

**Public Health  
Incident Command System (ICS) Emergency Response  
Job Action Sheet**

*Command Staff*

<b>SMCHD DOC Manager</b>
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**Reports to:** County Executive and/or chief health official

**Mission:** *Organize and direct health department's Department Operations Center (DOC). Give overall direction for emergency response and operations. Maintain Unified Command if necessary. Assign a deputy if desired.*

**Immediate:**

- 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 and positions.
- Identify extent of IC activation at the county level
- Appoint person to be responsible for maintaining essential day-to-day services.
- Activate the health department Incident Command Center.
- Read Entire Job action sheet
- Put on identification vest
- Receive initial facility damage survey report from Logistics Chief, if applicable, evaluate need of plans.
- Assure that contact and resource information has been established with outside agencies through the Liaison Officer.
- Designate routine briefings with Section Chiefs to receive status reports and update the action plan regarding
- 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). Emphasize proactive actions within the Planning Section. Be sure Planning Chief calls for a tactics meeting and comes up with objectives and strategies.
- Meet and Confer with Section Chiefs to identify and 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 and obtained from relevant external agencies.

**Intermediate:**

- Authorize resources as needed or requested by Section Chiefs.
- 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 the Public Information Officer (PIO).

**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 chief health official, County Executive and oncoming Agency Incident Commander.
- Plan for the possibility of extended deployment.

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*Command Staff*

<b>Liaison Officer</b>
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**Reports to:** Agency Incident Commander

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

**Immediate:** Review Common Responsibilities

- Obtain briefing from Agency Incident Commander and participate in planning meetings to formulate and evaluate the Incident Action Plan (IAP).
- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives along with contact information.
- Maintain a list of the assisting agencies recourse availability
- Establish contact with liaison counterparts of each assisting and cooperating agency.
- Keep agencies supporting the incident aware of incident status
- Keep the chief health official and other agencies and organizations updated on changes in response to incident.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Assign Assistant Liaison Officer(s) as appropriate.
- Read this entire Job Action Sheet and review organizational chart.
- Maintain Unit/Activity Log (ICS Form 214).

**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 (e.g., 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.
- Include outside agencies key to the incident response in the strategy and tactics meeting
- Maintain the unit activity log (214) for all participating agencies

**Extended:**

- 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 Officer.
- Plan for the possibility of extended deployment.
- Prepare for demobilization and notify demobilization unit leader in planning should teams start to demobilize.

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*Command Staff*

<b>Public Information Officer (PIO)</b>
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**Reports to:** Incident Commander

**Mission:** *The department spokesperson and person responsible for releasing information regarding the incident to the media, other agencies and the public. Only one PIO is appointed per incident and assistants will be appointed as needed.*

**Immediate:**

- Receive appointment from PH DOC Incident Commander
- Work with the Incident Commander to develop a voice mail message for Disaster Service Workers, which will be recorded on the Health Employee Call-In Number at 1-877-406-6760 (see DOC Manual)
- Work with the Incident Commander to develop public message
- Read this entire Job Action Sheet and review organizational chart.
- Identify content restrictions for press release information as outlined by the PH DOC Incident Commander
- Establish a Public Information area away from Incident Command Post and other activity areas and/or participate in Joint Information Center (JIC).
- Obtain a full briefing from the PH DOC IC regarding the incident and participate in planning meetings to formulate and evaluate the Incident Action Plan (IAP).

**Intermediate:**

- Ensure that all news releases have the approval of the PH DOC Incident Commander (IC) and/or chief health official or appointed JIC PIO.
- Issue an initial incident information report to the news media.
- Coordinate with Safety Officer, including area for on-site press and media briefings.
- Inform on-site media of the accessible areas which they may have access to, and those which are restricted.
- Coordinate with the Subject Matter Expert (medical) and Technical Specialist (writer) for special content
- Contact other on-scene agencies to coordinate release of information with respective PIOs in coordination with the Liaison Officer
- Arrange for interviews, teleconferences, video conferences, satellite broadcasts, web site revisions, broadcast faxes, etc., upon approval by IC or chief health official or appointed JIC PIO.
- Monitor incident and modify or change public alerts or risk communications as needed.
- Approve initial and updated scripts for interviews, hotlines, web sites, and social media platforms including Facebook and Twitter.
- Direct ongoing evaluation of message contents.
- Maintain the unit log (214)
- Arrange for tours and media briefings

**Extended:**

- Review progress reports from Section Chiefs as appropriate.
- Notify media about incident status as approved by the Incident Commander
- Observe all assigned PIO 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.

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*Command Staff*

<b>Safety Officer - SOFC</b>
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**Reports to:** Incident Commander

**Mission:** **Anticipate, Identify, and Assess** hazardous and unsafe situations affecting the operation. Develop and recommend hazard mitigation measures for assuring health department personnel, including volunteer's safety (both psychological and physical well being). The safety officer has all power to shut down an operation, if unsafe.

**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 agency Department Operations Center (DOC).
- Review the IAP (ICS Forms 201, 202, 203) for safety implications.
- Initiate and develop Incident Action Plan Safety & Risk Analysis Form (ICS 215A)
- Exercise emergency authority to stop and prevent unsafe acts.

