

Tab 6 – Staff Responsibilities

June 2022

BRDHD's Staff Roles/Responsibilities During a Disaster

Health Department Director or Designee

- Activate the BRDHD All Hazard Plan (See Tab 4)
- Assume the responsibility for overall emergency operations
- Activate BRDHD DOC
- Designate individuals responsible for specific activities/duties
- Ensure timely preparation of emergency public health information materials and their dissemination
- Assure that communication and other necessary emergency equipment are readily available for use
- Maintain communication by coordinating with local county EM officials, other first responders, and other appropriate community partners
- Convene briefing and debriefing sessions
- Communicate with appropriate state and federal emergency personnel and request assistance when needed
- Determine if medical/non-medical volunteers are needed.
- Request services from Kentucky Community Crisis Response Board (KCCRB) if deemed necessary
- Coordinate operations for quarantine procedures
- Communicate with the media if necessary, help monitor information, and rumor control
- Work to continue to support the assurance of the Essential Public Health Services (See Tab 2)
- Deactivate DOC and instruct staff to return to normal work schedule

Nursing Supervisor/Preventative Clinical Director

- Rapidly assess health and priority public health medical needs in the community
- Coordinate the use of health and medical resources and personnel (local and out-of-area) involved in providing emergency public health services
- Oversee planning and development of medical procedures to accomplish emergency medical public health services
- Ensure medical personnel are functioning under approved medical protocols (Public Health Practice Reference)
- Assure a sufficient number of appropriately trained medical personnel are assigned and available during emergency operations
- Work to continue to support the assurance of the Essential Public Health Services (See Tab 2)
- Maintain communication with field staff and provide on-going status reports to the DOC or the District Director
- Establish needed preventive health services, coordinate operations for immunization procedures, disease control, etc.
- Monitor use and need for supplies and equipment

Epidemiologist

- Work closely with the Epi Rapid Response Team to determine appropriate responses to an event
- Work closely with the Communicable Disease Team to assist in tracking, investigating, and monitoring case specific data
- Serve as a liaison with the DPH and regional epidemiologists
- Observe pre-event monitoring of ER services to determine trends and/or situations relative to a bioterrorism event
- Serve as a member of the Health Information Team and assist with media relations when needed
- Conduct follow-up evaluations of services provided during the event

Nurses

- Secure preventive medical supplies and vaccines
- Provide preventive services as needed e.g. immunizations
- Assist with mass shelters and triage at Red Cross stations (follow appropriate protocols)
- Monitor persons with special health care needs
- Provide patient education within a POD or other setting
- Provide, oversee, and operate any community vaccination programs deemed necessary
- Work with other community medical services in order to plan for additional out-of-region medical assistance as needed
- Coordinate with other medical entities as instructed
- Assist with the operation of the Community Hotline as needed
- Conduct follow-up evaluations of services provided during the event

Environmental Supervisors

- Rapidly assess priority environmental hazards and needs of the community
- Coordinate the use of environmental resources and personnel (local and out-of-area) involved in providing emergency environmental public health services
- Oversee the planning and development of environmental procedures to accomplish emergency public health services
- Assures that Environmental Health personnel are functioning within the boundaries of their training and experience
- Monitor the use and need of supplies and equipment
- Maintain communication with field staff and provide ongoing status reports to the DOC or District Director
- Support quarantine procedures
- Coordinate with animal care and control agencies to dispose of dead animals
- Conduct follow-up evaluations of services provided during the event

Communicable Disease Team

- Provide epidemiological surveillance, case investigation, tracking, and follow-up of cases involving affected individuals
- Track and monitor case specific data

- Conduct follow-up evaluations of services provided during the event
- Assist with media releases and contacts as needed
- Work to continue to support the assurance of Essential Public Health Services
(See Tab 2)

