

MEDICAL RESOURCES COORDINATOR

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 acquisition and supply of resources to the Medical/Health Branch, coordination of requests resources with the Logistics Section, and the relay of information within the state-s Medical/Health mutual-aid system.

Immediate	_____	RECEIVE APPOINTMENT Receive appointment from the Medical/Health Branch Director. 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.
	_____	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).
	_____	CONTACT LIAISONS Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...).
	_____	RESOURCES NEEDS Receive resource needs requests from the Medical/Health Branch personnel, utilizing the proper RIMS forms.
	_____	BEEPER Be available to field personnel by beeper if possible.
Intermediate	_____	COMMUNICATION LINES Establish communications with the medical/health mutual aid coordinator, Regional Disaster Medical/Health Coordinator, and Logistics Section personnel as needed.
	_____	NEEDS ASSESSMENT Obtain situation reports from Medical/Health group supervisors and assess needs.
	_____	STATUS UPDATE Notify Medical/Health Branch Director of the status of Medical/Health resources.
	_____	STAFFING Request or release employees, if appropriate. Update voice mail with instructions for staff.
	_____	STAFF/SUPPLY Acquire, distribute and maintain status of medical/health resources.
	_____	COMMUNICATE UP Brief the Medical/Health Branch Director 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 Medical/Health Branch Director regarding any public information announcement needs.
	_____	DOCUMENT Assure that all communications and resource requests are documented, utilizing the proper forms.
Recovery	_____	MEDICAL/HEALTH CRITIQUE Participate in critique of medical/health disaster response.

COUNTY CRITIQUE

Participate in critique of overall county disaster response.