsafe acts – without the IC's permission.
- Keep all staff alert to the need to identify and report all hazards that are unsafe conditions and ensure that all accidents involving personnel are investigated and actions documented.
- Conduct general inspection of Point of Dispensing (POD) clinic.
- Monitor personal protective equipment (PPE) usage at POD.
- Arrange with the Security Unit (under Operations Section Chief) to secure areas that should have limited access.
- Advise IC and Section Chiefs immediately of any unsafe situations.
- Establish routine briefings with IC.

Extended:

- Observe all staff for signs of stress. Report issues to IC.
- Prepare an end of shift report and present it to the oncoming Safety Officer.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: Command Staff

Liaison Officer

Reports to: Incident Commander (IC)

Mission: *Serve as the contact person for representatives from outside agencies that are assisting with the disaster response.*

Qualifications: Should sit in a supervisory or leadership position with excellent communicational and organizational skills.

Immediate:

- Receive appointment from the IC.
- Read this entire Job Action Sheet (JAS) and review the organizational chart.
- Obtain a briefing from the IC and participate in planning meetings to formulate and evaluate the Incident Action Plan (IAP – Tab 4)
- Establish contact with liaison counterparts of each assisting and cooperating agency.
- Keep IC and other agencies updated on changes in response to the incident.

Intermediate:

- Brief all assisting agencies supporting the incident about the current need for their support.
- Monitor the incident to identify current or potential inter-organizational problems.
- Avoid any duplication of efforts from assisting agencies.

Extended:

- Maintain a list of all assisting agencies that includes their resource availability.
- Observe all staff for signs of stress and report any issues to the Safety Officer.
- Prepare end of shift report to present to oncoming Liaison Officer.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: **Finance**

Finance Section Chief

Reports to: Incident Commander (IC)

Mission: *To monitor the utilization of financial assets and human resources. Ensure the documentation of expenditures relevant to the incident.*

Qualifications: Preferably the Finance Director.

Staff Reporting Directly to You: Human Resources Leader, Materials Unit Leader

Immediate:

- Receive appointment from the Incident Commander (IC).
- Read this entire Job Action Sheet (JAS) and review organizational chart.
- Obtain briefing from the IC.
- Appoint Human Resource and Material Unit Leaders.
- Distribute the corresponding Job Action Sheets with incident-specific tasks.
- Ensure adequate documentation/recording of materials and personnel.

Intermediate:

- Summarize financial data as often as required and report findings to the IC.
- Obtain briefings from the IC as appropriate.
- Schedule planning meetings with your Unit Leaders to discuss updates and procedures.
- Authorize utilization of diversion of financial resources.

Extended:

- Observe all staff for signs of stress – report any findings to the Safety Officer.
- Coordinate injury or incident reporting procedures and protocol with the Safety Officer.
- Create an end of shift report for the IC and oncoming Finance Section Chief.
- Plan for the possibility for extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: **Finance**

Human Resource Unit Leader

Reports to: Finance Section Chief

Mission: *Provide organizational support for securing adequate numbers and types of personnel to conduct the emergency response.*

Qualifications: Person should be employed as an accountant or payroll specialist.

Staff Reporting Directly to You: Time and Payroll

Immediate:

- Obtain briefing from the Finance Section Chief.
- Read this entire Job Action Sheet (JAS) and assign staff as needed to man the Human Resources Unit.
- Communicate with Human Resources Unit personnel the specific work to be done for the shift and assign specific personnel to tasks.
- Assure that all Human Resource Unit personnel have Job Action Sheets.
- Communicate with the Safety Officer regarding the status of personnel.
- Establish time and leave tracking form to keep abreast of staff time.

Intermediate:

- Maintain a log of all staffing requests from outside agencies.
- Develop a roster of all volunteers.
- Immediately report to the Finance Section Chief regarding issues that cannot be resolved by your unit with the current resources.
- Report to the Finance Section Chief issues that need to be resolved which may impact the response operations.
- Keep roster of the availability of staff for the next 48-72 hours.

Extended:

- Brief Finance Section Chief about the status of personnel matters.
- Prepare an end of shift report for the oncoming Human Resource Unit Leader.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: **Finance**

Time and Payroll Accountant

Reports to: Human Resource Unit Leader

Mission: *To assist with time and payroll issues.*

Qualifications: A Payroll Specialists or Accounting

Staff Reporting Directly to You: n/a

Immediate:

- Read this entire Job Action Sheet (JAS).
- Report to and obtain information from the Human Resource Unit Leader.
- Collect time, leave, and overtime data for BRDHD employees.

Intermediate:

- Maintain backup log of hours/cost associated with staff time.
- Keep up with employees on leave without pay.
- Provide hours and cost to Human Resource Unit Leader.

Extended:

- Organize and maintain files.
- Prepare reports as required.
- Plan for the possibility of extended employment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: **Finance**

Materials Unit Leader

Reports to: Finance Section Chief

Mission: *Provide support to the Finance Section Chief. Track supplies and material cost.*

Qualifications: Person should be employed as an accountant, payroll specialists, or purchasing agent.

