

## BLOOD BANK UNIT LEADER

Positioned Assigned To:
You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Branch Director in emergency response operations. Areas of concern include, but are not limited to the coordination of information between the EOC and local facilities providing Blood Bank services.

<b>Immediate</b>	_____	<b>RECEIVE APPOINTMENT</b> Receive appointment from the Ancillary Services Group Supervisor. Obtain packet containing Job Action Sheet and forms.
	_____	<b>I.D. YOURSELF</b> Carry county issued identification at all times.
	_____	<b>REVIEW JOB SHEET</b> Read this entire Job Action Sheet and review organizational chart.
	_____	<b>OBTAIN BRIEFING</b> Obtain briefing from the Medical/Health Branch Director, or the Ancillary Services Group Supervisor.
	_____	<b>ESTABLISH POST</b> Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).
	_____	<b>APPOINT TASK FORCE LEADERS</b> Appoint Task Force Leaders as needed.
	_____	<b>BRIEF TASK FORCE LEADERS</b> Brief all Task Force Leaders on current situation and develop the units initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.
	_____	<b>CONTACT LIAISONS</b> Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...).
	_____	Keep government Liaison Officers updated on changes and development of Blood Bank related responses to the incident.
	_____	<b>RESOURCES NEEDS</b> Relay resource needs to the Ancillary Services Group Supervisor, utilizing the proper RIMS forms.
	_____	<b>BEEPER</b> Be available to field personnel by beeper if possible.
<b>Intermediate</b>	_____	<b>COMMUNICATION LINES</b> Establish communications with other county sites and any Blood Bank Task Force Leaders.
	_____	<b>NEEDS ASSESSMENT</b> Obtain situation reports from other Task Force Leaders and assess needs.
	_____	<b>STATUS UPDATE</b> Notify Ancillary Services Group Supervisor of the units operational status, and any major damage to facilities.
	_____	<b>STAFFING</b> Request or release employees, if appropriate. Update voice mail with instructions for staff.
	_____	<b>STAFF/SUPPLY</b> Ensure that each of the Task Force Leaders has adequate staff and supplies.
	_____	<b>BRIEFINGS/UPDATES</b> Designate times for briefings and updates with all Task Force Leaders.
	_____	<b>COMMUNICATE UP</b> Brief the Ancillary Services Group Supervisor routinely. Attend Planning Meetings as appropriate.
	_____	<b>RESPOND TO PROBLEMS</b> Respond to requests and complaints from incident personnel regarding inter-organization problems.
<b>Extended</b>	_____	<b>MEET COMMUNITY NEEDS</b>

Establish mechanisms to ensure response to high priority issues.

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**PUBLIC INFORMATION**

Update Ancillary Services Group Supervisor regarding any public information announcement needs.

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**DOCUMENT**

Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

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**OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the Ancillary Services Group Supervisor. Provide for staff rest periods and relief.

**Recovery**

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**MEDICAL/HEALTH CRITIQUE**

Participate in critique of medical/health disaster response.

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**COUNTY CRITIQUE**

Participate in critique of overall county disaster response.