

## SHELTER TASK FORCE LEADER

Positioned Assigned To:

You Report To:

**Mission:** To assist Public Health Nursing Unit Leader, Public Health Group Leader and Medical/Health Branch Director in emergency response operations. Areas of concern include but are not limited to assuring adequate and appropriate nursing care and access to health care for sheltered residents.

**Immediate**

\_\_\_\_\_ **RECEIVE APPOINTMENT**

Receive appointment from the Public Health Nursing Unit Leader. Obtain packet containing Section's Job Action Sheet and forms.

\_\_\_\_\_ **I.D. YOURSELF**

Carry County I.D. and nursing license at all times.

\_\_\_\_\_ **REVIEW JOB SHEET**

Read this entire Job Action Sheet and review organizational chart.

\_\_\_\_\_ **OBTAIN BRIEFING**

Obtain briefing from the Public Health Nursing Unit Leader or Public Health Group Supervisor.

\_\_\_\_\_ **SIGN-IN**

Sign-in and sign-out with Red Cross staff.

\_\_\_\_\_ **NON-MEDICAL SHELTER STAFFING**

Relay staffing needs to the Public Health Unit Leader. Regular shelter staffing:

1 Public Health Nurse for first 25 victims

1 RN for next 75 victims

1 RN for each additional 100 victims

These numbers may be adjusted depending on the specific needs of shelter residents.

\_\_\_\_\_ **MEDICAL SHELTER STAFFING**

Relay staffing needs to the Public Health Unit Leader. Medical need shelter staffing (a shelter established to house people from hospitals, skilled nursing facilities or those who have required in-home nursing care)

1 Public Health Nurse and 1 RN for first 15 victims

1 RN for each additional 15 victims

LVN and CNA/HHA staffing per patient needs

\_\_\_\_\_ **LEAD NURSES**

Designate Lead Nurse for each shift.

\_\_\_\_\_ **TRAINING QUALIFICATIONS**

Assure that at least one RN or PHN in each shelter has had Emergency Department or Acute Care experience.

	_____	<b>RED CROSS COORDINATION</b> Coordinate with Red Cross Shelter Manager.
<b>Intermediate</b>	_____	<b>ESTABLISH HEALTH SERVICE AREA</b> Assist shelter nurses in establishing a health service area that provides privacy for clients.
	_____	<b>STAFF/SUPPLY</b> Ensure that each of the shelters has adequate staff and supplies.
	_____	<b>RESOURCES NEEDS</b> Relay resource needs to the Public Health Nursing Unit Leader, utilizing the proper RIMS forms.
	_____	<b>HEALTH EDUCATION</b> Provide health and prevention education to shelter residents and staff as needed or as directed by Health Officer, Public Health Group Supervisor, Public Health Nursing Unit Leader, etc.
	_____	<b>BRIEFINGS/UPDATES</b> Designate times for briefings and updates with all shelter nurses.
	_____	<b>CARRY BEEPER</b> Be available to shelter nurses by beeper.
	_____	<b>SCHEDULING</b> Adjust schedule daily to meet the health and safety needs of shelter residents.
	_____	<b>COMMUNICATE UP</b> Brief the Public Health Nursing Unit Leader routinely. Attend Planning Meetings as appropriate.
	_____	<b>RESPOND TO PROBLEMS</b> Respond to requests and complaints from incident personnel regarding inter-organization problems.
<b>Extended</b>	_____	<b>DOCUMENT</b> Assure that all communications, times, actions and decisions are documented. Maintain staffing records. Maintain records of interactions with each shelter resident: \$ ARC Patients Record Form #2077 (to be initiated and maintained on all shelter residents requiring an ongoing assessment care or supervision by nursing staff) \$ Problem Identification Form (to be used as a contact log to track all interactions with shelter residents by nursing staff) \$ Communicable Disease Surveillance for Congregate Living Flow Sheet (to be initiated by the Lead Nurse when 2 or more shelter residents exhibit one or more of the same symptoms indicative of communicable disease. A new form will be started each 24 hours starting with the day shift. The Public Health Officer or Public Health Nursing Supervisor will be notified when this form is initiated). \$ Complete Shelter Surveillance form at the end of the shift.
	_____	<b>SHIFT CHANGE</b> Provide a review of shelter situation to the oncoming shift.
	_____	<b>OBSERVE STAFF</b> Observe all staff for signs of stress. Report concerns to the E.O.C. Director. Provide for staff rest periods and relief.
<b>Recovery</b>	_____	<b>MEDICAL/HEALTH CRITIQUE</b>

Participate in critique of medical/health disaster response.

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**COUNTY CRITIQUE**

Participate in critique of overall county disaster response.