

**City of Carson City  
Agenda Report**

**Date Submitted:** August 15, 2014

**Agenda Date Requested:** August 28, 2014

**Time Requested:** 20 minutes

**To:** Carson City Board of Health

**From:** Health & Human Services Department (Nicki Aaker)

**Subject Title:** Presentation and discussion only on Carson City Health and Human Services' (CCHHS) draft Public Health Emergency Operations Plan. *(Angela Barosso)*

**Staff Summary:** The purpose of this plan is to outline the roles and responsibilities of CCHHS' staff during a public health event. The Appendices B-F of this document will be updated and presented in the future. This plan will be an annex to Carson City's All Hazards Emergency Operations Plan.

**Type of Action Requested:**

(check one)

☐ Resolution

☐ Ordinance

☐ Formal Action/Motion

☒ Other (Specify) Information Only

**Does This Action Require A Business Impact Statement:** ☐ Yes ☒ No

**Recommended Board Action:** Presentation and discussion only

**Explanation for Recommended Board Action:** N/A

**Applicable Statute, Code, Policy, Rule or Regulation:** N/A

**Fiscal Impact:** N/A

**Explanation of Impact:** N/A

**Funding Source:** N/A

**Alternatives:** N/A

**Supporting Material:** Carson City Health and Human Services' Emergency Operations Plan: Basic Plan and Appendix A: Department Operation Center Standard Operating Procedures (SOPs)

**Prepared By:** Nicki Aaker, MSN, MPH, RN

Reviewed By: *D. Aaker* Date: *8/15/15*  
(Department Head)  
*Nicholas Marino* Date: *8/18/14*  
(City Manager)  
*Joseph L. Ward* Date: *8/18/14*  
(District Attorney)  
*Shirley Shultz* Date: *8/18/14*  
(Finance Director)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
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(Vote Recorded By)



**Carson City  
Health & Human Services  
Public Health Preparedness**

**EMERGENCY OPERATIONS PLAN**

**BASIC PLAN**


Draft

July 2013



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The undersigned staff is in concurrence with the responsibilities of the following Emergency Operations Plan for Carson City Health and Human Services.

\_\_\_\_\_  
 Nicki Aaker, MSN, MPH, RN  
 Director,

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Angela Barosso  
 Division Manager, Public Health Preparedness

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dustin Boothe  
 Division Manager, Epidemiology / Environmental Health

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Veronica Galas  
 Division Manager, Clinical Services

\_\_\_\_\_  
 Date


\_\_\_\_\_  
 Mary Jane Ostrander  
 Division Manager, Human Services

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Cindy Hannah  
 Division Manager, Animal Services

\_\_\_\_\_  
 Date


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***This document is part of the Carson City Emergency Operations Plan as Annex F: Plans, F1: Public Health.***

## I. PURPOSE

This appendix provides guidance for Carson City Health and Human Services (CCHHS) to outline the concept of operations, organizational plan, and responsibilities for coordinating the management of public health services to reduce death and injury during emergency situations and restore essential public health services within a disaster area.

This appendix applies to and provides guidance to local jurisdictions; the private sector; non-governmental organizations; and the public involved in the management of public health services in response to a disaster or emergency incident within the Carson City area.

## II. AUTHORITIES AND REFERENCES

### A. Legal Authority

#### 1. Federal

- a. Pandemic and All Hazards Preparedness Reauthorization Act, 2013.
- b. The Homeland Security Act of 2002, Pub. Law 107-296, as amended.
- c. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended .
- d. Homeland Security Presidential Directive 5 (HSPD-5) .
- e. The Defense Production Act of 1950, codified as amended by the Defense Production Act Reauthorization of 2003, Pub. Law 108-195 .
- f. The National Response Framework, January 2008.
- g. Title III of SARA, Public Law 99-499, October 17, 1986.
- h. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule.
- i. Americans with Disabilities Act of 1990 (ADA), the Architectural Barriers Act (ABA), and the Uniform Federal Accessibilities Standards (UFAS).

#### 2. State

- a. Emergency Management Personnel Immunity (NRS 414 and NAC414).
- b. Public Health and Safety (NRS 439 and NAC439).
- c. Volunteer Immunity.
- d. Good Samaritan Law.
- e. State Employee Immunity.
- f. State Board of Health Rules and Regulations.

- g. Other applicable State laws, statutes, and regulations.
- h. Memoranda of Understanding and/or Mutual Aid Agreements (MOU/MAA) among affected stakeholders.
- i. Nevada Emergency Management Assistance Compact (NEMAC).
- 3. Local
  - a. Carson City Emergency Operations Plan.  
Carson City Municipal Code: Chapter 6: Emergency Management and Chapter 9: Health & Welfare
  - b. City Ordinances
  - c. Other applicable local laws, statutes, and regulations
  - d. Interlocal Agreements, Memoranda of Understanding, and Mutual Aid Agreements (MOU/MAA) among other affected stakeholders.

#### B. References

- 1. Comprehensive Preparedness Guide (CPG 101) – Developing and Maintaining State, Territorial, Tribal, and Local Emergency Plans.
- 2. National Incident Management System (NIMS).
- 3. National Response Framework.
- 4. Carson City Emergency Operations Plan, CC-EOP-18.

#### III. ACRONYMS

|       |  |
|-------|--|
| AAR   | After Action Review                                      |
| ARES  | Amateur Radio Emergency Service                          |
| CBRNE | Chemical, Biological, Radiological and Nuclear Explosive |
| CCHHS | Carson City Health and Human Services                    |
| CDC   | Centers for Disease Control and Prevention               |
| COOP  | Continuity of Operations Plans                           |
| DOC   | Department Operations Center                             |
| DoD   | Department of Defense                                    |
| EMAC  | Emergency Management Agreement Compact                   |
| EMD   | Emergency Medical Dispatching                            |
| EMS   | Emergency Medical System                                 |
| EOC   | Emergency Operations Center                              |
| EOP   | Emergency Operations Plan                                |
| HAN   | Health Alert Network                                     |
| HSEEP | Homeland Security Exercise and Evaluation Program        |
| ICP   | Incident Command Post                                    |
| ICS   | Incident Command System                                  |
| JIC   | Joint Information Center                                 |
| NEMAC | Nevada Emergency Management Agreement Compact            |
| NGO   | Non-Governmental Organizations (NGOs)                    |
| NIMS  | National Incident Management System                      |
| PHP   | Public Health Preparedness                               |
| RACES | Radio Amateur Emergency Service                          |
| SOG   | Standard Operating Guidelines                            |
| SOP   | Standard Operating Procedures                            |
| STD   | Sexually Transmitted Diseases                            |
| WMD   | Weapons of Mass Destruction                              |

