

## LABORATORY SERVICES UNIT LEADER

Positioned Assigned To:
You Report To:

**Mission:** To assist the EOC Director, the County Health Officer, and Medical/Health Branch Director in emergency response operations. Areas of concern include, but are not limited to the coordination of information between the EOC and local facilities providing laboratory services.

- Immediate**
  - \_\_\_\_\_ **RECEIVE APPOINTMENT**  
Receive appointment from the Ancillary 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 Ancillary 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 Laboratory related responses to the incident.
  - \_\_\_\_\_ **RELAY RESOURCE NEEDS**  
Relay resource needs to the Ancillary 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 and any Laboratory Task Force Leaders.
  - \_\_\_\_\_ **NEEDS ASSESSMENT**  
Obtain situation reports from other Task Force Leaders and assess needs.
  - \_\_\_\_\_ **STATUS UPDATE**  
Notify Ancillary 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 Ancillary 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.

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**PUBLIC INFORMATION**

Update Ancillary Services Group Supervisor regarding any public information announcement needs.

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**DOCUMENT**

Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

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**OBSERVE STAFF**

Observe all staff for signs of stress. Report concerns to the Ancillary Services Group Supervisor. Provide for staff rest periods and relief.

**Recovery**

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**MEDICAL/HEALTH CRITIQUE**

Participate in critique of medical/health disaster response.

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**COUNTY CRITIQUE**

Participate in critique of overall county disaster response.