Staff Reporting Directly to You: Cost Reimbursement Accountant

Immediate:

- Read this entire Job Action Sheet (JAS)
- Obtain briefing from the Finance Section Chief.
- Assign staff to a Cost Reimbursement Accountant and distribute appropriate Job Action Sheets.
- Establish a mechanism for rapid review of request and approval/release of monetary resources for the incident.

Intermediate:

- Maintain cost to date reports and submit to the Finance Section Chief.
- Advise the Finance Section Chief of any special procedures to be followed during this event.
- Maintain a requisition log and identify all contracts indicated or activated during the response.
- Advise the Finance Section Chief of any special procedures to be followed during this incident and report any issues that cannot be resolved by your unit with current resources.

Extended:

- Document all actions, decisions, and interventions.
- Brief Finance Section Chief about finance matters as needed.
- Observe all staff for signs of stress and report concerns to the Finance Section Chief.
- Prepare an end of shift report for the oncoming Materials Unit Leader.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: **Finance**

Cost Reimbursement Accountant

Reports to: Materials Unit Leader

Mission: *Assist the Materials Unit Leader with figuring cost associated with the incident.*

Qualifications: Person should be employed as an accountant, payroll specialist, or purchasing agent.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from the Materials Unit Leader
- Collect and review all financial regulations concerning eligible expenses and documentation required by federal, state, and local agencies for reimbursement and reporting.
- Compile and review data collected by the Human Resource Leader and the Materials Unit Leader.
- Track and collect backup documents.

Intermediate:

- Compile cost information as requested.

Extended:

- File and track reimbursements.
- Complete all cost documents for federal, state, and local reimbursement.
- Prepare an end of shift report for oncoming Cost Reimbursement Accountant.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: Command Staff

Logistics Section Chief

Reports to: Incident Commander

Mission: *To organize, direct, coordinate, and acquire needed resources (personnel, equipment, facilities, etc.) and supplies (food, water, syringes, etc.) to be utilized during the incident.*

Qualifications: The Logistics Section Chief should have good organizational skills, be knowledgeable of limitations of our agency and knowledgeable of outside agencies abilities to assist with the incident. The person should be resourceful and able to quickly place orders for supplies and resources.

Staff Reporting Directly to You: Supply Unit, Food and Personal Needs Unit, Facilities Unit, Communication Unit

Immediate:

- Receive appointment as the Logistics Section Chief from the Incident Commander (IC.)
- Read this entire Job Action Sheet (JAS).
- Obtain briefing from the IC on incident.
- Appoint personnel to work under you and pass out their respective JAS. Add (or delete) task as needed.
- Advise the IC on current logistical services.

Intermediate:

- Update your Logistic staff of new developments and ask personnel for status reports.
- Determine areas that should be secure or have unauthorized access.
- Maintain current status of all areas.
- Prepare to manage large numbers of potential volunteers.
- Familiarize yourself with the supplies needed at each Point of Dispensing (POD) workstation and where extra supplies are stored.

Extended:

- Place or obtain resources requested by Section Chiefs.
- Maintain documentation of all actions and decisions on a continual basis. Forward this activity log to the Finance Section Chief.
- Observe all staff for signs of stress and report any issues to the Safety Officer.
- Provide rest periods for your staff.
- Prepare an end of shift report and present it to the oncoming Incident Commander (IC) and Logistics Section Chief.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: **Logistics**

Supply Unit

Reports to: Logistics Section Chief

Mission: *Obtain supplies, equipment, space, etc., as required in order to immediately help the department in responding to the incident.*

Qualifications: This person should have excellent verbal and written communication skills.

Immediate:

- Read this entire Job Action Sheet (JAS)
- Obtain a briefing from the Logistics Section Chief.
- Find contact information for agencies that may assist with the incident.
- Advise the Logistics Section Chief of developments.
- Document data on the number and kinds of equipment that have been requested.
- Maintain an inventory and accountability record of supplies and equipment.
- Secure/replenish all necessary supplies and equipment.
- Periodically check Point of Dispensing (POD) workstations, empty full wastebaskets, and deliver supplies when requested.

Intermediate:

- Follow up on the status of supplies ordered.
- Prepare a report for the Logistics Section Chief as requested.

Extended:

- Prepare an end of shift report for the oncoming Supply Unit.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: **Logistics**

Food and Personal Needs Unit

Reports to: Logistics Section Chief

Mission: *Organize for food, water, and other personal support items such as soap, paper towels, toothpaste, toilet paper, etc. for incident workers and/or victims.*

Qualifications: Good communication and organizational skills.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from Logistics Section Chief.
- Get numbers of incident workers and/or victims that need to be fed or need personal items.
- Determine what types of foodstuffs are needed.
- Develop contingency plans to ensure continuing food service.

Intermediate:

- Start a vendor list of businesses that may be willing to donate items.
- Inventory food and water supplies and estimate when resupplies are needed.
- Establish supplemental food (snacks, fruit, drinks) to be available for workers/victims.
- Document all actions, orders, and deliveries.
- Develop schedule for removal of garbage from POD.