#### IV. SITUATION AND ASSUMPTIONS

##### A. Situation

1. Carson City includes the geographic boundary of the Carson City Consolidated Municipality, special districts, and private and non-profit organizations.
2. Carson City is located in the northwestern part of Nevada. It covers 146 square miles and had a population of approximately 55,000 in 2012.
3. The Carson City area is subjected to the effects of many disasters, varying widely in type and magnitude.
4. Emergency management means the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to minimize injury and repair damage resulting from emergencies or disasters caused by enemy attack, sabotage or other hostile action, by fire, flood, earthquake, storm or other natural causes, or by technological or man-made catastrophes, including, without limitation, a crisis involving violence on school property, at a school activity or on a school bus. (NRS 414).
5. Emergency situations could result in disease propagation, the loss of water supply, wastewater, and solid waste disposal services, creating potential public health hazards.
6. Public health facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.
7. Use of Chemical, Biological, Radiological and Nuclear Explosive (CBRNE) weapons could produce a large number of injuries requiring specialized treatment that could overwhelm the local and state health medical system.

##### B. Assumptions

1. There is an adequate local capability to meet most emergency public health situations.
2. Public health resources may be adversely impacted by the emergency.
3. If public health facilities are damaged, it may be necessary to relocate public health services to other comparable facilities elsewhere.
4. Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.
5. Damage to chemical plants, sewer lines and water distribution systems, and secondary hazards such as fires, could result in toxic environmental and public health hazards that pose a threat to response personnel and the general public.
6. The public will require guidance on how to avoid public health hazards caused by the disaster or arising from its effects.
7. Some types of emergency situations, including earthquakes, extreme weather, and floods, may affect a large proportion of our city, making it difficult to obtain mutual aid from the usual sources.
8. State, and possibly federal, assistance will be available, upon request, to supplement local public health resources.
9. The community should be prepared to be self-sufficient anywhere from 3 days to 2 weeks, depending on the event.
10. Special populations may need additional response assistance. Individuals within the following populations are most often classified under the "special needs" umbrella.

Members of these populations often have specific disaster-related needs requiring additional assistance or capabilities. As defined by the U.S. Department of Health and Human Services), special populations:

- Have disabilities
- Live in institutionalized settings
- Are from diverse cultures
- Have limited English proficiency or are non-English speaking
- Are transportation disadvantaged
- Have chronic medical disorders
- Have pharmacological dependency
- Are elderly
- Are children

## V. CONCEPT OF OPERATIONS

### A. General

1. The National Incident Management System (NIMS) Incident Command System (ICS) will be used in all emergency and disaster situations.
2. Local government has a general responsibility to ensure the welfare of its citizens and will develop a capability to provide appropriate public health services during emergency situations.
3. Carson City Health and Human Services (CCHHS) is the local agency primarily responsible for public health in our community, and also serves as the Public Health Authority for our city.
4. This appendix may be activated by the Health Director, the Health Officer or the Public Health Preparedness Division Manager when deemed appropriate to support the Emergency Operations Center (EOC).
5. This appendix may be activated by the Health Director, the Health Officer or the Public Health Preparedness Division Manager when deemed appropriate to respond to potential or actual emergency or disaster situations that directly impact the Carson City area or as a result of requests from sources outside the jurisdiction that are seeking assistance.

### B. Public Health Functions

This appendix is based upon the concept that the emergency functions of CCHHS will generally parallel normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Some day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency and the resources that would normally be committed to those functions will be redirected to the accomplishment of emergency tasks. The following are the CCHHS divisions that operate day-to-day:

- a. Administration
- b. Animal Services
- c. Chronic Disease and Health Promotion
- d. Clinical Services
- e. Disease Prevention and Control
- f. Human Services
- g. Public Health Preparedness

Assigned staff will oversee the following functions:

1. Communications – Ensure interoperable communications to disseminate public health information internally and externally using: CCHHS Public Information and Communications Plan (PIC), Health Alert Network (HAN), EMSsystem and WebEOC.
2. Public Information and Outreach – Provide staff to a Joint Information Center (JIC), provide public communication, public education, rumor control, and risk communication.
3. Surveillance and Disease Investigation and Mitigation
4. Medical Countermeasure Distribution and Management

## VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

| Organization                              | Responsibilities   |
|---|--|
| 1. Chief Elected Officials and Executives | <ul style="list-style-type: none"><li>• Declare emergencies</li><li>• Provide policy guidance and direction</li></ul>  |
| 2. Emergency Management Agencies          | <ul style="list-style-type: none"><li>• Communicate and coordinate with the incident commander and EOC and/or DOC.</li><li>• Coordinate Public Health Appendix activities with the associated Emergency Operations Plan (EOP) elements.</li><li>• Coordinate plans to determine complete organization structure for Public Health.</li><li>• Oversee public messaging through the JIC.</li><li>• Coordinate with the EOC for NEMAC, interstate EMAC, or federal support.</li></ul> |
| 3. Emergency Medical Services             | <ul style="list-style-type: none"><li>• Coordinate all Emergency Medical Systems (EMS).</li><li>• Assist with operation of EMS Control.</li><li>• Monitor status of EMS resources and establish priorities for their use.</li><li>• Monitor hospital divert status.</li><li>• Manage additional support resources and communicate with EOC.</li></ul>  |

