

MEDICAL/HEALTH BRANCH DIRECTOR

Positioned Assigned To:

You Report To:

Mission: Organize and direct activities relating to the Medical/Health operations. Carry out directives of the EOC Director, local Health Officer, and EMS Agency Medical Director. Coordinate and supervise the medical and health resources within the operational area.

Immediate

_____ **RECEIVE APPOINTMENT**

Receive appointment from the Operations Section Chief or EOC Director. Obtain packet containing Section's Job Action Sheet and forms.

_____ **REVIEW JOB SHEET**

Read this entire Job Action Sheet and review organizational chart.

_____ **OBTAIN BRIEFING**

Obtain briefing from the Operations Section Chief or EOC Director, which should include times of future briefings.

_____ **ESTABLISH EOC POST**

Establish a post in the operational area EOC as the Medical/Health Branch Director. Clearly mark your post and identify yourself (e.g. name badge).

_____ **APPOINT GROUP SUPERVISORS**

Appoint Group Supervisors as needed to obtain information and liaison with various components of the medical and health community (e.g. Medical Transport Services, Public Health Services, Inpatient Services, Outpatient Services, Ancillary Services, Animal Services, Specialty Services). Distribute Job Action Sheets and forms to Group Supervisors.

_____ **DEVELOP INITIAL ACTION PLAN**

Brief all Medical/Health Group Supervisors on current situation and develop the section's initial action plan (for the first 12-hour operational period). Designate time for next briefing.

_____ **INITIAL ASSESSMENT**

Perform an initial assessment of the medical/health needs and possible impact on resources (RIM Medical/Health Status Report form).

_____ **CONTACTS**

Review county and municipal emergency organizational charts to determine appropriate contacts and message routing. Coordinate with the Logistics and Finance Sections regarding the process of obtaining needed supplies.

_____ **RELAY STATUS REPORT**

Contact state Medical/Health Officials, EMSA and DHS. Provide a brief overview of the event and forward RIMS Medical/Health Situation report to state officials through the operational area EOC Planning Section.

_____ **RESOURCES NEEDS**

Establish communication with the Operational Area Disaster Medical/Health Coordinator (OADMHC) from within the E.O.C. Relay current status of medical and health resources and any resource needs to the OADMHC, using the RIMS Resource Request form.

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| _____ | PUBLIC INFORMATION Coordinate with the Public Information Officer to issue periodic public health & safety information. |
| _____ | DOCUMENT Assure that all communications and times are documented, as well as all actions and decisions. |
| <u>Intermediate</u> | STAFF/SUPPLY Ensure that each of the Group Supervisors has adequate staff for the next two operational periods (12-hour shifts) and adequate supplies. Relief staff should arrive 30 minutes early to allow for briefing prior to shift change. |
| _____ | BRIEFINGS/UPDATES Conduct briefings and updates with all Groups Supervisors on a regular basis. |
| _____ | UPDATE ACTION PLAN Develop the Medical/Health Action Plan for the upcoming operational period. |
| _____ | COMMUNICATE UP Brief the Operations Section Chief routinely. Attend Planning Meetings as appropriate. |
| _____ | RESPOND TO PROBLEMS Respond to requests and complaints from incident personnel regarding inter-organization problems. |
| <u>Extended</u> | DOCUMENT Assure that a system for logging and organizing all documentation is established |
| _____ | LONG-TERM STAFFING Ensure that adequate staffing is being considered for the projected duration of the incident. Observe all staff for signs of stress. Report concerns to the Operations Section Chief. Provide for staff rest periods and relief. |
| <u>Recovery</u> | DISASTER RECOVERY Ensure that information for public health and safety are used during disaster recovery stage. Notify public of: \$ safe drinking water requirements \$ safe reoccupancy of damaged homes and buildings (structural integrity, gas leaks, etc.), appropriate personal protective clothing and equipment (gloves, masks, etc.) \$ handling and disposal of foodstuffs, refuse, clothing, hazardous materials \$ animal control |
| _____ | AFTER ACTION CRITIQUE Participate in critique of activated medical/health disaster response plans and overall county disaster response plans. |