**Intermediate:**

- Keep all staff alert to the need to identify and report all hazards and unsafe conditions and ensure 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 Agency Incident Commander and Section Chiefs immediately of any unsafe, hazardous situation (review Hazardous Materials Plan?? ICS Form??).
- Establish routine briefings with Incident Commander.
- Establish routine briefings with Finance/Administration Section Chief.
- Participate in the Operations Briefing; the Planning Section Chief will provide an agenda
- Participate in the strategy and tactics meeting
- If the operation is deemed unsafe, you have the power to cease all activity
- Review and approve the medical plan (consult with Medical Officer)
- You may appoint an assistant safety officer
- Communicate the incident safety message (Use Form 215a) for the Operations Briefing

**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.
- Coordinate and/or lead any incident investigations.

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*Finance/Administration*

**Finance/Administration Section Chief**

**Reports to:** Incident Commander

**Mission:** *Manage all financial aspects of the operation. Ensure the documentation of expenditures relevant to the emergency incident. Authorize expenditures to carry out the Incident Action Plan (IAP) and ensure appropriate documentation. Supervise members of the finance team.*

**Qualifications:**

**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.
- Gather information from briefings with responsible agencies.
- Appoint Human Resource and Finance Unit Leaders.
- Participate in strategy and tactics meetings
- Obtain unique finance code for incident from the agency finance officer.
- Confer with appointed Unit leaders and ensure the formulation and documentation of an incident-specific Section Action Plan (SAP) as approved by the Command Staff.
- Distribute the corresponding Job Action Sheets with incident-specific tasks.
- Establish a Finance/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.
- Schedule planning meetings with Unit Leaders to discuss updating the Section Action Plan and termination procedures.
- Authorize utilization or diversion of financial resources.
- Arrange emergency contracts for services or supplies from agencies or businesses that are not covered under County contracts
- Provide financial input for DEMOB (asset prioritization)

**Extended:**

- Establish a mechanism for reporting and investigation of all workers' compensation claims that arise out of emergency operations.
- 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 Human Resources 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 Finance/Administration Section Chief.
- Plan for the possibility of extended deployment.

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*Finance/Administration*

<b>Cost Unit Leader</b>
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**Reports to:** Finance Section Chief

**Mission:** *Responsible for collecting all cost data, performing cost effectiveness analyses, and providing cost estimates and cost saving*

**Qualifications:**

**Immediate:**

- Receive appointment from Finance Section Chief
- Determine incident requirements for time recording function
- Coordinate with agency headquarters on cost reporting procedures
- Collect and record all cost data
- Complete all records prior to demobilization
- Determine resource needs
- Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy
- Establish time unit objectives

**Intermediate:**

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- Develop incident cost summaries
- Prepare resources-use cost estimates for the Planning Section
- Make cost saving recommendations to the Finance/Administration Section Chief
- Obtain briefings and updates from Finance Section Chief as appropriate.
- Relate this information into financial status reports.
- Schedule planning meetings with Unit Leaders to discuss updating the Section Action Plan and termination procedures.
- Authorize utilization or diversion of financial resources.
- Maintain a unit log (214)

**Extended:**

- Create end of shift report for the oncoming Finance/Administration Section Chief.
- Plan for the possibility of extended deployment.

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*Finance/Administration*

<b>Procurement Unit Leader</b>
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**Reports to:** Finance Section Chief

**Mission:** *The PROC is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements:*

**Qualifications:**

**Immediate:**

- Receive appointment from Finance Section Chief
- Review incident needs and any special procedures with Unit Leaders, as needed; determine resource needs
- Coordinate with local jurisdiction on plans and supply sources
- Obtain Incident Procurement Plan

**Intermediate:**

- Prepare and authorize contracts
- Draft Memorandum of Understanding
- Establish contracts and agreements with supply vendors
- Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.
- Ensure that a system is in place that meets agency property management requirements
- Ensure proper accounting for all new property
- Interpret contracts and agreements; resolve disputes within delegated authority
- Coordinate with Compensation/Claims Unit for processing claims

**Extended:**

- Complete final processing of contracts and send documents for payment
- Coordinate cost data in contracts with Cost Unit Leader
- Brief Finance/Administration Section Chief on current problems and recommendations
- Create end of shift report for the oncoming Finance/Administration Section Chief.
- Maintain Unit/Activity Log (ICS Form 214)
- Plan for the possibility of extended deployment.



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*Finance/Administration*

<b>Time Unit Leader</b>
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**Reports to:** Finance Section Chief

**Mission:** *Monitor the utilization of financial assets and human resources. Ensure the documentation of expenditures relevant to the emergency incident. Responsible for equipment and personnel time recording.*

**Qualifications:**

**Immediate:**

- Receive appointment from Finance Section Chief
- Determine incident requirements for time recording function
- Determine resource needs
- Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy
- Establish time unit objectives
- Maintain DOC sign-in sheets

**Intermediate:**

- Maintain records and information related to "cost-to-date" incident financial status in agreement with the Incident Commander (IC) and summarizes 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 Finance Section Chief as appropriate.
- Relate this information into financial status reports.
- Schedule planning meetings with Unit Leaders to discuss updating the Section Action Plan and termination procedures.
- Authorize utilization or diversion of financial resources.
- Determine mechanism for collecting and processing time & leave and overtime data, for distributing forms and for retrieving and distributing payroll checks.

**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 Human Resources Director as appropriate.
- Coordinate injury or incident reporting procedures and protocol with Safety Officer.
- Create end of shift report for the oncoming Finance/Administration Section Chief.
- Plan for the possibility of extended deployment.

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*Logistics*

**Logistics Section Chief**

**Reports to:** Incident Commander

**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.*

**Qualifications:**

**Immediate:**

- Receive appointment from the Incident Commander. Obtain packet containing Section's Job Action Sheets (JAS).
- Read this entire Job Action Sheet.
- Obtain briefing from Incident Commander (IC), including Incident Action Plan (IAP).
- Confer with appointed Logistics Section Unit Leaders and ensure the formulation and documentation of an incident-specific Section Action Plan (SAP) 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 Health Department DOC.
- Advise IC on current logistical service and support status.
- Participate in the strategy and tactics meeting; creation of objectives
- Review and approve the traffic plan, medical plan and communications plan

**Intermediate:**

- Update Logistics 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 jurisdiction's emergency services agency for EMS, fire and police assistance when necessary.
- Prepare to manage large numbers of potential volunteers.
- Confer with Public Information Officer (PIO) to establish areas for media personnel.
- Obtain supplies and personnel as requested by Planning/Intelligence or Operations Sections.
- Coordinate and process requests for additional resources
- Anticipate and plan for additional operational services and support