| Organization                             | Responsibilities  |
|--|---|
| 4. Carson City Health and Human Services | <ul style="list-style-type: none"> <li>• Set up and staff a Public Health Department Operations Center (DOC). <i>See Appendix A.</i></li> <li>• Oversee organizational operation.</li> <li>• Coordinate Public Health Appendix tasks for responsible parties.</li> <li>• Provide liaisons to the EOC as needed.</li> <li>• Coordinate incoming needs requests from response and support organizations.</li> <li>• Coordinate incoming needs requests from special populations.</li> <li>• Epidemiology <ul style="list-style-type: none"> <li>– Monitor and investigate communicable diseases and recommend necessary control measures.</li> <li>– Provide information on prevention, treatment, and control of communicable diseases.</li> </ul> </li> <li>• Environmental Health <ul style="list-style-type: none"> <li>– Assess and control safety of food supplies and services; investigate alleged foodborne illness complaints.</li> <li>– Conduct surveillance for zoonotic diseases.</li> <li>– Conduct surveillance for environmentally related disease.</li> <li>– Assist Public Works Environmental division, as needed.</li> </ul> </li> <li>• Clinical Services <ul style="list-style-type: none"> <li>– Provide limited clinical services, based on the severity of the incident.</li> <li>– Provide immunizations to protect children and adults from communicable diseases.</li> <li>– Assist Epidemiology in diagnosis and investigation of communicable diseases.</li> </ul> </li> <li>• Public Health Preparedness <ul style="list-style-type: none"> <li>– Activate appropriate plan(s) based on the nature of the incident, including but not limited to: <ul style="list-style-type: none"> <li>○ Animal Care, Evacuation and Emergency Response Plan</li> <li>○ Mass Illness Plan <ul style="list-style-type: none"> <li>▪ Medical Countermeasure Management and Distribution.</li> <li>▪ Pandemic Flu Plan</li> </ul> </li> <li>○ Public Information and Communication Plan</li> <li>○ Volunteer Management Plan</li> </ul> </li> <li>– Provide just-in-time training for public health response personnel.</li> <li>– Document all activities engaged in during response and recovery.</li> <li>– Provide representative to the Joint Information Center (JIC), as needed.</li> <li>– Participate in debriefing or conduct debriefing and write AAR/IP, depending on incident.</li> </ul> </li> </ul> |

| <b>Organization</b>                | <b>Responsibilities</b>   |
|------------------------------------|---|
| 5. Healthcare System Organizations | <ul style="list-style-type: none"> <li>• Have an emergency response plan</li> <li>• Provide liaison to EOC or DOC, depending on incident.</li> <li>• Provide representative to the Joint Information Center (JIC), as needed.</li> <li>• Coordinate requests for resources with EOC or DOC, depending on incident.</li> <li>• Participate in debriefing.</li> </ul> |
| 6. Private Sector Parties          | <ul style="list-style-type: none"> <li>• Implement organization's emergency operations plan.</li> <li>• Communicate with Emergency Management and/or Public Health, depending on the incident.</li> <li>• Implement continuity of operations (COOP) plans.</li> </ul>   |
| 7. Media                           | <ul style="list-style-type: none"> <li>• Integrate with the Incident Command structure for clear and accurate communication.</li> <li>• Establish and maintain contact with the Joint Information Center (JIC), if activated.</li> <li>• Assist with public information and education, communication and rumor control.</li> </ul>                                  |

## VII. DIRECTION, CONTROL AND COORDINATION

### A. Authority to Initiate Actions

This appendix is the official reference for Carson City pertaining to all Public Health emergency processes and procedures. Carson City Emergency Management or CCHHS management coordinates the activation of the Public Health Appendix, depending on the incident, under the principles of NIMS and ICS.

### B. Command Responsibility for Specific Actions

1. Incident Commander(s) oversee and manage operations and resources.
2. Medical Reserve Corps (MRC) volunteers will be activated according to CCHHS volunteer management procedures.
3. Spontaneous Unidentified Volunteers will be incorporated into the CCHHS Volunteer Reception Center Plan.
4. Volunteers from Non-Governmental Organizations (NGOs) will work under the authority of their own group through the EOC.
5. The CCHHS Liaison will communicate between the CCHHS DOC and/or the Carson City EOC and address any issues, concerns, activities, and updates in the Public Health function.

## VIII. COMMUNICATIONS

Coordinated information collection and dissemination requires the following activities:

1. Type of Information
  - a. Agents: factors that cause public health emergencies
  - b. Hosts: affected population
  - c. Environment: variables that increase or decrease public health risk

2. Information Sources:
  - a. Federal and state agencies
  - b. Local healthcare providers
  - c. Public health response personnel
  - d. Public at large
3. Information Recipient:
  - a. CCHHS DOC
4. Information Sharing:
  - a. CCHHS DOC to the Carson City EOC
  - b. Carson City EOC through the JIC to relevant stakeholders and/or the public
  - c. CCHHS to relevant stakeholders, if the Carson City EOC is not activated
5. Information Sharing Schedule:
  - a. The DOC and EOC will synchronize information delivery requirements
6. Information Modes:

The primary communications connections between emergency management and the DOC will be through:

  - a. RAILS – Radios (City, 800MHz, HAM), Internet, Landline and/or Satellite
  - b. Face-to-face.

## IX. PLANNING, FINANCE, AND LOGISTICS FUNCTIONS

1. Agreements and Understandings

Should Carson City resources be overwhelmed, requests may be made for assistance through the EOC. Organizations' fiscal procedures govern general policies on keeping financial records for reporting and tracking resource needs, tracking the source and use of resources, acquiring ownership of resources, and compensating the owners of private property used by the jurisdiction during the emergency period.
2. Reporting

During emergency operations, the Public Health function will produce a daily report of significant activities and issues for the DOC, and EOC if requested.
3. Records

Documentation of costs – Expenses incurred in operating the Public Health function may not be recoverable. However, in the event State and Federal reimbursement is possible, accurate records are essential. All organizations should maintain records of personnel and equipment used and supplies consumed during public health operations
4. Post-Incident Review

CCHHS shall organize and conduct a debriefing to identify needed improvements and best practices for this appendix, its procedures, its facilities, and its equipment.
5. Training

Representatives from the responsible parties in this appendix should attend training relative to their Public Health function.



6. Exercises

Local drills, tabletop exercises, functional exercises, and full-scale exercises should periodically include a Public Health scenario.