Environmentalists

- Inspect for purity and usability of all foodstuffs, water, drugs, and other consumables that are exposed to a hazard
- Determine food related problems
- Monitor for problems with sewage and solid waste, vector control, and nuisances
- Assure appropriate food service/sanitation at response or service locations throughout the event (i.e., food handling, mass feeding, and sanitation services)
- Provide epidemiological surveillance, case investigation, and follow-up
- Assist the PQC in developing news and media releases relevant to environmental health concerns
- Assist the Department of Sanitation and other agencies with control, monitoring, sampling, and proper disposal of dead or exposed small animals in the area
- Assist the Department of Agriculture with control, monitoring, sampling, and proper disposal of dead or exposed farm animals in the area
- Conduct follow-up evaluations of services provided during the event

Support Staff Team Leads

- Rapidly access clerical and support services needed for response operations
- Oversee the planning and development of clerical/support personnel involved in providing emergency public health services
- Assist with the public vaccination/inoculation operation as needed
- Assist with the operation of the Community Hotline as needed
- Establish procedures for records preservation

Population Health

- Assist the PQC team with community education work as needed
- Provide patient education within a POD or other setting.
- Assist with the health education and risk reduction counseling of disaster victims and the public at-large
- Assist with the public vaccination operation as needed
- May assist with the Strategic National Stockpile (SNS) operation, including set-up, sorting, staffing, labeling, and distribution as needed
- Assist with the operation of the Community Hotline as needed
- Assist Support Staff/Administrative Staff with assuring the availability of supplies and equipment that may be needed
- Conduct follow-up evaluations of services provided during the event

Finance/Administrative Staff

- Accurate record keeping
- Knowledge of emergency financial procedures
- Assure financial operation is maintained to assist with response

- Assure that those responding are maintaining correct documentation, time, and receipts for reimbursement
- Act as the Applicant Agent for FEMA documentation
- May assist with the Strategic National Stockpile (SNS) operation, including set-up, sorting, staffing, labeling, and distributing as needed

Support Staff

- Document use of supplies, delivery of new supplies, and all equipment
- May assist with public vaccination operation as needed
- May assist with the Strategic National Stockpile (SNS) operation, including set-up, sorting, staffing, labeling, and distribution as needed
- Help with outreach to special populations (distributing information, flyers, etc.)

Janitors and Maintenance

- Building maintenance
- Assist with building security
- May assist with the Strategic National Stockpile (SNS) operation, including set-up, sorting, staffing, labeling, and distribution as needed

Volunteer Manager

- Call County EM to ask for CERT activation and county VOAD (voluntary agencies active in disaster) agencies
- Assure that the alert includes type of volunteers needed, type of response, when and where to report, duration of assignment.
- Set up area for check in/check out
- Check ID and Credentials
- Facilitate any needed Just in time Training
- Assign volunteer to a supervisor, who will allow for shadowing of staff member prior to working independently.
- Follow-up with any medical/behavioral health interventions as needed from response volunteers.

BRDHD's Group Roles/Responsibilities During a Disaster

Exchange Team

- Responsible for managing the agency's response to an incident
- Ensure linkages and cooperation with schools, hospitals, EM, etc.
- Ensure linkage with DPH and other state services for response needs
- Ensure usable plans for allocation of agency resources for response
- Make decisions regarding our ability to provide assistance to neighboring areas, if necessary
- Assign staff positions for Incident Command, if necessary
- All operational questions are to be directed this group during the extent of the response
- During a bioterrorism incident, a member of the Exchange Team will join the local Incident Command structure.

