

HOME HEALTH CARE 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 the coordination of information between the EOC and local home health care organizations.

- Immediate**
 - _____ **RECEIVE APPOINTMENT**
Receive appointment from the Inpatient Services Group Supervisor.
Obtain packet containing Job Action Sheet and forms.
 - _____ **I.D. YOURSELF**
Carry county issued identification 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, or the Inpatient Services 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**
Keep government Liaison Officers updated on changes and development of Home Health Care related responses to the incident.
 - _____ **RELAY RESOURCE NEEDS**
Relay resource needs to the Inpatient Services Group Supervisor, utilizing the proper RIMS forms.
 - _____ **BEEPER**
Be available to field personnel by beeper if possible.
- Intermediate**
 - _____ **COMMUNICATION LINES**
Establish communications with other county sites, Task Force Leader and home health care agencies.
 - _____ **NEEDS ASSESSMENT**
Obtain situation reports from other Task Force Leaders and assess needs.
 - _____ **STATUS UPDATE**
Notify Inpatient Services 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**
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 Inpatient Services 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.

----- **PUBLIC INFORMATION**
Update Inpatient Services Group Supervisor regarding any public information announcement needs.

----- **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 Inpatient Services 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.