Extended:

- Prepare an end of shift report for the oncoming Food and Personal Needs Unit.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: **Logistics**

Facilities Unit

Reports to: Logistics Section Chief

Mission: *Acquire and maintain appropriate physical locations to support the mission.*

Qualifications: Good organizational skills.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from the Logistics Section Chief.
- Conduct an inventory report on the facility and report status to the Logistics Section Chief.

Intermediate:

- Determine potential needs in the facility such as heat, electrical, furniture, fans, parking, delivery access, etc.

Extended:

- Document all information and actions.
- Prepare or obtain a copy of an emergency evacuation plan for the POD location. The plan should be submitted to the Safety Officer.
- Prepare an end of shift report for oncoming Facilities Unit.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: **Logistics**

Communication Unit

Reports to: Logistics Section Chief

Mission: *Organize and coordinate Information Technology (IT) support to ensure functioning of internal and external communications and data-related equipment.*

Qualifications: Extensive knowledge in electronics and information technology.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from the Logistics Section Chief.
- Communicate modes of communication to the Emergency Operation Center (EOC) and Section Chiefs.
- Set up available methods of communication (satellite radios, hand held radios, cell phones, land lines, internet access, etc).
- Assure Section Chiefs are knowledgeable of equipment and how to utilize the communication tool.
- Establish or maintain the system for receiving communication from external agencies.

Intermediate:

- Maintain a log of all communication request received and forward all new request to the Logistics Section Chief.
- Immediately report to the Logistics Section Chief issues that cannot be resolved with current resources.
- Ensure there are adequate supplies, equipment, and materials to effectively communicate.

Extended:

- Brief Logistics Section Chief about the status of communication equipment, computers, etc.
- Prepare an end of shift report for the oncoming Communication Unit.
- Document all actions, decisions, and interventions.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: **Logistics**

Recruitment Unit

Reports to: Logistics Section Chief

Mission: *Identify and mobilize additional staffing volunteers for emergency response.*

Qualifications: Person should have good organizational skills.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain a briefing from the Logistics Section Chief.
- Establish a roster of staff secured for emergency response – roster should include all staff's assignment, location, schedule, and status (working, off, or not available).

Intermediate:

- Request volunteers from outside agencies as requested by the Logistics Section Chief.
- Help with appropriate paperwork for the volunteers to fill out.
- Assist with making ID Badges for volunteers.

Extended:

- Organize and maintain files.
- Prepare reports to the Logistics Section Chief as requested.
- Prepare an end of shift report for the oncoming Recruitment Unit.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: [Planning](#)

Planning Section Chief

Reports to: Incident Commander (IC)

Mission: *Collect, evaluate, and disseminate data related to the incident status. Document and distribute the Incident Action Plan (IAP) and measure the overall performance. Assist the IC in modifying the IAP to meet changing needs.*

Qualifications: Person that is appointed as the Planning Section Chief should be flexible and be able to offer different options for problems that may arise.

Staff Reporting Directly to You: Resource Unit, Situation Unit, PQC

Immediate:

- Receive appointment from the Incident Commander (IC).
- Read this entire Job Action Sheet (JAS).
- Obtain briefing from the IC.
- Appoint positions under the Planning Section and distribute Job Action Sheets (JAS).
- Communicate all technical support to the Logistics Section Chief.
- Collect and interpret data regarding status of incident and provide reports to the IC.
- Provide recommendations and assistance on IAP plan changes.
- Review and confirm staffing for next day or next shift.

Intermediate:

- Assemble information to support the incident.
- Work with Public Information Officer (PIO) to review communication messages developed by the PQC and approve them.
- Provide ongoing information on response activities and the crisis situation to the PQC Leader.

Extended:

- Request reports from Section Chiefs regarding activities.
- Maintain documentation of all actions and decisions on a continual basis.
- Assure all requests for data or status of incident are routed and documented through the Public Information Officer (PIO).
- Observe staff for signs of stress. Report any issues to the Safety Officer.
- Prepare end of shift report and present to the oncoming Planning Section Chief.
- Plan for the possibility of extended deployment.
- Arrange to have borrowed equipment and supplies returned.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: [Planning](#)

Resource Unit

Reports to: Planning Section Chief

Mission: *To document all resources committed to the incident.*

Qualifications: Excellent organizational and note taking abilities

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from the Planning Section Chief.
- Keep record of all equipment and supplies BRDHD is utilizing.
- Record resources that have been requested.
- Communicate status of equipment to Planning Section Chief.

Intermediate:

- Provide reports to the Planning Section Chief as requested.

Extended:

- Prepare end of shift report for oncoming Resource Unit.
- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific
Section: **Planning**

Situation Unit

Reports to: Planning Section Chief

Mission: *Constantly analyze the progress of the incident.*

Qualifications: The Situation Unit should be able to analyze situations and make recommendations as to how to make the response run more smoothly.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from the Planning Section Chief.
- Analyze the situation as it progresses by recording and evaluating information about the current status.
- Anticipate what may happen or what problems may arise.