- During a natural disaster incident, no member should join the local Incident Command structure unless they are requested from the EOC
- Work to continue to support the assurance of Essential Public Health Services (See Tab 2)
- Overall post-evaluation of the event and response

Epi Rapid Response Team (ERRT)

- Gather information for the DPH assessment
- Provide epidemiological surveillance, case investigation, tracking, and follow-up of cases involving affected individuals
- Conduct follow-up evaluations of services provided during the event

Strategic National Stockpile (SNS) Trained Staff

- Coordinate with DPH to operate the SNS
- Coordinate with other medical entities as instructed
- Conduct follow-up evaluations of services provided during the event

Job Action Sheets

BRDHD has two sets of Job Action Sheets (JAS). The first set is geared toward a “all hazard approach” and the second set is specifically for a Point of Dispensing (POD) event (see Appendix Tab 6 Job Action Sheets).

These JAS should be changed or updated to coincide with the response that the health department should take.

The Immediate actions should be the first and foremost priority of the individual that is assigned a specific job.

A Just-In-Time Training has also been developed to assist staff and volunteers with the understanding of their role and function during an emergency (See Appendix B, Tab 6).

The Incident Commander and Command Staff will assign staff to roles based upon each of the following JAS qualifications.

BRDHD Employee / Volunteer for ICS Positions

ICS Position	BRDHD Staff	Volunteer
BRDHD Incident Commander	X	
Public Information Officer	X	
Safety Officer	X	
Liaison Officer	X	
Finance Section Chief	X	
Human Resource Unit Leader	X	
Time and Payroll Accountant	X	
Logistics Section Chief	X	
Supply Unit	X	
Food and Personal Needs Unit		X
Facilities Unit		X
Communication Unit	X	
Recruitment Unit	X	
Planning Section Chief	X	
Resource Unit	X	
Situation Unit	X	
Health Info and Public Education Unit	X	
Information Distribution	X	
Webmaster	X	
Hotline	X	
Operations Section Chief	X	
Point of Distribution (POD) Operations Coordinator	X	
Public Health Essential Services	X	
Vaccination Unit		X
Vaccination Assistant		X
Vaccination Prep		X
Security Unit		X
Patient Flow Monitors		X
Forms Unit		X
Forms Distribution		X
Forms Collector		X
Volunteer Credentialing Unit		X
Medical Unit		X
Triage/Pre-Screeners		X
Ill Evaluators		X
Medical Screening/Counseling		X
Exit Review	X	X
Patient Education	X	
Patient Educators		X
Interpreters		X
Clinic Clerks		X

Investigation Section Chief	X	
Environmental Unit Leader	X	
CD Unit Leader	X	
Case Investigator	X	

BRDHD ICS Job Titles and Qualifications Quick Reference

Incident Commander - District Director or Disaster Response Coordinator (Primary) or Personnel Director (Secondary)

Public Information Officer - Personnel Director or Health Information Branch Director (Primary) other PQC staff, extensive public information experience/training, knowledge of how to interact with media (Secondary).

Liaison Officer - Community Health Promotion Branch Director or Community Health Improvement Branch Manager, or CHP Team Leader, excellent communication skills/organizational skills, and good relationship with community partners

Finance Section Chief - Finance Director or other finance team member

Human Resource Unit Leader – Personnel Director or Accountant or Payroll Specialist

Time and Payroll Accountant - Accountant or Payroll Specialist

Materials Unit Leader - Accountant, Payroll Specialist, or Purchasing Agent, volunteer

Cost Reimbursement Accountant - Accountant, Payroll Specialist, or Purchasing Agent

Logistics Section Chief - Nursing Director, Purchasing Agent, Environmental Supervisor, or Health Education Supervisor understand agency limitations, knowledgeable of outside agencies ability to assist, resourceful

Supply Unit - Purchasing, excellent verbal and written communication skills, volunteer

Food & Personal Needs Unit - Purchasing, Community Health Improvement Team, Health Promotion Team, good communication/organization skills, volunteer

Facilities Unit - Facilities Manager, good organizational skills, volunteer

Communication Unit - Computer Specialist, Health Information Team Member, extensive knowledge in electronics/information technology

Recruitment Unit - Health Promotion Team, Community Health Improvement Team, good organization skills

Planning Section Chief - Public Health Planner, flexible, can look at other options to solve problems