**Extended:**

- 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.
- Receive the demobilization plan and recommend the release of resources

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*Logistics Staff*

<b>Communications/Technology Unit Leader</b>
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**Reports to:** Logistics Section Chief

**Mission:** *The COML/TECH is responsible for developing plans for the effective use of incident communications and technology equipment and facilities; installing and testing of equipment; supervision of communications center; distribution and tracking of communications and technology equipment and personnel; maintenance and repair/replacement of communications equipment.*

**Qualifications:**

**Immediate:**

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from Logistics Section Chief.
- Review Incident Action Plan (IAP) and Section Action Plan (SAP)
- 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.
- Determine unit personnel needs
- Prepare and implement the communications plan (205)
- Assign tactical channels to units

**Intermediate:**

- Maintain a log of all communication requests received and forward all new requests to Logistics Section Chief.
- Immediately report to the Logistics Section Chief issues that cannot be resolved by your unit with current resources.
- Work with IT to facilitate hardware, equipment and software installation.
- Ensure there are adequate supplies, equipment and materials to produce communication and technology services.
- Recover equipment from released units
- Report lost, broken or stolen equipment to the finance section

**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 (214).
- Plan for the possibility of extended deployment

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*Logistics*

**Food Unit Officer**

**Reports to:** Logistics Section Chief

**Mission:** *FDUL is responsible to organize, direct and coordinate those operations associated with supplying the food needs for the entire incident, including the DOC, all remote locations (e.g., Incident Command Post, Staging Areas, etc.), as well as providing food for personnel unable to leave tactical field assignments.*

**Qualifications:**

**Immediate:**

- Receive appointment from the Logistics Section Chief. Obtain packet containing Section's Job Action Sheets (JAS).
- Read this entire Job Action Sheet.
- Obtain briefing from Logistics Section Chief, including Incident Action Plan (IAP).
- Confer with appointed Logistics Section Unit Leaders and ensure the formulation of an appropriate Food Unit Plan
- Regularly advise Logistics Section Chief on current food service status.

**Intermediate:**

- Ensure that well-balanced menus are provided.
- Order sufficient food and potable water
- Determine food and water requirements.
- Maintain an inventory of food and water
- Determine the method of feeding to best fit each facility or situation.
- Obtain necessary equipment and supplies and establish cooking facilities.
- Obtain information and updates regularly from unit leaders and officers; maintain current status of all areas.
- Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.

**Extended:**

- Supervise caterers, cooks, and other Food Unit personnel as appropriate.
- Maintain documentation of all actions and decisions on a continual basis. Forward completed unit activity log to Finance/Administration Section Chief.
- Participate in the development and execution of the demobilization and make recommendations to AIC as necessary.
- Provide rest periods and relief for staff.
- Observe all staff for signs of stress, report issues to Safety Officer.
- Prepare end of shift report and present to oncoming Food Unit Officer.
- Plan for the possibility of extended deployment.

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*Logistics Staff*

<b>Supply Unit Leader</b>
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**Reports to:** Logistics Section Chief

**Mission:** *The SPUL is responsible for ordering personnel, equipment and supplies; receiving and storing all supplies; maintaining an inventory of supplies; servicing non-expendable supplies and equipment.*

**Qualifications:**

**Immediate:**

- Read this entire Job Action Sheet (JAS).
- Obtain briefing from Logistics Section Chief.
- Review Incident Action Plan (IAP) and Section Action Plan (SAP)
- Participate in logistics section/support branch planning activities
- Determine the type, ETA and amount of supplies en route
- Review the IAP for equipment needs
- Determine unit personnel needs
- Develop and implement safety and security requirements
- Anticipate the equipment and supply needs of special/vulnerable populations as encountered in the field

**Intermediate:**

- Order, receive, distribute and store supplies and equipment
- Immediately report to the Logistics Section Chief issues that cannot be resolved by your unit with current resources.
- Receive and respond to requests for personnel, supplies and equipment
- Maintain an inventory of supplies and equipment
- Service reusable equipment
- Report lost, broken or stolen equipment to the finance section
- Submit reports to branch director
- Consult with the Planning Section regarding equipment needs, status and location
- Maintain unit log (214)

**Extended:**

- Brief Logistics Section Chief about equipment and storage issues and status
- 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

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*Logistics Staff*

<b>HAM Radio Operator</b>
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**Reports to: Logistics Communications Unit Leader (COML Tech)**

**Mission:** The HAM radio operator is responsible for backup communications outside the normal channels in emergency situations. Ham Radio Operators, in conjunction with the Net Control Operator at the County's Emergency Command Center, are to handle messaging within the Incident Command System and, if time permits, process select personal messages.

**Immediate:**

- Maintain a 214
- Report to the Logistics Communication Unit Leader (COML Tech) with status on communication equipment and capability.
- Set up radio station for communicating with radio stations at other locations to assist with transmitting messages.
- Ham Radio Operators work shift is an optimum time of 4 hours
- Ham Radio station should have 2 licensed Ham Radio Operators
- Ham to immediately request back-up licensed operations for the next four operational periods
- Establish 1 station among all emergency stations as Net Control to moderate all radio traffic. The County Emergency Command Center is expected to fill the position of Net Control.
- Ham Radio Operators, working in pairs, should utilize 1 operator on the radio and 1 operator acting as scribe, recording all message traffic. The radio station should be physically located close to the LCUL to facilitate passing messages. If this is not possible, LCUL should provide a message runner to deliver messages between LCUL and the radio station
- Use 213 forms for all incoming messaging from the Planning Section Message Unit Leader (MSGL) assign tracking numbers if necessary. **Unique Identification Number:** Each 213 form will have its unique tracking number. This tracking number is used to track requests as it enters various stages. Requestor should be provided with their Unique Identification number for follow-up to their request if necessary. Requestor must reference tracking number.
- If runner does not pick up request forms timely deliver messages to the DOC Message Unit Leader (MSGL) in coming mailbox. (Planning Section)
  
- Coordinate with EOC HAM Network regarding channels and message traffic
- Work in pairs, alternating between scribe and transmission duties
- Locate the radio equipment and station in close proximity to the COML, but not within the DOC

**Intermediate:**

- If time and radio traffic permits, relay personal messages from family members to assist shelters in reunification efforts and wellness checks
- As time permits, the Ham Radio Operators can transmit messages of a personal nature, such as messages between emergency shelters.