Intermediate:

- Prepare situation reports as requested by the Planning Section Chief.

Extended:

- Prepare an end of shift report and present it to the oncoming Situation Unit.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: [Planning](#)

PQC Leader

Reports to: Planning Section Chief

Mission: *To compile health and incident information related to the incident. Distribute information that has been approved by the Public Information Officer (PIO). Provide oversight and management to the PQC. Serve as liaison between HI Unit staff and the Planning Section Chief.*

Qualifications: Health Information Team Member, Other communication or education skills.

Staff Reporting Directly to You: PQC staff

Immediate:

- Attend the Just-In-Time-Training and get assignments and completed Information Gathering Sheet from the Planning Section Chief.
- Meet with the PQC, provide Just-In-Time-Training, brief them on the event, and make assignments using Crisis Communication Assignment Log. Be sure to:
 - Provide Unit staff with appropriate worksheets, logs, and checklists.
 - Develop triage for response to media request and inquires.
 - Update the Team on which information cannot be released at this time.
 - Assign staff to send broadcast fax or e-mail list serve messages.
- Begin logging all media calls and types of inquire. Be sure to note the deadline for response to each media inquiry.

Intermediate:

- Work with language/cultural liaisons as needed for translation of messages and/or other cultural considerations.
- Determine operational hours/days for the communications team. Assign team to shifts.
- Work with the Logistics Unit to advise of any extra staffing needs.
- Update your staff as decisions are made or circumstances change.
- Maintain records of communication activity by partner or stakeholder organizations, and use this to help with coordination. As indicated, forward new information to the appropriate Section.
- Ensure that there are adequate supplies, equipment, and materials to produce communication products.

Extended:

- Document all decisions, actions, and interventions on the Communication Activity Log.
- Use media monitoring and other evaluation procedures to continuously identify needed changes and new information.
- Prepare end of shift reports and present to oncoming PQC Leader

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: Planning

PQC Staff

Reports to: PQC Leader

Mission: *To distribute accurate and appropriate information to the public, and to prepare communication materials for use by _____ .*

Qualifications: Member of the Health Information Team, Other communication or education skills.

Immediate:

- Obtain Just-In-Time Training from the PQC Leader.
- If necessary, familiarize yourself with the methods of communication (email, fax machine, telephone, cell phones, satellite radio, etc.)
- If necessary, assist in helping to identify routes of disseminating information to targeted populations. Refer first to the BRDHD Special Populations Plan.
- Identify alternate sites for information dissemination (libraries, hospitals, schools, community centers, churches, etc.)

Intermediate:

- As assigned, by the PQC Leader, develop communication messages using the BRDHD's Message Composition Checklist and the PIO's completed Information Gathering Worksheet.
- Give information collected to the Planning Section Chief to pass along to the Public Information Officer (PIO).
- Keep records of how information was distributed.

Extended:

- Date and file all information distributed.
- Update telephone and fax numbers as needed.
- Prepare end of shift reports and present to oncoming Information Distribution individual.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific
Section: Operations**

POD Operations Section Chief

Reports to: Incident Commander (IC)

Mission: *Coordinates units or clinics that may be required to achieve the goals of the Incident Action Plan (IAP).*

Qualifications: Operational ICS experienced staff with supervisory experience (e.g. Chief Nurse)

Staff Reporting Directly to You: Point of Dispensing (POD) Operations Coordinator (1 for each clinic), Public Health Essential Services

Immediate:

- Receive appointment from the Incident Commander (IC).
- Read this entire Job Action Sheet (JAS).
- Obtain briefing from IC.
- Brief staff working in the Operations Section and hand out Job Action Sheets (JAS). Add or delete task as appropriate.
- Identify and report to Logistics Officer what supplies you will need to accomplish the mission.
- Report to Liaison Officer the number of volunteers you will need.
- Ensure all clinics are using approved medical protocols.

Intermediate:

- Brief IC routinely on status of the Operations Section.
- Coordinate and monitor Operations Section and available resources needed to achieve the mission.
- Request items as needed to the Logistics Officer.

Extended:

- Maintain documentations of all actions and decisions on a continual basis.
- Observe all staff for signs for stress. Report any issues to the Safety Officer.
- Prepare end of shift report and present to oncoming Operations Section Chief and IC.
- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)

Job Action Sheet (JAS) – POD Specific
Section: Operations

Point of Dispensing Center (POD) Operations Coordinator

Reports to: Operations Section Chief

Mission: *Oversee all Point of Dispensing (POD) clinical functions.*

Qualifications: Center Coordinator

Staff Reporting Directly to You: Vaccination Unit, Security Unit, Forms Unit, Volunteer Credentialing Unit, Medical Unit

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from the Operations Section Chief.
- Work with the Logistics Section to ensure that all necessary paperwork and supplies are at the POD.
- Ensure proper documentation is maintained.
- Ensure that all POD stations are set up properly.
- Receive and forward all requests for additional personnel, equipment, supplies, etc. to the Logistics Section Chief.
- Ensure clinic staff are functioning under approved medical protocols.
- Monitor patient flow and work to correct any problems.
- Deal with issues brought forth by clinic staff.

