

MENTAL HEALTH GROUP SUPERVISOR

Positioned Assigned To:

You Report To:

Mission: To oversee, direct, and facilitate activities of the Mental Health Group relating to medical/health emergency response operations. Assist with directives of the EOC Director and Medical/Health Branch Director. Areas of concern include, but are not limited to communicating with state Mental Health Officials, coordinating support to disaster victims, field responders and EOC personnel.

Immediate

RECEIVE APPOINTMENT

Receive appointment from the Medical/Health Branch Director.
Obtain packet containing Job Action Sheet and forms.

I.D. YOURSELF

Carry county identification at all times.

REVIEW JOB SHEET

Read this entire Job Action Sheet and review organizational chart.

OBTAIN BRIEFING

Obtain briefing on conditions.

APPOINT TASK FORCE LEADERS

Appoint Task Force Leaders as needed. Notify and/or activate mental health personnel with key responsibilities (field coordinator, planning coordinator, logistics coordinator)

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 liaison, and meet regularly with representatives from Red Cross, schools, social services, health services, the coroner, and others as appropriate

PUT ON BEEPER.

Be available to field personnel by beeper if possible.

ASSESS RESOURCES

Collect, assess, and display information regarding locations needing mental health staffing, available mental health resources, and mental health resources deployed.

INTERMEDIATE

PROVIDE DIRECTION

Provide direction to mental health field coordinator regarding priorities for response, deployment of personnel and resources. Coordinate incoming and outgoing information between EOC and mental health field coordinator regarding field conditions.

MUTUAL AID

For mental health mutual aid resources and forward request through appropriate channels.

PUBLIC INFORMATION

Coordinate need for public information to the community through the Medical/Health Branch Director and Public Information Officer (PIO), regarding common psychological responses to disaster, stress management suggestions, and where to obtain mental health assistance.

DOCUMENT

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

EXTENDED

PROVIDE CONSULTATION

Provide consultation to EOC Director regarding EOC environment, the importance of breaks and limited length of shifts, needs of individual personnel, stress management in the EOC.

EOC SUPPORT

Provide or obtain Mental health support for EOC personnel.

BRIEFING/UPDATES

Ensure the EOC personnel are briefed by EOC director as to the role of mental health support staff in the EOC.

PERSONNEL ACCOMMODATIONS

If not already taken care of, help with arrangements for food service; an area for breaks and/or recreation; a sleep area; showers; and a private area where brief individual intervention may take place.

COMMUNICATION

Assist in establishing a mechanism for EOC personnel to obtain information about location and welfare of their families.

OBSERVE

personnel for signs of stress and fatigue; circulate among personnel to provide support, brief intervention, stress management suggestions, and assistance as needed.

DEMOBILIZATION

With agreement of EOC director, provide or arrange demobilization for EOC personnel at the end of EOC operations.

RECOVERY

DEBRIEFING

Arrange debriefing if conditions in EOC were highly stressful or traumatic for personnel (with agreement of EOC Director).

COUNTY CRITIQUE

Encourage and participate in critique of EOC operations; arrange for mental health staff to facilitate critique if appropriate.