**Extended:**

- Prepare for possible extended deployment

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*Logistics Staff*

<b>Runner</b>
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**Reports to: Logistics Chief**

**Mission:** The Runner is responsible for providing support to all section chiefs that are not specifically described by any other duty description.

**Qualifications:**

**Immediate:**

- Sign in
- Obtain briefing from Logistics Chief
- Receive assignments from unit leader
- Respond to requests from other section chiefs as needed

**Intermediate:**

- Maintain log of events on 214
- Identify yourself to the HAM radio Operators in room 106. Let the HAM operators know you will be picking up the messaging for processing in the Department Operations Center (DOC)
- The Runner is responsible for picking up the ICS 213 messages from the HAM radio Operator and delivering the ICS 213 messages to the Planning Section Message Unit Leader (MSGSL) centralized in coming mailbox. Do not disturb the Message Unit Leader place all HAM messaging the MSGSL In-Box. If the MSGSL has questions they will ask you the runner to return the messaging for further information. If runner needs to leave the DOC for any reason they must identify someone to pick-up HAM radio messages for delivery to the MSGSL.
- Collect receipts and record mileage from any errands or purchases made and turn in to Finance Section

**Extended:**

- Notify Safety officer immediately of any safety issues or concerns within the Department Operation Center
- Prepare for possible extended deployment



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*Operations*

## **Operations Section Chief (OSC)**

Reports to: Incident Commander

Mission: The OSC activates and coordinates any units that may be required to achieve the goals of the Incident Action Plan (IAP). Directs the preparation of specific unit operational plans and requests and identifies and dispatches resources as necessary. Manage the overall unit actions in accordance with the IAP.

Qualifications:

Immediate:

- Operations must work with the PIO to develop a voice mail message for Disaster Service Workers. The message must be left on the Health Employee Call-In Number at 1-877-406-6760 once approved by the Incident Commander.
- Operations must work with the PIO to develop a message to the public.
- Operations must report to the Planning RESL the following:
  - Resources:
    - Supplies on Hand
    - Supplies needed
    - Supplies Required
  - Staff:
    - Staff Number
    - Staff Required
    - Staff Needed
- Operations must report to the following to the Sit Stat unit leader:
  - Incident in the field:
    - Number Affected
    - Assistance Needed
    - Assistance Required
  - Number of Facilities:
    - Facilities Affected
    - Facilities Required
    - Facilities Needed
- 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 branch or division directors.
- Be sure Field Branch Directors are issuing Unique Identification Numbers for all

incoming injects.

- Unique Identification Number: Each 213 form will have its unique tracking number. This tracking number is used to track requests as it enters various stages. Requestor should be provided with their Unique Identification number for follow-up to their request if necessary. Requestor must reference tracking number.
- Brief all Operations Section branch directors on current situation and develop the Section Action Plan (SAP).
- Add additional (or delete) tasks and distribute Job Action Sheets.
- Identify and report to Liaison Officer and/ or Finance/Administration Section Chief any tactical or financial resources needed for the Incident Action Plan (IAP).
- Coordinate IT and data entry needs with Logistics and Planning/Intelligence Section Chiefs.
- Develop the operations section of the IAP
- Complete the appropriate ICS 215
- Participate in the initial strategy and tactics meeting
- Report objectives and assignments during the Operations Briefing

Intermediate:

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

Extended:

- Maintain documentations of all actions (214) and decisions on a continual basis – forwards completed unit activity log to Incident Commander.
- Observe all staff for signs of stress. Report issues to Finance/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.
- The Operations Chief Must be sure the exercise or real event is closed out with the EOC. In order to do this the OPS Chief must physically call the EOC to end the exercise and/or real event. The EOC can be reached at 650-363-4790.

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*Operations  
Field Response*

## Field Response Branch Director

**Reports To:** Operations Section Chief

**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 Response Branch Center.
- Communicate your telephone and fax number to the agency DOC and other Branch Directors, and Field Representatives.
- Review the Incident Action Plans (IAP) and Section Action Plans (SAPs), and determine the specific Field Response Sub-Units to be activated.
- Assign specific personnel to coordinate of the Field Response Sub-units

**Intermediate:**

- When taking requests from the field using the 213 form the field director must issue a Unique Identification Number to the requestor.
  - **Unique Identification Number:** Each 213 form will have its unique tracking number. This tracking number is used to track requests as it enters various stages. Requestor should be provided with their Unique Identification number for follow-up to their request if necessary. Requestor must reference tracking number.
- Communicate with all Field Representatives, 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 Finance/Administration Section Chiefs.
- Maintain a log of all Sub-Unit objectives and staff assigned to each task.
- Ascertain progress and status and of each Sub-unit, and immediately report to the Operations Section Chief 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/Intelligence Section Data Center.
- Immediately report to the Operations Section Chief 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 Response Branch Director.
- Observe all staff for signs of stress, and report concerns to Section Chief.
- Document all actions, decisions and interventions.
- Prepare end of shift report for Section Chief and incoming Field Response Branch Director.
- Plan for the possibility of extended deployment.