X. APPENDIX DEVELOPMENT AND MAINTENANCE

1. CCHHS is responsible for developing and maintaining this appendix.
2. Individuals, departments, agencies, and volunteer organizations assigned responsibilities in this appendix are responsible for developing and maintaining appropriate standard operating procedures or guidelines – SOPs or SOGs – to carry out those responsibilities.
3. CCHHS, in collaboration with other stakeholders, will conduct an annual appendix review and revise as necessary.

XI. DEFINITIONS

After Action Report and Improvement Plan – A written summary of the exercise or event that reflects strengths, weaknesses and areas for improvement, according to Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

Community Preparedness – The ability of communities to prepare for, withstand and recover—in both the short and long terms—from public health incidents.

Department Operations Center – The operational coordinating center for Carson City Health & Human Services (CCHHS). It is NIMS-compliant and consistent and compatible with the Incident Command System (ICS) that will be used by local and state responders in a unified command structure.

Disaster – An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries.

Emergency – A condition of disaster or of extreme peril to the safety of persons and property within the area, caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

Emergency Operations Center – Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.

Healthcare System – The organization of people, institutions, and resources to deliver healthcare services to meet the health needs of target populations.

Healthcare System Preparedness – The ability of a community's healthcare system to prepare, respond and recover from incidents that have a public health and medical impact in the short and long term.

**Incident** – An occurrence or event, either human-caused or through natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Commander** – The individual responsible for the command of all functions at the field response level.

**Incident Command System** – A nationally used, standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the field-level component of NIMS. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**Medical Reserve Corps** – A volunteer organization of health care professionals and others community members who strengthen their communities by offering their expertise throughout the year as well as during times of community need.

**Terrorism** – The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

**Volunteer Reception Center** – An organizational structure and process set up to manage spontaneous volunteer resources for community-wide disaster response, relief and recovery efforts. When managed appropriately, spontaneous volunteers and service programs provide valuable and cost-effective resources to the community.

## **APPENDICES TO BE INCLUDED**

**APPENDIX A: DEPARTMENT OPERATIONS CENTER (DOC)**

**APPENDIX B: CONTINUITY OF OPERATIONS PLAN (COOP)**

**APPENDIX C: MASS ILLNESS PLAN**

(Includes the Pandemic Influenza Plan and the Medical Countermeasures Distribution Plan)

**APPENDIX D: PUBLIC INFORMATION & COMMUNICATIONS PLAN (PIC)**

**APPENDIX E: VOLUNTEER MANAGEMENT PLAN**

**APPENDIX F: ANIMAL CARE, EVACUATION AND EMERGENCY RESPONSE PLAN**

## Human Resources

### Class Specifications



**Class Title:** Fiscal Grant Analyst

**Bargaining Unit:** CARSON CITY EMPLOYEES ASSOCIATION

**Class Code:** 00764

**Salary:** \$23.53 - \$33.24 Hourly  
\$48,937.41 - \$69,147.31 Annually

**Print Job Information**

**Email me when jobs like this become available**

| Description   |  |
|---|--|
| <p><b>SUMMARY OF JOB PURPOSE</b><br/>To perform a variety of professional and technical duties involved in grant administration and procurement of services for funding granted to the Health Department including grant assessment, monitoring and review. Prepare grant applications to secure funding including writing/amending program descriptions and compiling required financial and statistical data. Responsible for managing complex grants and projects functions.</p>   |  |
| <p><b>Example of Duties:</b></p>  |  |
| <p><b>ESSENTIAL FUNCTIONS</b><br/>This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.</p> <ol style="list-style-type: none"> <li>1. Plan for and coordinate grant reporting processes and prepare and submit required grant performance reports and requests for reimbursement to granting agencies.</li> <li>2. Develop, monitor and maintain grant project tracking systems to ensure timely preparation of grant applications and implementation of grant requirements.</li> <li>3. Research and maintain information on available federal, state, local and private grant funding sources.</li> <li>4. Prepare grant applications and recommendations for new funding sources in conjunction with needs assessments and program evaluations to better achieve department/program goals and objectives.</li> <li>5. Supervise and monitor professional service agreements.</li> <li>6. Research, monitor and coordinate fiscal compliance activities with granting agencies.</li> <li>7. May prepare and /or assist in preparing routine program reports.</li> </ol> |  |

8. Develop procedures to ensure compliance with grant conditions for the Health Department, and ensure that all grant conditions are in compliance.
9. Coordinate and communicate activities with associated city offices and departments.
10. Participate as needed in all activities associated with grant contract monitoring for the Health Department.
11. Participate in planning of services and program activities as needed.
12. Attend and participate in a variety of professional group meetings and conferences.
13. Understand principles and practices of statistical data analysis, project budgeting, budget preparation and fiscal analysis.
14. Must have knowledge of computer software application systems associated with grant management.
15. Should have knowledge of federal and state regulations pertaining to grant programs.

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

##### **Education and Experience:**

Bachelor's degree from an accredited college or university in public or business administration, accounting, finance or related field and three years of grant experience which included the administration, assessment, coordination, analysis and revision of grant programs.

##### **Language skills:**

Ability to read and interpret documents; write routine reports and correspondence; speak effectively before staff and partners.

##### **Mathematical skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percentage.

##### **Reasoning ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral diagram or schedule form.

##### **Other knowledge, skills & abilities:**

- Principles and practices of budgeting, governmental accounting, cost/benefit analysis, forecasting, fiscal impact analysis and sound financial management.
- Principles of public and/or business administration.
- Methods and techniques of financial and statistical data collections and report preparation.
- Computer software and hardware used for fiscal analysis and financial management.
- Ability to analyze information, project consequences, formulates alternative solutions and makes appropriate recommendations.
- Read, interpret and apply pertinent laws, codes, regulations and standards including

administrative and departmental policies and procedures.

- Research, compile, tabulate, analyze and interpret financial data and information.
- Perform fiscal analysis and other analytical methods and techniques.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license.
- Grants Management Certificate or ability to obtain within 1 year of employment.

**Supplemental Information:**

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hand, finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust.

**WORKING ENVIRONMENT:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office and field environment; travel from site to site; extensive public contact; exposure to computer screens; exposure to traffic conditions and external environment when traveling from one office to another.