Intermediate:

- Maintain log of activities and communications.
- Review and confirm staffing needs for the next shift.
- Ensure that all problems are relayed to the Operations Section Chief.

Extended:

- Monitor staff for signs of stress and fatigue and report to Safety Officer.
- Monitor supplies.
- Prepare end of shift report for oncoming POD Operations Coordinator.
- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific

Section: **Operations**

Public Health Essential Services Coordinator

Reports to: Operations Section Chief

Mission: *Identify routine essential services that MUST be maintained during the agency's disaster response period.*

Qualifications: Extensive knowledge about public health and the required services.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Meet with Incident Commander (IC) and Section Chiefs to determine a projected length of time the disaster response activities may go on for.
- Prepare a list of the essential services that must be maintained, as well as those that can be suspended and submit your report to the IC for approval.
- Work with the Section Chiefs to identify personnel who must be assigned to maintain usual services.

Intermediate:

- Develop a plan to communicate to the public which services will be suspended and those programs that will remain open. This information should be given to the PQC in the Planning Section.
- Monitor the success of maintaining the essential services.
- Work closely with the Section Chiefs to ensure an adequate supply of personnel for essential services.
- Communicate unresolved problems to the IC.
- Make recommendations regarding the need to alter the essential services plan.

Extended:

- Prepare an end of shift report for the IC and the oncoming Public Health Essential Services personnel.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: **Operations**

Vaccination Unit

Reports to: Point of Dispensing (POD) Operations Coordinator

Mission: *Administer vaccines to qualified candidates.*

Qualifications: Must be a nurse, physician, nurse practitioner, or others determined by the Dept. for Public Health.

Staff Reporting Directly to You: Vaccination Assistant, Vaccination Prep

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from POD Operations Coordinator.
- Obtain appropriate supplies and Personal Protective Equipment (PPE).
- Review printed material on injection administration.
- Fill out/sign vaccine administration/dispensing forms.
- Administer vaccine/Rx as appropriate.
- Provide instruction to patient on vaccination site care.
- Supervise Vaccination Assistants and Vaccination Preps.

Intermediate:

- Monitor vaccine information (data).
- Observe patient for signs/symptoms of anaphylactic reaction.
- Evaluate needs and report any request to the POD Operations Coordinator.

Extended:

- Monitor supplies.
- Prepare end of shift report for the oncoming POD Operations Coordinator and the Vaccination Unit.
- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific

Section: **Operations**

Vaccinator

Reports to: Vaccination Unit

Mission: *Administer vaccines to qualified candidates.*

Qualifications: Must be a nurse, physician, nurse practitioner, or others determined by the Dept. for Public Health.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from Vaccination Unit.
- Help set up vaccination station.
- Obtain appropriate supplies and Personal Protective Equipment (PPE).
- Review printed material on injection administration.
- Fill out/sign vaccine administration/dispensing forms.
- Administer vaccine/Rx.
- Provide instruction to patient on vaccination site care.

Intermediate:

- Observe patient for signs/symptoms of anaphylactic reaction.

Extended:

- Monitor supplies.
- Prepare end of shift report for the oncoming Vaccinators.
- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific

Section: **Operations**

Vaccination Assistant

Reports to: Vaccination Unit

Mission: *To assist the Vaccination Unit in administering vaccine and/or Rx.*

Qualifications: Office Manager, Clinical Assistant, and Support Staff

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain instruction from Vaccination Unit.
- Assist in setting up station (site cleaning supplies, sharps containers, vaccine, diluent, injection supplies, bandages, emergency supplies, wastebaskets, pens, forms, etc.)
- Prepare bandages and/or other dressings for vaccination site.
- Assure all paperwork is filled out correctly.
- Obtain supplies requested from the Vaccination Unit.
- Check that appropriate consent and other patient forms have been filled out properly and signed.
- Witness consent (if appropriate).
- Collect completed paperwork.

Intermediate:

- Monitor supplies.
- Assist patients with filling out paperwork if the forms are not complete.

Extended:

- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific

Section: **Operations**

Vaccination Prep

Reports to: Vaccination Unit

Mission: *Prepare vaccinations.*

Qualifications: Nurse, physician, nurse practitioner, or others determined by the Dept. for Public Health.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Check expiration date and prepare vaccine for administration.
- Fill out/sign vaccine administration/dispensing forms.

Intermediate:

- Monitor supplies.

Extended:

- Function as a back up vaccinator.
- Prepare for the possibility of extended deployment.

BRDHD Incident Command System (ICS)

Job Action Sheet (JAS) – POD Specific

Section: **Operations**

Security Unit

Reports to: Point of Dispensing (POD) Operations Coordinator

Mission: *To assure vaccine/Rx is in a secure place and patients and staff are in a safe environment. Person should also be concerned with the flow of the clinic (patient flow and parking/traffic control).*

Qualifications: Prefer law enforcement. Person should understand the logistics behind the clinic flow and the importance of the vaccine/Rx supplies.

