

\_\_\_\_\_ **GROUP SUPERVISOR**

Positioned Assigned To:
You Report To:

**Mission:**

**Immediate**

- \_\_\_\_\_ **RECEIVE APPOINTMENT**  
Receive appointment from the Medical/Health Branch Director. Obtain packet containing Section's Job Action Sheet and forms.
- \_\_\_\_\_ **I.D. YOURSELF**  
Carry County I.D. at all times.
- \_\_\_\_\_ **REVIEW JOB SHEET**  
Read this entire Job Action Sheet and review organizational chart.
- \_\_\_\_\_ **OBTAIN BRIEFING**  
Obtain briefing from the Medical/Health Branch Director.
- \_\_\_\_\_ **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).
- \_\_\_\_\_ **CONTACTS**  
Review county and municipal emergency organizational charts to determine appropriate contacts and need for establishing units.
- \_\_\_\_\_ **APPOINT UNIT LEADERS**  
Appoint Unit Leaders, as needed, to staff the \_\_\_\_\_ units.
- \_\_\_\_\_ **BRIEF UNIT LEADERS**  
Brief all Unit Leaders on current situation and develop the group's initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.
- \_\_\_\_\_ **STAFFING**  
Contact staff to initiate first shift of staffing. Maintain staffing records.
- \_\_\_\_\_ **RESOURCES NEEDS**  
Relay resource needs to the Medical/Health Branch Director, utilizing the proper RIMS forms.
- \_\_\_\_\_ **BEEPER**  
Be available to Unit Leaders by beeper, if possible.
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- \_\_\_\_\_

**Intermediate**

- \_\_\_\_\_ **STAFF/SUPPLY**  
Ensure that each of the Unit Leaders has adequate staff and supplies.

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**BRIEFINGS/UPDATES**

Designate times for briefings and updates with all Unit Leaders.

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**COMMUNICATE UP**

Brief the Medical/Health Branch Director routinely. Attend Planning Meetings as appropriate.

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**RESPOND TO PROBLEMS**

Respond to requests and complaints from incident personnel regarding inter-organization problems.

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**Extended**

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**DOCUMENT**

Assure that all communications and times are documented, as well as all actions and decisions.

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**OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the Medical/Health Branch Director.  
Provide for staff rest periods and relief.

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