**CONDITIONS:**

All required licenses must be maintained in an active status without suspension or revocation throughout employment.

Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.



**Public Health  
Emergency Operations Plan**

**Department Operations Center  
Standard Operating Procedures**

**June 2014**



**APPENDIX A**

This Department Operations Center, Standard Operating Procedures is part of the Carson City Health and Human Services Emergency Operations Plan, Addendum A and should be used in conjunction with the other Addenda. It is not a stand-alone plan.

This plan and associated appendices and attachments represent the best efforts by Carson City Health and Human Services to prepare for an emergency; however, emergencies are complex and evolving entities that require thought and adaptation. It is expected that the user of these plans would adapt and adjust their response dependent on the situation.



## DEPARTMENT OPERATIONS CENTER (DOC)

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|                            |   |  |
|----------------------------|---|--|
| <b>SUBJECT:</b>            | <b>The Department Operations Center (DOC)</b> |  |
| <b>REVIEW DATE:</b>        | June  |  |
| <b>APPROVAL SIGNATURE:</b> |   |  |

The Department Operations Center (DOC) is the operational coordinating center for Carson City Health & Human Services (CCHHS). It is NIMS-compliant and consistent and compatible with the Incident Command System (ICS) that will be used by local and state responders in a unified command structure.

## **1. PURPOSE:**

- 1.1. The DOC will manage and coordinate events and activities specific for CCHHS disaster response and recovery operation.
- 1.2. The CCHHS may respond to public health emergencies through an operational coordinating center, the Department Operations Center.
- 1.3. The DOC will receive, analyze, and display information about the incident to enable decision-making utilizing the four functions of ICS:
  - Planning/Intelligence;
  - Operations;
  - Logistics;
  - Finance / Administration
- 1.4. The DOC will be utilized to find, prioritize, deploy (or have deployed), and track critical health-related resources, and to communicate this information to the appropriate parties, such as the City's Emergency Operations Center (EOC).
- 1.5. The DOC will enhance decision-making, communication, collaboration, and coordination between state and local health jurisdictions and emergency management.

## **2. CONCEPT OF OPERATIONS:**

- 2.1. The DOC may operate independently during certain public health events.
- 2.2. Public health events occurring in Carson City may require CCHHS to coordinate public health actions with emergency management, the local hospital, other local health authorities, state agencies, border communities, and federal agencies.
- 2.3. The DOC coordinates communications, operations and logistical needs of City public health operations.
- 2.4. The DOC operates in compliance with the Carson City Emergency Operations Plan (EOP) and the National Response Plan (NRP), using an ICS structure.

2.5. Each position / station in the DOC will be equipped with:

- A telephone
- A position specific resource manual
- Appropriate forms
- A computer with appropriate software
- All computers are networked to share information, when possible.
- Electronic copies of appropriate city, county and state plans.

2.6. Depending on the nature, scale and scope of the event, the DOC may also operate in conjunction with the City EOC.

2.7. When the City EOC is activated, the DOC's liaison is the Medical Health branch desk at the City EOC.

2.8. The Carson City Municipal Code and the relevant Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) will be available as reference materials in the DOC. These statutes and codes include NRS and NAC 414, 439, 441A and 632, and Carson City Municipal Code (CCMC) chapters six and nine.

2.9. A set of applicable national, state and local plans and annexes will be maintained in hard copy form, as revisions are completed.

### 3. SECURITY:

3.1. Designated DOC staff will be notified of the DOC location during the calldown.

3.2. All public health staff must have City or special badges as deem necessary by the event for access into the DOC.

3.3. All other organization/agency representatives must be credentialed appropriately for access into the DOC and must sign in prior to entry.

3.4. All DOC representatives will require a secured password to log on to the computer system.

3.5. Secure Doors:

- Only personnel assigned to the DOC are authorized for access to the DOC.
- Knowledge and access to the DOC storage area will be pre-determined by the PHP Manager and confirmed for each event by the DOC command staff.

3.6. The Logistics Officer is responsible for inventorying all equipment quarterly and documenting results in an Inventory log which is maintained in the DOC storage area.

#### **4. DEDICATED FUNCTIONS:**

4.1. The following dedicated positions/stations will be available at the DOC\*:

- Department of Operations (DOC) Incident Commander / DOC Manager
  - Liaison Officer
  - Medical Director
  - Safety Officer
  - Public Information
    - ❖ Social Medical Monitoring Team
  - Operations Section Chief
    - Epidemiology & Surveillance Branch Director
      - ❖ Surveillance Group Leader
      - ❖ Investigation Group Leader
      - ❖ Laboratory Group Leader
    - Disease Containment & Implementation Branch Director
      - ❖ Medical Countermeasures Group Leader
      - ❖ Non-pharmaceutical Interventions Group Leader
    - Medical Branch Director
      - ❖ Healthcare Systems Group Leader
    - Animal Support Services Branch Director
      - ❖ Animal Care Systems / Veterinary Group Leader
      - ❖ Animal Community Support Group Leader
  - Logistics Section Chief
    - Volunteer Management Unit Leader
    - Communications / IT Unit Leader
    - Supplies Unit Leader
    - Facilities / Security Unit Leader
  - Finance/Administration Section Chief
    - Procurement & Cost Unit Leader
    - Time Unit Leader
    - Administrative Support Unit Leader
  - Planning Section Chief
    - Situation Unit Leader
    - Documentation Unit Leader
    - Demobilization Unit Leader
    - Resource Unit Leader

4.2. See Attachment D1 for DOC Layout and Attachment E for Position Descriptions.

**5. STAFFING:**

- 5.1. Pre-identified personnel from CCHHS will staff the DOC.
- 5.2. The Medical Health Branch at the City EOC will be staffed utilizing CCHHS medical personnel.
- 5.3. Names and contact information for staff designated to work specific positions / stations will be maintained by PHP.
- 5.4. Shift rotations will be scheduled according to the incident and level of response by the DOC Manager with input from Logistics Section Chief.
- 5.5. CCHHS personnel will support the set-up and operations of the DOC.
- 5.6. Sign in process – All staff assigned to the DOC shall sign in upon arrival and sign out prior to leaving (Appendix F, Sign in Sheet). Upon sign in, each staff shall:
  - Receive a position assignment.
  - Receive a Job Action Sheet and support forms for documentation.
  - Receive a vest and name badge, if appropriate.
  - Attend shift briefing regarding current situation.
  - At end of shift, staff will sign out, return documentation, vest, and badge and be debriefed by immediate supervisor.