Staff Reporting Directly to You: Patient Flow Monitors

Immediate:

- Read this entire Job Action Sheet (JAS).
- Assign a room that has limited access to store the vaccine/Rx supplies.
- Assure that only authorized personnel access the vaccine storage room.
- Supervise Patient Flow Monitors.
- Develop and review emergency protocols with POD in anticipation of security problems.
- Work with assisting agencies (Emergency Management, Police).

Intermediate:

- Make suggestions to POD Operations Coordinator as to more effective ways to move patients through the clinic.

Extended:

- Prepare end of shift report and brief oncoming Security Unit and POD Operations Coordinator.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**
Section: **Operations**

Patient Flow Monitors

Reports to: Security Unit

Mission: *Assist and direct clinic patients to appropriate stations.*

Qualifications: Patient Flow Monitors should be able to stand for prolonged periods.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from the Security Unit.
- Familiarize yourself with the clinic flow.
- Direct patients to the appropriate stations.

Intermediate:

- Assist clinic staff as necessary.

Extended:

- Brief incoming Patient Flow Monitors at the end of your shift.
- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)

Job Action Sheet (JAS) – POD Specific
Section: Operations

Forms Unit

Reports to: Point of Dispensing (POD) Operations Coordinator

Mission: *Assure all forms are collected and filled out properly.*

Qualifications: Clinic staff, Health Educators, HANDS, etc.

Staff Reporting Directly to You: Form Distribution, Form Collectors

Immediate:

- Read this entire Job Action Sheet (JAS).
- Familiarize yourself with the all of the forms that will be used during the clinic.
- Supervise Form Distribution and Form Collectors.

Intermediate:

- Assure that enough forms are readily available.

Extended:

- Brief oncoming Forms Unit.
- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)

Forms Distribution

Reports to: Forms Unit

Mission: *To greet clinic patients and distribute necessary forms.*

Qualifications: Non-licensed with medical background or non-medical professional with basic clerical and organizational skills and attention to detail.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from Forms Unit.
- Familiarize yourself with the forms that must be completed by the patients.
- Instruct patients on how to properly fill out the forms.
- Ensure all forms are filled out correctly.
- Ensure a sufficient number of clipboards are prepared with paperwork for patients to pick up.
- Provide patient with clipboard and forms – stress to the patient the importance of filling out all forms completely and legibly.
- Be available to answer any questions regarding the forms. Any medical questions should be referred to the Medical Screening/Counseling area.

Intermediate:

- Direct patients to the next appropriate station.

Extended:

- Brief oncoming Form Distribution personnel.
- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific

Section: **Operations**

Form Collectors

Reports to: Forms Unit

Mission: *To collect all medical forms before patients leave the clinic.*

Qualifications: Non-licensed with medical background or non-medical professional with basic clerical and organizational skills and attention to detail.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from Forms Unit.
- Familiarize yourself with the forms that should be collected before patients leave the clinic.
- Keep all forms that were filled out by the patient. All educational material should be sent home with the patient.
- If any forms are illegible or incomplete, assist the patient with completing form.
- Ask patients if they have any remaining questions – if they do, refer them to the Exit Review area.

Intermediate:

- Direct patients where to exit the clinic.

Extended:

- Brief oncoming Form Collection.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: Operations

Volunteer Credentialing Unit

Reports to: Point of Dispensing (POD) Operations Coordinator

Mission: *To assure that all volunteers are properly credentialed.*

Qualifications: Understanding of how to read credentialing material.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from POD Operations Coordinator.
- Assure that all volunteers working in the clinic have proper credentials.
- Report need for more volunteers to POD Operations Coordinator.
- Check with the Human Resource Unit Leader (in Finance) to coordinate volunteers.
- Assure that volunteers working in the clinic are familiar with the clinic flow, forms that must be filled out and collected, and other pertinent information related to the incident.

Intermediate:

- Work with American Red Cross in securing more credentialed volunteers.

Extended:

- Prepare an end of shift report to be given to oncoming Volunteer Credentialing Unit personnel.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: Operations

Medical Unit

Reports to: Point of Dispensing (POD) Operations Coordinator

Mission: *To evaluate and assure all patients in the clinic receive proper medical treatment.*

Qualifications: Nurse, physician, nurse practitioner, or others determined by the Dept. for Public Health.

Staff Reporting Directly to You: Triage/Pre-Screeners, Ill Evaluators, Medical Screening/Counseling, Exit Review

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from POD Operations Coordinator.
- Assure staff under the Medical Unit has Job Action Sheets (JAS) and know their responsibilities.
- Supervise Triage/Pre-screeners, Ill Evaluators, Medical Screening/Counseling, and Exit Review staff.

Intermediate:

- Fill in for any person on the Medical Unit that needs a break.