**Public Health  
Incident Command System (ICS) Emergency Response  
Job Action Sheet**

*Operations  
Field Response*

## Epidemiology/Surveillance Unit Leader

**Reports To:** Operations Section Chief

**Mission:** *Design studies, collect and analyze data, study the distribution and patterns of health-events, health-characteristics and their causes or influences in well-defined populations.*

**Immediate:**

- Read this entire Job Action Sheet
- Obtain briefing from Operations Section Chief.
- Establish an epidemiology and surveillance work area
- Communicate your telephone and fax number to the agency DOC and other Branch Directors, and the medical subject matter expert
- Review the Incident Action Plans (IAP) and Section Action Plans (SAPs), and determine the specific statistical needs of the operation.
- Assign specific personnel most able to assist in data analysis, data collection and data interpretation
- 

**Intermediate:**

- Design studies that best capture the data necessary for decision makers to monitor the situation and meet the objectives of the IAP
- Collect data from both active and passive sources
- Create charts, graphs that visually explain the cause and effect of Health decisions
- Capture data that demonstrates a trend line for infectious and communicable diseases
- Deploy to field locations as directed by the Operations Section Chief
- Interpret and present data from other government and private sources as the data relates to the home jurisdiction
- 

**Extended:**

- Brief Operations Section Chief about status of field data collection operation activities
- Observe all staff for signs of stress, and report concerns to Section Chief.
- Document all actions, decisions and interventions.
- Prepare end of shift report for Section Chief and incoming Epi/Surv team
- Plan for the possibility of extended deployment.

**Public Health  
Incident Command System (ICS)  
Emergency Response  
Job Action Sheet**

*Operations Section  
Field Response*

## Field Representative

**Report to:** Branch Director

**Mission:** *Located outside of the DOC, the Field Representative promotes efficient and effective communication and response coordination during an emergency, as an onsite representative of the Health DOC to the host jurisdiction, facilitating regular communication and information updates between incident command post (ICP) operations being conducted by response partners in the field and response activities conducted by the Health Department in the Dept. Operations Center (DOC). The host jurisdiction may incorporate the field representative into the city EOC structure as an agency representative.*

**Immediate:**

- Read entire Job Action Sheet.
- Obtain ICS Form 214 from DOC, use to document your activities at your site.
- Turn on radio/mobile phone to establish communications with Health DOC
- Report to, check-in/sign-in, and obtain briefing at assigned field ICP
- Establish contact with Health DOC, Branch Director: Report 'on-duty' status and provide assessment of current operational status in the field.

**Intermediate:**

- Monitor for progress on operational objectives and issues that may arise.
- Continue to use ICS Form 214 to document your activities
- Communicate hourly, (or more or less often as needed or requested), to Branch Director (DOC). Provide update on operational objectives, issues, problems.
- Communicate with the onsite Logistics Staff of field ICP to determine unmet needs for:
  - Human resources (staff/volunteers)
  - Supplies (things)
- Communicate requests for human resources and/or supplies via phone/radio to the DOC Branch Director
  - NOTE: All requests are assigned a unique tracking number
  - Make note of this tracking number. Reference it when checking on status of request fulfillment.
- Provide host jurisdiction with health related expertise, information, and Health DOC updates as appropriate.

**Extended:**

- Continue activities outlined above.
- Prepare end of shift report using the ICS Form 214
- Submit completed Form 214 to Branch Director.
- Plan for the possibility of extended deployment.

**Public Health  
Incident Command System (ICS)  
Emergency Response  
Job Action Sheet**

*Operations Section*

**Subject Matter Expert - Medical**

**Reports to:** Operations Section Chief

**Mission:** *Serve as the subject matter expert (SME) on all medical issues including but not limited to diagnoses, medical counter-measures, pharmaceuticals, opinions, technical bulletins and press releases.*

**Immediate:**

- Read job action sheet
- Attend operations briefing
- Read Incident Action Plan and note objectives
- Coordinate with Technical Specialists and provide content expertise
- Obtain the most current medical information on the event and review current recommendations with the Health Officer

**Intermediate:**

- Monitor the CDC, state health department and other resources for medical updates. Generate and determine recommendations based on these sources, and resolve discrepancies.
- Rewrite, interpret, and edit communications/policies/opinions from WHO, CDC, CDPH and other agencies
- Review all planned public information to assure medical accuracy and consistency with CDC and CA Dept of Public Health messages.
- Serve as medical consultant to the Health Department and other agencies (hospitals, physicians, laboratories).
- Prepare end of shift report and 206 completed for Incident Commander and incoming Medical Officer.

**Extended: (These tasks could fall into the next operational period)**

- Continue as above.
- Document all actions, decisions, and interventions. On 214
- Plan for the possibility of extended deployment.
- Find a qualified replacement for your shift change.

**Public Health  
Incident Command System (ICS)  
Emergency Response  
Job Action Sheet**

*Operations Section*

**Technical Specialist - Writer**

**Report to:** Branch Director

**Mission:** *The technical specialist is responsible for monitoring technical publications from the World Health Organization, Centers for Disease Control, California Department of Public Health, local health jurisdictions, and any other organization that may be issuing press releases or bulletins with information that is pertinent to the current emergency, and in coordination with the medical subject matter experts, write press releases and bulletins for the Public Information Officer that consolidate and clarify the information best suited for the target audience.*

**Immediate:**

- Read entire Job Action Sheet.
- Obtain ICS Form 214 from DOC, use to document your activities at your site.
- Monitor media outlets and governmental organization bulletins
- Create a matrix of information sources and content that summarizes similarities and differences for quick analysis by subject matter experts
- Meet with Public Information Officer, Operations Chief, Incident Commander, Health Officer for guidance on content and target audience
- Secure work area and equipment best suited for word processing and web publishing

**Intermediate:**

- Attend regular meetings with PIO, Incident Commander, Health Officer and Subject Matter Experts
- Review objectives in the Incident Action Plan; provide feedback to Operations Section Chief if your mission deviates from the objectives
- Continue to use ICS Form 214 to document your activities