**6. ACTIVATION AUTHORITY:**

- 6.1. Activation of the DOC may occur during periods of:
  - Heightened threat,
  - During a health emergency,
  - Post-event if still required,
  - During recovery from the health emergency.
- 6.2. Either one of the following may activate the DOC;
  - CCHHS Director or his designee
  - County Health Officer
  - Public Health Preparedness (PHP) Program Manager
- 6.3. The official who activates the DOC will assume the role of the DOC Manager and remain in command of the DOC until the senior CCHHS official available appoints a DOC Manager.

**7. ACTIVATION TRIGGERS:**

7.1. Notification of a potential public health threat may come through various sources, including the Health Alert Network (HAN) or by direct communication to CCHHS from state or city agencies. Activation of the DOC may occur as a result of any of the following:

- Activation of the Carson City EOC in response to an event that involves / results in a threat to public health.
- Identification of a potential or actual case resulting from exposure to one or more of the CDC Category A biological agents.
- Identification of a potential or actual disease outbreak that exceeds the ability of CCHHS to effectively respond.
- Identification of a potential or actual disease outbreak that threatens to expand across multiple counties, regions, and/or states.
- Other circumstances that, in the opinion of a person authorized to make such a determination may require a coordinated public health response.

### 8. ACTIVATION LEVELS OF RESPONSE:

- 8.1. When the decision is made to activate the DOC, the level of response appropriate for the event will be determined. This determination will be based on known or projected health risks and on the anticipated response required to the event.
- 8.2. The activation level of response may change as a result of changing conditions. The decision to change the activation level of response will be made by the Health Director or DOC Manager.
- 8.3. Documentation begins upon notification of an event.
- 8.4. For consistency and clarity, the levels of activation of the DOC will be referred to as:
  - Readiness Activation Level 0
  - Partial Activation Activation Level 1
  - Full Activation Activation Level 2

| CCHHS Levels | DOC Activation Level Activities   |
|--------------|---|
| 0            | <ul style="list-style-type: none"> <li>DOC is maintained in a state of <b>readiness</b> but is not activated; communications equipment is functional and personnel are trained and available. Surveillance is ongoing.</li> </ul>   |
| 1            | <ul style="list-style-type: none"> <li>This is a low level partial activation of the DOC.</li> <li>DOC hours of operations will be 12-hour shifts or as specified by the DOC Manager, and may mirror the City EOC hours upon its activation to coordinate shifts.</li> <li>Operation days may include Saturday, Sunday, and holidays.</li> <li>Communication after extended hours will be directed to the on call person for CCHHS.</li> <li>Workstations appropriate for the emergency event will be opened; not all workstations may necessarily be activated.</li> <li>There will be one daily briefing.</li> <li>CCHHS DOC personnel will be placed on call.</li> <li>Additional CCHHS personnel may be placed on call.</li> <li>Majority health department services will continue to be provided.</li> </ul> |
| 2            | <ul style="list-style-type: none"> <li>This is a <b>full activation</b> of the DOC.</li> <li>Full staffing of the DOC is deemed necessary.</li> <li>Operation hours may be 24 hours daily, utilizing two 12-hour shifts, and may mirror the City EOC hours upon its activation to coordinate shifts.</li> <li>Operation days may include all days of the week.</li> <li>All workstations will be opened; additional work areas may be added as appropriate.</li> <li>All CCHHS personnel will be placed on call.</li> <li>There may be modified health department services provided.</li> </ul>   |

**9. ACTIVATION SEQUENCE:**

- 9.1. A public health emergency event may be an unannounced event that is detected through surveillance mechanisms or it may be an event that involves an announced identified threat.
- 9.2. Notification can be made to CCHHS by a number of local, state, and federal organizations/agencies. Notification may also be received or initiated by PHP, other agencies, and even the general public. CCHHS will, in turn, notify the appropriate agencies, depending on the incident.
- 9.3. CCHHS will alert the health authorities, City staff and medical communities in the event of a public health emergency using the quickest method available.
- 9.4. See Attachment A for Notification Flow.
- 9.5. CCHHS personnel will be deployed to the DOC in preparation of activating workstations and other operational tasks.
- 9.6. Pre-identified public health staff will be contacted using the call-down list and be deployed to the DOC to set up and staff the workstations. Duty in the DOC supersedes all other work-related duties.
- 9.7. A log will be initiated for each activation event (Attachment F).



**10. DEMOBILIZATION OR DOWNGRADE AUTHORITY:**

- 10.1. Demobilization or downgrade of the DOC will be determined after the period of heightened threat or public health emergency has lessened or ended, or when the DOC is clearly not needed to complete measures to protect public health and safety.
- 10.2. The Health Director or County Health Officer will determine the appropriate time to inactivate or downgrade the activation of the DOC.