Resource Unit - Administrative Assistant, excellent organizational skills and good note taking ability, volunteer

Situation Unit - Planner, Health Information Team, Community Health Improvement Team, Health Promotion, analytical skills and ability to make good recommendations

Health Information & Public Education Unit - Health Information Team Member

Information Distribution - Health Information Team Member

Operations Section Chief - Nurse or Environmentalist, must have supervisory experience

Point of Distribution Center Operations Coordinator - Center Coordinator

Public Health Essential Services Coordinator - Nurse, Director of Community Health Promotion, Community Improvement Branch Manager, extensive knowledge of the ten essential services

Vaccination Unit - CD Team Member, Clinic Manager, Nurse, Physician, Nurse Practitioner

Vaccination Assistant - Office Manager, Clinical Assistant, Support Staff, Volunteer

Vaccination Prep - Nurse, Physician, Nurse Practitioner, volunteer

Security Unit - Outside Agencies, Community Health Promotion Branch, Personnel Director, understand logistics of clinic flow and the importance of vaccine/supplies, volunteer

Patient Flow Monitors - Support Staff, volunteer

Forms Unit - Clinic Staff, Health Promotion Team, HANDS, Community Health Improvement Team, volunteer

Forms Distribution - Support Staff, Community Health Improvement Team, Volunteers, basic clerical skills, good organizations skills

Forms Collector - Support Staff, Community Health Improvement Team, Volunteers, basic clerical skills, good organizations skills

Volunteer Credentialing Unit - MRC Unit Leader, Support Staff, Community Health Improvement Team, Volunteers, understand of credentialing material

Medical Unit- Center Coordinator, Director of Nursing - Nurse, Physician, Nurse Practitioner

Triage/Pre-Screener - Nurse, Physician, Nurse Practitioner, volunteer

III Evaluators - Nurse, Physician, Nurse Practitioner, volunteer

Medical Screening/Counseling - Nurse, Physician, Nurse Practitioner, volunteer

Exit Review - Nurse, Physician, Nurse Practitioner, volunteer

Patient Education Unit - Nurse, Physician, Nurse Practitioner

Patient Educators - Health Educator, Clinic Staff, Community Health Improvement Team, HANDS, volunteer

Interpreters - Spanish Interpreter, Bosnian Interpreter, volunteer

Clinic Clerks - Support Staff, Clinic Worker, Appointment Clerk, Vital Statistics Clerk, Receptionists, volunteer

Investigation Section Chief - Communicable Disease Nurse, Regional Epidemiologist, Environmental Supervisor

Environmental Unit Leader - Environmental Supervisor

CD Unit Leader - Communicable Disease Nurse

Case Investigator - Communicable Disease Nurse, Epidemiologist, CD Team Coordinator, Epi Rapid Response Team Member

Just in Time Training (JITT) for Point of Distribution (PODs)

Background: This curriculum has been developed as a guide to provide Just-In-Time Training to Point of Distribution (POD) staff. This curriculum assumes that the Command Staff has had ample training on Incident Command and understands their role as a trainer to those staff that are assigned to them. Training will come from the top down, meaning that Command Staff will train the Unit Leaders, who in turn will train their staff.

The core content in each Lesson Plan includes information needed for each staff member to effectively accomplish the mission of his or her job.

Core contents include:

- Incident Command Structure (ICS)
- Incident Flow
- Job Action Sheets
- Forms applicable to the job

I
C
J
F

Who should be trained:

- All workers, to include staff and volunteers

A

When and where should workers be trained:

- Before their shift begins
- On-site (POD, DOC)
-

B
O

Trainers should be aware that the situation and specific emergencies would dictate additional information to be included or excluded from the Just-In-Time-Training (JITT). Trainers should adapt training to meet the needs of each situation.

Just-In-Time Training for epidemiological response is also included.

See Appendix B, Tab 6, for more complete training information.