**Extended:**

- Continue activities outlined above.
- Prepare end of shift report using the ICS Form 214
- Submit completed Form 214 to Branch Director.
- Plan for the possibility of extended deployment.
- Plan for shift rotation; find your replacement

**Public Health  
Incident Command System (ICS)  
Emergency Response  
Job Action Sheet**

Planning/Intelligence

<b>Planning/Intelligence Section Chief (PSC)</b>
--

**Reports to:** Incident Commander

**Mission:** *PSC1-2 is responsible for the identification and establishment of 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/Intelligence 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.*

**Qualifications:**

**Immediate:**

- Conduct an Operational Briefing
- Activate the Planning/Intelligence Section leaders and distribute Job Action Sheets. Conduct a Pre-Planning Meeting (tactic, situation)
- Communicate all technical support and supply needs to Logistics Section Chief. Manage the tracking of resources (people, facilities, vehicles etc.)
- Maintain Situational Status (injured people, status of facilities etc.,)
- Create and utilize all forms in an IAP
- Brief unit leaders after meeting with Incident Commander.
- Identify and establish access to data sources as needed.
- Establish Planning/ Data Collection Center and other data entry sites as needed.
- Use Timesavers (no dead air time)

**Intermediate:**

- Obtain briefings and updates as appropriate. Continue to update and distribute the facility action plan to establish objectives, tactic and strategies.
- Schedule planning meetings to include Planning Section unit leaders, section chiefs and the Incident Commander for continued update of the facility action plan.
- Develop strategy and tactics (215)
- Determine Logistical support needs
- Assemble information in support of the IAP and or projections relative to the project.
- Collect, interpret, and synthesize data regarding status and response of incident and provide reports to Incident Commander.
- Ensure standardization of data collection.

**Extended:**

- Continue to receive projected activity reports from section chiefs and Planning/Intelligence 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 routed/documented through the Public Information Officer (PIO).
- Prepare end of shift report and present to oncoming Planning/Intelligence Section Chief.
- Plan for the possibility of extended deployment.



**Public Health  
Incident Command System (ICS) Emergency Response  
Job Action Sheet**

*Planning Section*

**Resources Unit Leader (STAFF with Four People)**

**Reports To:** Planning Section Chief

**Mission:** *The RESL provide organizational support for numbers and types of personnel to conduct the emergency response.*

**Qualifications:**

**Immediate:**

- Report to Planning Section Chief
- Create the Incident Action Plan (IAP)
  - 201 (Cover sheet)
  - 202 (Objectives completed by RESL)
  - 203 (Organizational Assignment List completed by RESL)
  - 204 (Field Assignment List completed by RESL)
    - One 204 must be created for each Branch
  - 205 (Communications Plan completed by Logistics)
  - 206 (Medical Plan completed by Incident Command Medical Unit)
  - 207 (Org. Assign List, Unit Assign List, Org. Chart)
  - 215A (completed by Safety)
- 
- Attend Chief's Briefing to obtain Objectives to be recorded on the IAP form # 202.
- Operations must report to the Planning RESL the following to complete the 215.
  - Resources:
    - Current Supplies on Hand
    - Supplies needed
    - Supplies Required
  - Staff:
    - Current Staff on Hand
    - Staff Required
    - Staff Needed
- 
- Set up your work station and review your position responsibilities
- Check in with logistics on pending personnel requests
- Obtain Sign in sheet from the Logistics Personnel unit identifying available staffing in the DOC.
- Establishment of resource need
- Resource check in Process and tracking (planning, organizing and staff using T-Cards)
- Communicate with the Safety Officer regarding safety of personnel.
- 
- Resource utilization and Evaluation (complete 215 in order to complete 204 created cards)

**Intermediate:**

- Resource demobilization
- Continue to maintain a log of all staffing requests received, and staff assigned with T-cards and messaging.
- Establish a mechanism to provide confidential psychological support services for health department responders. LOGISTIC
- Immediately report to the Planning Section Chief leader issues that cannot be resolved by your unit with current resources.
- Report to the Planning Section Chief issues that need to be resolved which may impact the response operations.
- Ascertain staffing needs and availability required for the next 48-72 hours. (Request personnel from logistics)

**Extended:**

- Brief Planning Section Chief about the status of personnel matters, and prepare end of shift report for the oncoming Resources Unit leader.
- Continue discussion with demobilization leader leader.
- Plan for the possibility of extended deployment.
- Begin to prepare forms for the next operational period

**Public Health  
Incident Command System (ICS)  
Emergency Response  
Job Action Sheet**

*Planning Staff*

<b>Situation-Status (Sit-Stat) Unit Leader</b>
--

**Reports to:** Planning Section Chief

**Mission:** The SITL is responsible for collecting, organizing and providing current information regarding the incident status for review by DOC Command staff. The SITL may prepare future projections of incident growth, maps and intelligence information in collaboration with epidemiology and the medical officer.

**Qualifications:**

**Immediate:**

- Report to DOC Commander, Planning Chief, or other assigned supervisor
- Obtain briefing from Planning Chief or supervisor
- Set up your work station and review your position responsibilities
- Determine your resources needs, such as a computer, phone, flip chart, incident action plan, and other reference documents
- Develop the DOC's internal information network
- Begin collection and analysis of incident data as soon as possible using the incident status summary form 209.