**11. DOC OPERATIONS**

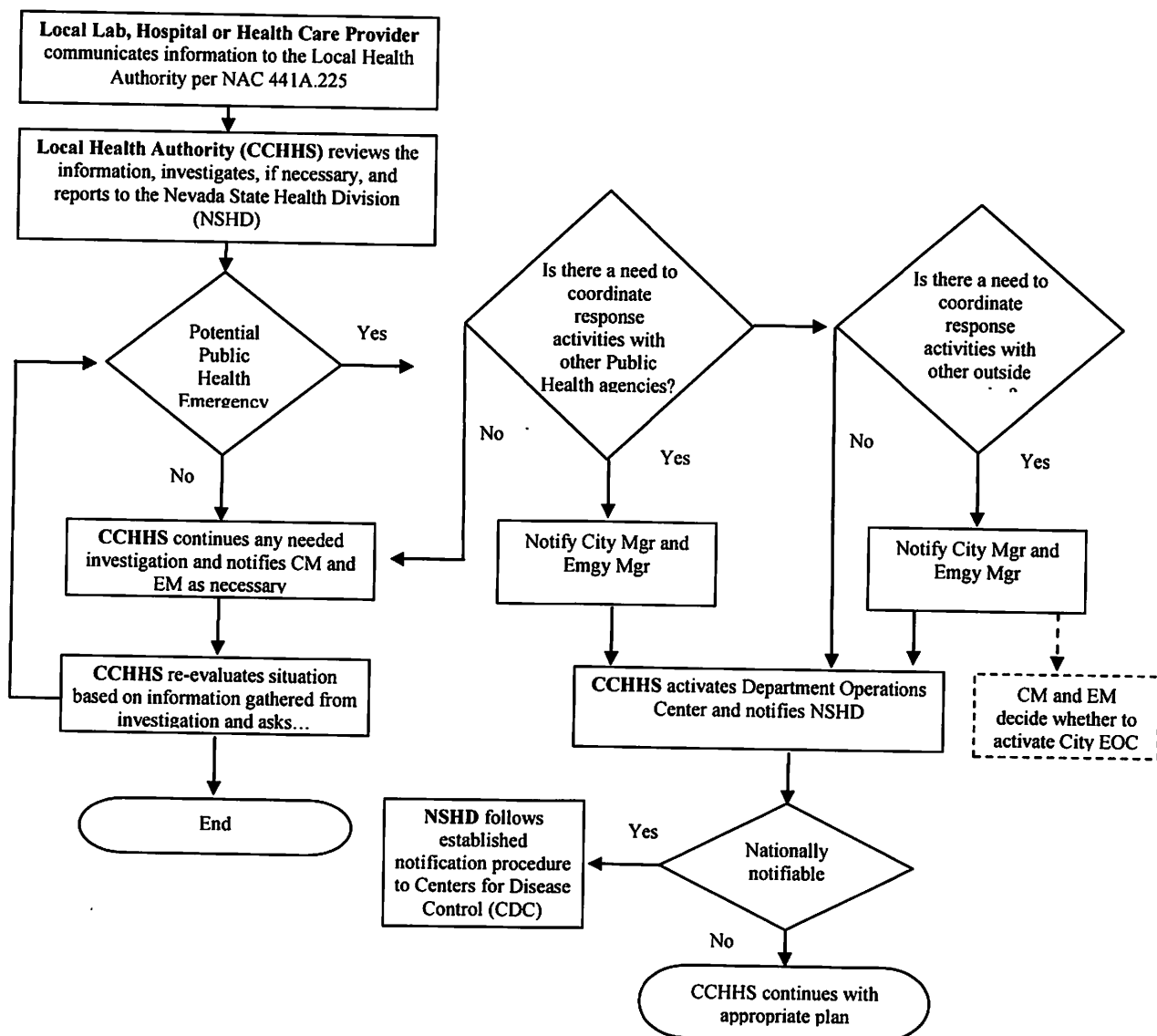
- 11.1. The operational flow of the DOC is maintained by the DOC Manager in consultation with the Health Director. (See Attachment E for more detailed information on roles and responsibilities).
- 11.2. The DOC Manager manages the day-to-day activities of the DOC, delegates tasks, resolves operational problems, and prepares shift reports.
- 11.3. Pre-identified equipment, supplies, forms and manuals will be set up in the DOC upon activation and in accordance with the needs of the event. (See Attachment D )
- 11.4. Communications – The DOC Manager shall ensure that an assessment is completed of all available communications systems and complete a *Communications Plan* (Attachment F) to assessment of:
  - Landline telephone system with adequate extensions
  - Fax line and machine.
  - Internet connection with email availability.
  - Other communications systems such as portable radios, cell phones, and satellite phones\_
  - The DOC Communications Plan will be shared with the 24-hour Dispatch Center, Carson City EOC and other agencies as deemed appropriate by the event.

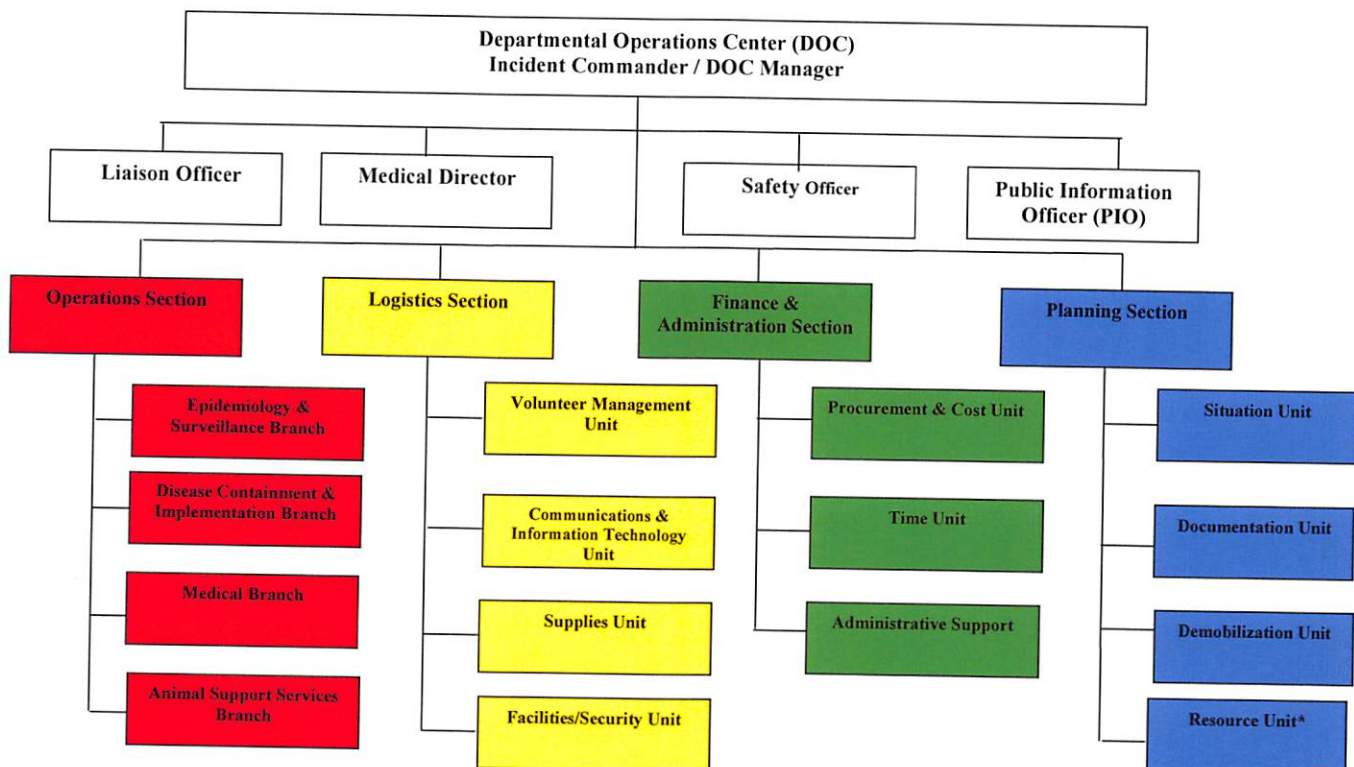
**12. STANDARD OPERATING PROCEDURE REVIEW**

