

PUBLIC HEALTH SERVICES GROUP SUPERVISOR POSITION CHECKLIST

Mission: The Public Health Services Group oversees provision of public health services for people at the Family Assistance Center (FAC). The Public Health Services Group Supervisor reports to the Services Branch Director.

ACTIVATION

- Upon arrival at the FAC, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.
- Obtain and display the appropriate badge provided by FAC staff and your agency identification.
- Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.
- Attend just-in-time training, if required.
- Review your group's position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.
- Ensure that staff are familiar with the location of key resources, including the Family Assistance Plan and FAC forms.
- Report to the Resources Branch to obtain computers or other electronic equipment; workstation telephone numbers; and information on web access, communications systems, passwords, and other technology-related procedures. If bringing agency-owned equipment, report to the Resources Branch to obtain information on connection procedures, passwords, and other technology-related procedures.
- Ensure set-up and logistics are complete for subordinate areas.
- Brief subordinate staff and make task/job assignments.
- Monitor and provide direction as needed.
- Request additional staff and resources as needed.

OPERATION

- Oversee the provision of public health services for persons at the FAC as follows:
 - Ensure the FAC facility is a healthy environment for staff and families, free from unhealthy conditions or procedures.
 - Inspect food preparation and serving facilities, as necessary.
 - Provide basic health services and information to staff and families (e.g., communicable disease control/rapid health assessment, assessment of medical/chronic conditions to ensure treatment).
 - Provide basic first aid or arrange for it to be provided by other agencies/organizations.
- If food is to be prepared in the facility, arrange for an inspection by local Public Health authority.
- Maintain nurses on standby in or near the registration area in case families or staff require non-emergency medical attention. Provide basic medical care as needed.
- Call 911 for medical transport as needed.
- Arrange for replacement of emergency medication for disaster health needs.
- Assign nurses to attend family briefings, as requested and appropriate.
- Develop and maintain a strategy to replenish and provide breaks for subordinate personnel.

- Maintain Unit/Activity Log (ICS Form 214).
- Attend family briefings, as requested and appropriate.
- Participate in meetings and briefings as needed.
- Brief the incoming Public Health Group Supervisor if a subsequent operational period is scheduled.

DEMOBILIZATION

- Conduct demobilization briefing with staff assigned to you.
- Return equipment and unused supplies issued by the FAC to the Logistics Section.
- Arrange for the return of any agency-owned equipment (computers, etc.).
- Collect activity logs of subordinates, complete your own, and turn in all (ICS Form 214) to your supervisor.
- Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio.

Supply Guidelines

| Area | Resource | Quantity |
|------------------------------|-----------------------------------|-------------------------------|
| Public Health/First Aid Area | Tables | As resources allow |
| | Chairs | Up to 4 per table |
| | Automated external defibrillators | 1 |
| | First aid kits | 2 |
| | Signage | Directional signage as needed |