**Intermediate:**

- Oversee the collection, organization, and analysis of situation information related to the emergency
- Report to DOC Commander, Planning Chief, or assigned supervisor
- Ensure that information collected from all sources is validated prior to posting
- Ensure that situation analysis reports are developed for dissemination to DOC staff
- Ensure that all maps, status boards and other displays contain current and accurate information
- Prepare periodic predictions as requested
- Prepare incident status summary (209)

**Extended:**

- Provide up to date situation analysis for next operational staff (work closely with Logistics and Advanced Planning for resources needed)
- Prepare for possible extended deployment

**Public Health  
Incident Command System (ICS)  
Emergency Response  
Job Action Sheet**

*Planning Staff*

<b>Demobilization (DEMOB) Unit Leader</b>
---

**Reports to:** Planning Section Chief

**Mission:** The DEMOB is responsible for developing the incident demobilization plan.

**Qualifications:**

**Immediate:**

- Report to DOC Commander, Planning Chief, or other assigned supervisor
- Obtain briefing from Planning Chief or supervisor
- Set up your work station and review your position responsibilities
- Review incident resource records to determine the likely size and extent of the demobilization effort
- Based on the above analysis add additional personnel and supplies to support the demobilization effort
- Coordinate plans with agency representatives and the planning and finance sections
- Monitor ongoing operations resource needs

**Intermediate:**

- Identify surplus resources and probable release time
- Report to DOC Commander, Planning Chief, or assigned supervisor
- Develop incident checkout function for all units
- Evaluate logistics and transportation capabilities to support the demobilization
- Establish communications with off-incident facilities as necessary
- Develop an incident DEMOB plan detailing specific responsibilities and release priorities and procedures
- Prepare maps, directories, instructions and accommodations for inclusion in the DEMOB plan
- Distribute the DEMOB plan after Planning Section Chief approval
- Brief the PSC on DEMOB process
- Document all activity on the 214

**Extended:**

- Supervise execution of the DEMOB plan
- Prepare for possible extended deployment

**Public Health  
Incident Command System (ICS)  
Emergency Response  
Job Action Sheet**

*Planning Staff*

<b>Message Unit Leader (MSGL)</b>
-----------------------------------

**Reports to: Documentation Unit Leader (DOCL)**

**Mission:** The Message Unit Leader (MSGL) is responsible for delivery and retrieval of message forms locally within the DOC. Each section will be assigned a centrally located in/out box that will need to be monitored and serviced by the MSGL.

The MSGL will coordinate all work with the DOCL.

**Immediate:**

- Obtain briefing from Planning Chief
- Check-in with the DOCL
- Plan, coordinate, and organize a clearly marked work station with the DOCL
- Review the message form process with DOCL
- Set up centralized mailbox station with clearly marked, section specific mailboxes. Mailboxes will have an IN box, an OUT box and a Completed box.
  - NOTE: The DOCL is responsible for maintaining the “Completed” box
- Arrange for additional Planning Section Support if needed with Logistics.
- Educate participants on how to complete the form with an announcement before the start of the exercise and/or live incident
- Work with the DOCL to provide each command post with an example ICS 213 form completed previous to the start of the operation
- Ensure that each section has blank 213 forms
- Ensure that there are enough 213 forms. If not, order from logistics immediately.
- Review and edit 213 forms for clarity, use of standard language, duplications and ensure one task/request per form. Return any non-compliant forms to originator.
- In and OUT mailboxes are maintained solely by the MSGL
- Deliver forms to mailbox and follow routing request form instructions
  1. Route requests (See bolded instructions for the Message Unit Leader at the bottom of this page.

**Intermediate:**

- Report documentation errors to the Planning Section Message Unit Leader.
- Ensure copies of requests are routed correctly
- Maintain a 214 incident log of action items.

**Extended:**

- Notify Safety officer immediately of any safety issues or concerns within the Department Operation Center
- Prepare for possible extended deployment

**INSTRUCTIONS FOR MESSAGE UNIT LEADER**

- ❖ **Picks up 213 forms from Out boxes**
  - a. **Confirm appropriate Target Section is identified**
  - b. **Deliver 213 forms to DOCL In-Box**
- ❖ **Pick up 213 forms from the DOCL and distribute to the Target Section's In -Box**
- ❖ **Pick up updated 213 forms from Section Out Boxes and delivers to the DOCL In box**
- ❖ **Pick up and distribute updated 213 forms to Originator**
- ❖ **Collect completed 213 forms and deliver to DOCL for filing**

**Public Health  
Incident Command System (ICS)  
Emergency Response  
Job Action Sheet**

*Planning Staff*

<b>DOCUMENTATION UNIT LEADER (DOCL)</b>
---

**Reports to: Planning Section Chief**

**Mission:** The DOCL ensures that tasks, status reports and requests are recorded and completed. All incoming requests should be monitored, recorded and resolved within a timely manner in order to meet Public Health need. The DOCL keeps accurate information of incoming requests and completed requests up on a main screen viewable by the entire DOC.

The DOCL updates the Planning Section Chief on status of all situations.

**Qualifications:**

**Immediate:**

- Obtain briefing from Planning Chief
- Check-in with Message Unit Leader
- Plan, coordinate, and organize a clearly-marked work station with the Message Unit Leader (MSGL)
- Review message form process with MSGL
- Arrange for additional Planning Section support if needed with Logistics.
- Coordinate with the Logistics Section Communication Unit Leader (COML) to have an up and running projector, computer, thumb drive, portable radio and any other electronic items you deem necessary for your position
- Obtain all phone numbers necessary to run an operation. For example, OES, field response, DOC participants etc.,
- Coordinate with the logistics section COML to be sure the message log documentation on the screen is legible to all DOC command participants
- Ensure that each command post has an example ICS 213 form completed previous to the start of the operation
- Audit incoming tasks/requests for redundant communications
- Maintain an incident event summary log on a large screen in the DOC and obtaining COML assistance. Records of all pending and completed DOC incoming requests should be documented as follows:
  - All pending messaging should be highlighted in **RED**
  - All completed tasks should then should be highlighted in **BLUE**

- ❑ Set up a centralized mailbox station with clearly marked mailboxes. Mailboxes should have an IN box, an OUT box and a Completed box for each Command Post (Incident Command, Operations, Planning, Logistics and Finance).
  - NOTE: The ONLY person who can put a completed ICS 213 form into the complete box is the DOCL. DOCL file color coding for completed tasks:
    - Red folder for Operations
    - White folder for Command
    - Yellow folder for Logistics
    - Blue for Planning
    - Green for Finance

Folders are organized chronologically.

