

ENVIRONMENTAL RESOURCES UNIT LEADER

Positioned Assigned To:
You Report To:

Mission: To assist the EOC Director, the County Health Officer, and Medical/Health Group Supervisor in emergency response operations. Areas of concern include, but are not limited to: drinking water supplies, food and dairy supplies, liquid and solid waster disposal; housing/mass care shelters, vector control, hazardous materials, and medical waster handling and disposal.

- | | | |
|---------------------|-------|--|
| Immediate | _____ | RECEIVE APPOINTMENT
Receive appointment from the Medical/Health Branch Director or Public Health Group Supervisor.
Obtain packet containing 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, EOC Director, Medical/Health Branch Director, or the Public Health Group Supervisor. |
| | _____ | ESTABLISH POST
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). |
| | _____ | APPOINT TASK FORCE LEADERS
Appoint Task Force Leaders as needed. |
| | _____ | BRIEF TASK FORCE LEADERS
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. |
| | _____ | CONTACT LIAISONS
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 environmental/hazardous materials related responses to the incident. |
| | _____ | RESOURCES NEEDS
Relay resource needs to the _____ Group Supervisor, utilizing the proper RIMS forms. |
| Intermediate | _____ | COMMUNICATION LINES
Establish communications with other county sites, Task Force Leaders, health department, public works. |
| | _____ | NEEDS ASSESSMENT
Obtain situation reports from other Task Force Leaders and assess needs. |
| | _____ | STATUS UPDATE
Notify Public Health Group Supervisor of the units operational status, and any major damage to facilities. |
| | _____ | STAFFING
Request or release employees, if appropriate. Update voice mail with instructions for staff. |
| | _____ | STAFF/SUPPLY TASK FORCE
Ensure that each of the Task Force Leaders has adequate staff and supplies. |
| | _____ | BRIEFINGS/UPDATES
Designate times for briefings and updates with all Task Force Leaders. |
| | _____ | COMMUNICATE UP
Brief the _____ Group Supervisor routinely. Attend Planning Meetings as appropriate. |
| | _____ | RESPOND TO PROBLEMS
Respond to requests and complaints from incident personnel regarding inter-organization problems. |
| Extended | _____ | MEET COMMUNITY NEEDS
Establish mechanisms to ensure response to high priority issues. |
| | _____ | LABORATORY
Identify laboratories capable of handling high priority water and milk samples. |

- **FOOD STUFFS**
Ensure safety of restaurant and retail foods via environmental health inspections.
Initiate Public Information Officer and field responses.
- **PORTABLE TOILETS**
Assess availability of portable toilet facilities where needed.
- **SOLID WASTE**
Assess need for neighborhood garbage bin collection sites as warranted.
Assess community solid waste collection and disposal status.
Assess vector control programs and status of personnel/equipment.
- **WATER**
Obtain and assess community water status within cities, service districts, community systems, etc.
Initiate Public Information and field response.
- **VECTOR CONTROL**
Assess vector control programs and status of personnel/equipment.
- **PUBLIC INFORMATION**
Update Public Health Group Supervisor regarding any public information announcement needs.
- **BRIEFING /UPDATES.**
Designate times for briefing and updates with all field staff..
- **COMMUNICATE UP**
Brief the Public Health Group Supervisor routinely. Attend planning meetings as appropriate.
- **FIELD/STAFF SUPPLY**
Ensure field staff have adequate equipment and supplies.
- **DOCUMENT**
Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.
- **OBSERVE STAFF**
Observe all staff for signs of stress. Report concerns to the Public Health Group Supervisor. Provide for staff rest periods and relief.
- **MEDICAL/HEALTH CRITIQUE**
Participate in critique of medical/health disaster response.
- **COUNTY CRITIQUE**
Participate in critique of overall county disaster response.

Recovery