Extended:

- Observe all staff for signs of stress. Report any issues to the POD Operations Coordinator.
- Prepare an end of shift report and present it to the oncoming Medical Unit.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: **Operations**

Triage/Pre-Screeners

Reports to: Medical Unit

Mission: *To triage and pre-screen every patient entering the clinic.*

Qualifications: Nurse, physician, nurse practitioner, or others determined by the Dept. for Public Health.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from the Medical Unit.
- Conduct triage and pre-screening of every patient according to the instructions provided.
- Answer patient's questions or direct to appropriate person to answer specific questions.
- Direct non-English speaking patients to the Interpreters.
- Direct patients to appropriate path through the clinic.

Intermediate:

- Evaluate clinic flow. If you have suggestions, alert the Medical Unit.

Extended:

- Prepare end of shift report for oncoming Triage/Pre-Screener.
- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific

Section: **Operations**

III Evaluators

Reports to: Medical Unit

Mission: *Evaluate patients in the clinic for illness.*

Qualifications: Nurse, physician, nurse practitioner, or others determined by the Dept. for Public Health.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from Medical Unit.
- Assess visibly ill patients and determine whether or not they are symptomatic.
- Evaluate patients according to information sheets provided.
- Make referrals as necessary.
- Report to the Medical Unit any problems that arise.

Intermediate:

- Report to the Medical Unit any trends that you notice.

Extended:

- Prepare an end of shift report to give to oncoming III Evaluators.
- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)

Job Action Sheet (JAS) – POD Specific
Section: Operations

Medical Screening/Counseling

Reports to: Medical Unit

Mission: *Screen and counsel patients for contraindications to vaccine or medicine.*

Qualifications: Nurse, physician, nurse practitioner, or others determined by the Dept. for Public Health.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from the Medical Unit.
- Familiarize yourself with vaccine and/or medications being administered and the contraindications.
- Interview patients referred to your station and complete forms if appropriate.
- Review patient medical information and contraindications to determine if individuals meet qualifications for vaccine or medicine.
 - If the frontline medical countermeasure is contraindicated, individuals should seek medical evaluation by their Primary Medical Provider for alternative countermeasures.
- Screen patients according to instructions given.
- Verify vaccination status.
- Counsel patients on if they should receive the vaccine or start the medicine regimen.
- Secure a physician “on-call” and obtain appropriate contact information for that person.

Intermediate:

- Alert the Medical Unit to any trends that you may find.

Extended:

- Prepare an end of shift report and brief oncoming Medical Screening/Counseling.
- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific
Section: Operations

Exit Review

Reports to: Medical Unit

Mission: To answer any last questions patients may have before they exit the clinic.

Qualifications: Nurse, physician, nurse practitioner, or others determined by the Dept. for Public Health.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from Medical Unit.
- Answer questions patients may have before they leave the clinic.
- Provide handouts for patients if necessary.
- Direct patients who to contact if questions arise after they leave the clinic.
- Provide educational material, emergency contact information, vaccination site management and distribute to patients as necessary.

Intermediate:

- Report any reoccurring questions to Medical Unit so handouts can be obtained for that particular question.
- Report any changes in clinic flow to the Medical Unit.

Extended:

- Prepare an end of shift report and brief the oncoming Exit Review staff.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific
Section: Operations**

Patient Education Unit

Reports to: Point of Dispensing (POD) Operations Coordinator

Mission: *To oversee the patient education process*

Qualifications: Nurse, physician, nurse practitioner, health educator, social worker, or others determined by the BRDHD or Dept. for Public Health to have with excellent communication and public speaking abilities.

Staff Reporting Directly to You: Patient Educators, Interpreters, Clinic Clerks

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from the POD Operations Coordinator.
- Provide supplies that may be needed to the Patient Education Unit.
- Fill in for anyone in your unit that may need a break.
- Supervise Patient Educators, Interpreters, and Clinic Clerks.
- For each group of patients, greet them and provide basic information (verbally or with video, if available) about the disease and the medication they will receive through the clinic.
- Explain the clinic process and flow.
- Explain where the vaccine will be administered and request clothing be prepped before the vaccination is given.

Intermediate:

- Monitor handouts and other supplies.

Extended:

- Prepare an end of shift report and brief oncoming Patient Education Unit.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific
Section: **Operations****

Patient Educators

Reports to: Patient Education Unit

Mission: *To provide education and materials to patients in the clinic about the vaccine or medicine they are to receive.*

Qualifications: Health Educator, clinic staff, nurse, trained paraprofessional, social worker, or other appropriate discipline.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Show audio-visual education, if necessary.
- Respond to questions posed by patients.
- Provide education on care of vaccine site.
- If patients have questions that you cannot answer, direct them to Medical Screening/Counseling.
- Provide handouts to patients if necessary.
- Assist patients in completing medical screening forms.
- Provide patients with overview of clinic process.
- Review medical forms for completeness.

Intermediate:

- Request supplies when necessary.

Extended:

- Prepare end of shift report and provide to oncoming Patient Educators.
- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)

Job Action Sheet (JAS) – POD Specific

Section: **Operations**

Interpreters

Reports to: Patient Education Unit

Mission: *To interpret forms and information to non-English speaking patients.*

Qualifications: Interpreters should be able to fluently speak both English and another language. Ideally they should have certification or training as a Medical Interpreter.