- ❑ Mailboxes are maintained by the MSGL
- ❑ Do not accept any unit log ICS 213 unless the 213 form is filled in completely. If not, return to MSGL immediately for clarification.
- ❑ Read form aloud to check legibility before posting on screen for the DOC. If illegible notify the MSGL for clarification to posting.
- ❑ Prevent duplication by referring the requestor to the originating number.
- ❑ No abbreviations allowed on the 213 form

**Intermediate:**

- ❑ Report documentation errors or omissions to the MSGL
- ❑ Notify Planning Section Chief of Overdue Requests
- ❑ Ensure copies of requests are routed correctly
- ❑ Maintain a 214 incident log of action items.

**Extended:**

- ❑ Notify Safety officer immediately of any safety issues or concerns within the Department Operation Center
- ❑ Prepare for possible extended deployment

**DOCL INSTRUCTIONS FOR USING THE MESSAGE FORM**

- ❖ **DOCL receives log**, and documents brief description of the issue in the Event Log Summary
- ❖ **DOCL posts the document onto the screen in RED**, and checks the appropriate box in section 4 of the ICS 213 form as complete.
  - DOCL then places 213 form in the *DOCL Out Box* for distribution to the Target Section for response if necessary response is required.
- ❖ **DOCL receives updated log**, updates the Event Summary Log accordingly in **BLUE**, and puts 213 form in *Out Box* for distribution.
- ❖ **DOCL receives completed ICS 213** for permanent filing. DOCL doesn't file away if line "10" is not checked off. If line "10" is not checked off DOCL returns to MSGL for follow-up.



**Public Health  
Incident Command System (ICS) Emergency Response  
Job Action Sheet**

*Planning Section*

<b>Medical Health Operational Area Coordinator (MHOAC)</b>
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**Reports to:** Planning Section Chief

**Mission:** *Once the Health Department Operations Center (DOC) is established, the MHOAC role will move from the county emergency operations center (EOC) to the Health DOC, Planning Section to facilitate SITREP reports for the state and continue operational area medical coordination.*

**Immediate:**

- Receive briefing from Planning Section Chief
- Assess immediate medical and medical supply needs
- Coordinate disaster medical and health resources
- Coordinate patient distribution and medical evaluations
- Coordinate inpatient and emergency care providers
- Coordinate out-of-hospital medical care providers
- Coordinate and integrate with fire agencies personnel, resources, and emergency fire pre-hospital medical services.
- Coordinate providers of nonfire based pre-hospital emergency medical services.
- Coordinate the establishment of temporary field treatment sites.
- Prepare and transmit SITREP

**Intermediate:**

- Coordinate with the PIO, Liaison and Technical Specialists with medical community message creation and dissemination
- Collect and maintain data for inclusion in the SITREP
- Coordinate and share information with the RESL and SITL
- Notify Finance Section of any medical material issued to the field

**Extended:**

- Observe all assigned PIO staff for signs of stress. Report issues to Safety Officer. Provide rest periods and relief for staff.
- Plan for the possibility of extended deployment.

**Public Health  
Incident Command System (ICS)  
Emergency Response  
Job Action Sheet**

*Planning Staff*

<b>Demobilization (DEMOB) Unit Leader</b>
---

**Reports to:** Planning Section Chief

**Mission:** The DEMOB is responsible for developing the incident demobilization plan.

**Qualifications:**

**Immediate:**

- Report to DOC Commander, Planning Chief, or other assigned supervisor
- Obtain briefing from Planning Chief or supervisor
- Set up your work station and review your position responsibilities
- Review incident resource records to determine the likely size and extent of the demobilization effort
- Based on the above analysis add additional personnel and supplies to support the demobilization effort
- Coordinate plans with agency representatives and the planning and finance sections
- Monitor ongoing operations resource needs

**Intermediate:**

- Identify surplus resources and probable release time
- Report to DOC Commander, Planning Chief, or assigned supervisor
- Develop incident checkout function for all units
- Evaluate logistics and transportation capabilities to support the demobilization
- Establish communications with off-incident facilities as necessary
- Develop an incident DEMOB plan detailing specific responsibilities and release priorities and procedures
- Prepare maps, directories, instructions and accommodations for inclusion in the DEMOB plan
- Distribute the DEMOB plan after Planning Section Chief approval
- Brief the PSC on DEMOB process
- Document all activity on the 214

**Extended:**

- Supervise execution of the DEMOB plan
- Prepare for possible extended deployment

**Public Health  
Incident Command System (ICS) Emergency Response  
Job Action Sheet**

*Planning Section*

<b>Check In/Status Recorder</b>
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**Reports to:** Resources Unit Leader (RESL)

**Mission:** *Check-in/Status Recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.*

**Immediate:**

- Obtain required work materials, including Check-in Lists and status display boards.
- Establish communications with the Communication Center
- Post signs so that arriving resources can easily find incident check-in location(s).
- Record check-in information on Check-in Lists
- Transmit check-in information to Resources Unit on regular prearranged schedule or as needed.
- Forward completed Check-in Lists (ICS Form 211) to the Resources Unit.
- Receive, record, and maintain resource status information on Resource Status Cards for incident assigned resources

**Intermediate:**

- Coordinate with the RESL and SITL to anticipate shift changes
- Maintain check-in logs; provide to Finance Section when requested

**Extended:**

- Coordinate with DEMOB for check-out
- Observe all assigned PIO staff for signs of stress. Report issues to Safety Officer. Provide rest periods and relief for staff.
- Plan for the possibility of extended deployment.