

## COMMUNICABLE DISEASE TASK FORCE LEADER

Positioned Assigned To:
You Report To:

- Mission:** To assist Public Health Nursing Unit Leader, Public Health Group Leader and Medical/Health Branch Director in emergency response operations. Areas of concern include but are not limited to the prevention, detection and surveillance of communicable diseases..
- Immediate**
- **RECEIVE APPOINTMENT**  
Receive appointment from the Public Health Group Supervisor or Public Health Nursing Unit Leader. Obtain packet containing Job Action Sheet and forms.
  - **I.D. YOURSELF**  
Carry county I.D. and nursing license at all times.
  - **REVIEW JOB SHEET**  
Read this entire Job Action Sheet and review organizational chart.
  - **OBTAIN BRIEFING**  
Obtain briefing from the Public Health Nursing Unit Leader or Public Health Group Supervisor.
- Intermediate**
- **DETECTION AND SURVEILLANCE**  
Review shelter communicable disease surveillance forms and other reports of communicable disease with Public Health Officer.
  - **PREVENTION**  
Develop and implement communicable disease prevention education programs. Implement measures to isolate or quarantine cases of communicable diseases. Initiate strategies to prevent the spread of communicable diseases.
  - **STAFF/SUPPLY TASK FORCE**  
Assure adequate supplies. Schedule and assign staff.
  - **RED CROSS COORDINATION**  
Coordinate surveillance, education and quarantine services for shelter residents with Red Cross shelter Manager.
  - **BRIEFINGS/UPDATES**  
Designate times for briefings and updates for CD Staff.
  - **SERVICES TO DISASTER WORKERS**  
Coordinate surveillance, education and quarantine services for disaster workers with EOC.
  - **RESOURCE NEEDS**  
Communicate resource needs to Public Health Nursing Unit Leader using the proper RIMS forms.
  - **RESPOND TO PROBLEMS**  
Respond to requests and complaints from incident personnel regarding inter-organization problems.
- Extended**
- **DOCUMENTATION**  
Maintain required communicable disease records. Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.
  - **MEET COMMUNITY NEEDS**  
Establish mechanisms to ensure response to high priority issues.
  - **PUBLIC INFORMATION**  
Update Public Health Nursing Unit Leader regarding any public information announcement needs.
  - **COMMUNICATE UP**  
Brief the Public Health Nursing Unit Leader routinely. Attend planning meetings as appropriate.
  - **OBSERVE STAFF**  
Observe all staff for signs of stress. Report concerns to the Public Health Group Supervisor. Provide for staff rest periods and relief.
- Recovery**
- **MEDICAL/HEALTH CRITIQUE**  
Participate in critique of medical/health disaster response.
  - **COUNTY CRITIQUE**

Participate in critique of overall county disaster response.