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from Patient Education Unit.
- Greet patient, introduce yourself, and explain that you are going to provide interpretation to help them through the clinic process.
- Familiarize yourself with the forms the patient is to fill out.
- Help patients fill out medical forms.
- Read over information sheets to become familiar with questions the patient may have.
- Refer patients to see the Medical Screening/Counseling if they have questions that you cannot answer.

Intermediate:

- Monitor supplies.

Extended:

- Brief oncoming Interpreters.
- Plan for the possibility of extended deployment.

BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific

Section: **Operations**

Clinic Clerks

Reports to: Patient Education Unit

Mission: *Perform clerical duties.*

Qualifications: Clinic workers, Appointment Clerk, Vital Statistics, Receptionist

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from Patient Education Unit.
- Assist with the reproduction of materials and handouts.
- Deliver materials as requested.

Intermediate:

- Monitor supplies and assure the availability.

Extended:

- Plan for the possibility of extended deployment.
- Assist with data collection, as requested.

BRDHD Incident Command System (ICS)

Job Action Sheet (JAS) – POD Specific

Section: Command

Investigation Section Chief

Reports to: Incident Commander (IC)

Mission: *To identify and investigate infectious disease issues.*

Qualifications: A Communicable Disease Nurse, Regional Epidemiologist, or Environment Supervisor

Staff Reporting Directly to You: Environmental Unit Leader, CD Unit Leader

Immediate:

- Receive appointment from the Incident Commander (IC)
- Read this entire Job Action Sheet (JAS)
- Obtain briefing from IC and participate in planning meetings to formulate and evaluate the Incident Action Plan (IAP – See Tab 4)
- Establish contact with the State Medical/Nurse Consultant
- Create a standardized interview tool (questionnaire) or other data collection tool
- Assess staffing needs and inform the Logistics Section Chief.
- Instruct appropriate staff how to use interview (or data collection) tools.
- Serve as a liaison with the Department for Public Health.

Intermediate:

- Update and/or tailor standardized questionnaire or tool(s) as needed.
- Relate information back to the State Medical/Nurse Consultant
- Establish and maintain contact with Planning Section Chief to coordinate data and analysis information.
- Evaluate feedback from staff using tool.
- Obtain up to date information from neighboring jurisdictions, the CDC, and KY Dept. for Public Health.
- Keep IC informed of progress.

Extended:

- Document all action decisions and interventions.
- Prepared an end of shift report for the oncoming Investigation Section Chief.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: Investigation

Environmental Unit Leader

Reports to: Investigation Section Chief

Mission: *Assess the environmental health aspect of the incident. Determine the environmental interventions required and direct response.*

Qualifications: Prefer Environmental Supervisor

Staff Reporting Directly to You: Environmentalist

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from Investigation Section Chief.
- Determine your staffing needs and availability of BRDHD Environmentalists.
- Rapidly assess priority environmental hazards and the needs of the community.
- Assure Environmental Health personnel are functioning within the boundaries of their training and experience.
- Oversee the development of environmental procedures to accomplish emergency public health services.

Intermediate:

- Coordinate and request Personal Protective Equipment (PPE) and supplies for response staff if required.
- Direct and coordinate sampling and specimen collection or other actions as needed.

Extended:

- Adjust sampling or field collection as required.
- Support quarantine procedures, if necessary.
- Coordinate with animal care and control agencies to dispose of dead animals, if necessary.
- Prepare an end of shift report for oncoming Environmental Unit Leader.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific**

Section: Investigation

CD Unit Leader

Reports to: Investigation Section Chief

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

Qualifications: Communicable Disease (CD) Nurse, Epidemiologist, CD Team Coordinator

Staff Reporting Directly to You: Case Investigator, Contact Evaluator

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from Investigation Section Chief
- Direct staff for field assignments and brief on expected data to be collected and methods for collection.
- Review staff Personal Protective Equipment (PPE) needs if relevant.

Intermediate:

- Redirect staff assignments as needed.
- Document all field site visits.
- Take steps to limit environmental hazards as indicated by Incident Action Plan (IAP).

Extended:

- Prepare end of shift report for the oncoming CD Leader.
- Plan for the possibility of extended deployment.

**BRDHD Incident Command System (ICS)
Job Action Sheet (JAS) – POD Specific
Section: Investigation**

Case Investigator

Reports to: CD Unit Leader

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

Qualifications: Communicable Disease Team Nurse, Epidemiologist, or Epi Rapid Response Team Member

Immediate:

- Read this entire Job Action Sheet (JAS).
- Obtain patient questionnaire and familiarize yourself with it.
- Conduct contact investigation working in collaboration with case investigator
- Obtain site interview schedule and facility contacts.

Intermediate:

- Collect data as instructed by CD Unit Leader.
- Report any concerns with data collection to the CD Unit Leader.
- Turn in completed questionnaires to CD Unit Leader.
- Report any unusual findings immediately to the CD Unit Leader.

Extended:

- Prepare end of shift report for the oncoming Case Investigator.
- Plan for the possibility of extended deployment.