- 12.1. The DOC Standard Operating Procedures (SOP) will be reviewed and updated every year prior to June 30<sup>th</sup>.
- 12.2. The DOC SOP may be exercised to promote effective understanding of the procedure and identify gaps to be corrected and included in updates.

## ATTACHMENT A NOTIFICATION FLOW

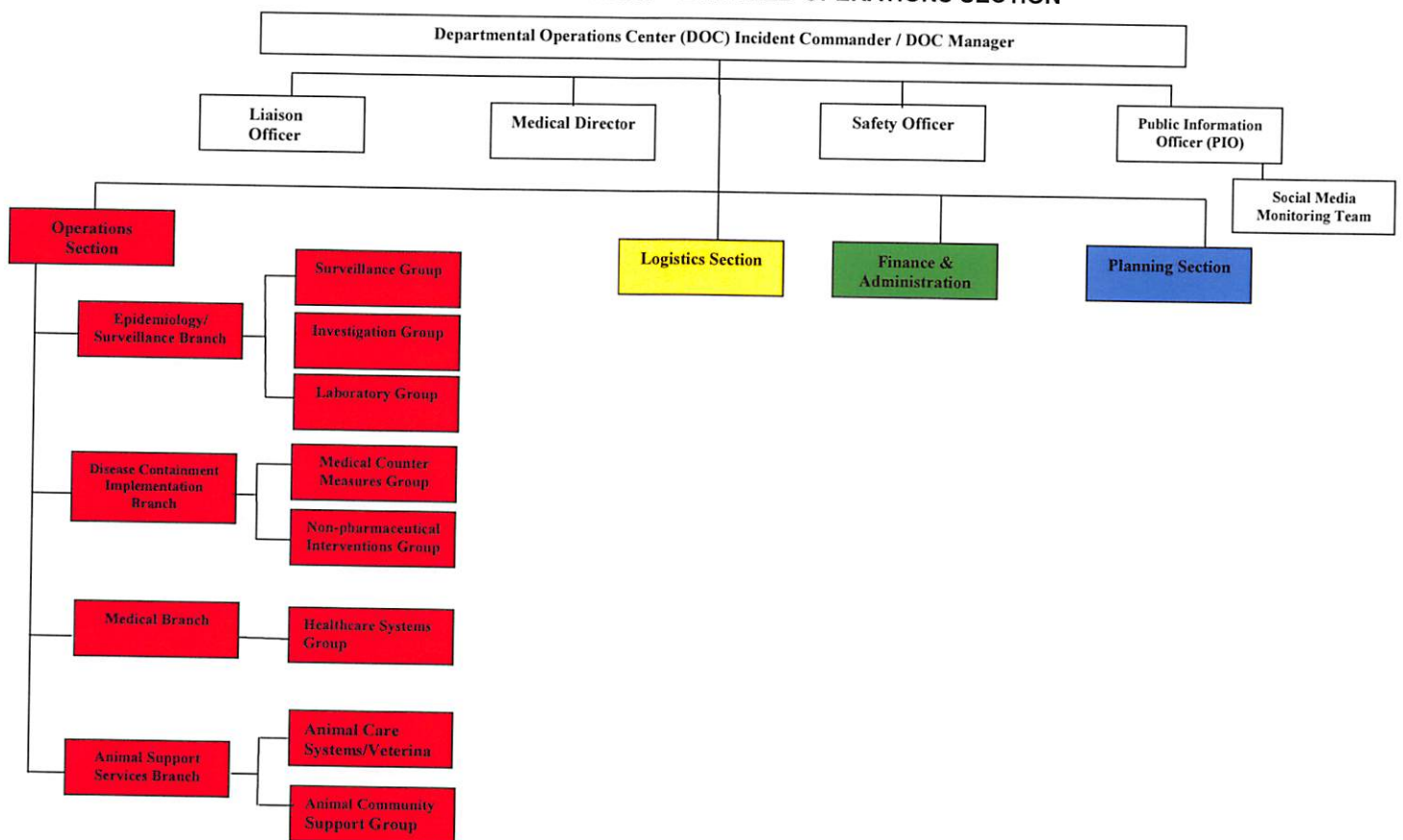
As noted in section 9.4, the figure below displays the potential communication flow in notifying authorities of a potential public health emergency.



**ATTACHMENT B  
DOC ORGANIZATION CHART**

\*May include Volunteer Management depending upon the event

**ATTACHMENT B1  
DOC ORGANIZATION CHART – DETAILED OPERATIONS SECTION**



## **ATTACHMENT C STAFF NOTIFICATION PROCESS**

As noted in 9.6, pre-identified public health staff will be contacted using the notification procedure through the Health Alert Network (HAN) and be deployed to the DOC to set up and staff the workstations. Duty in the DOC supersedes all other work-related duties.

### **I. Calldown Phone List**

- Is reviewed and revised quarterly
- Current hard copy is maintained by the PHP Manager.
- Current electronic copy can be found at: H:\HDDept\Manuals\Manual Calldowns Communications Training\DOC Alert Rosters

## **ATTACHMENT D DOC SET-UP**

### **Equipment**

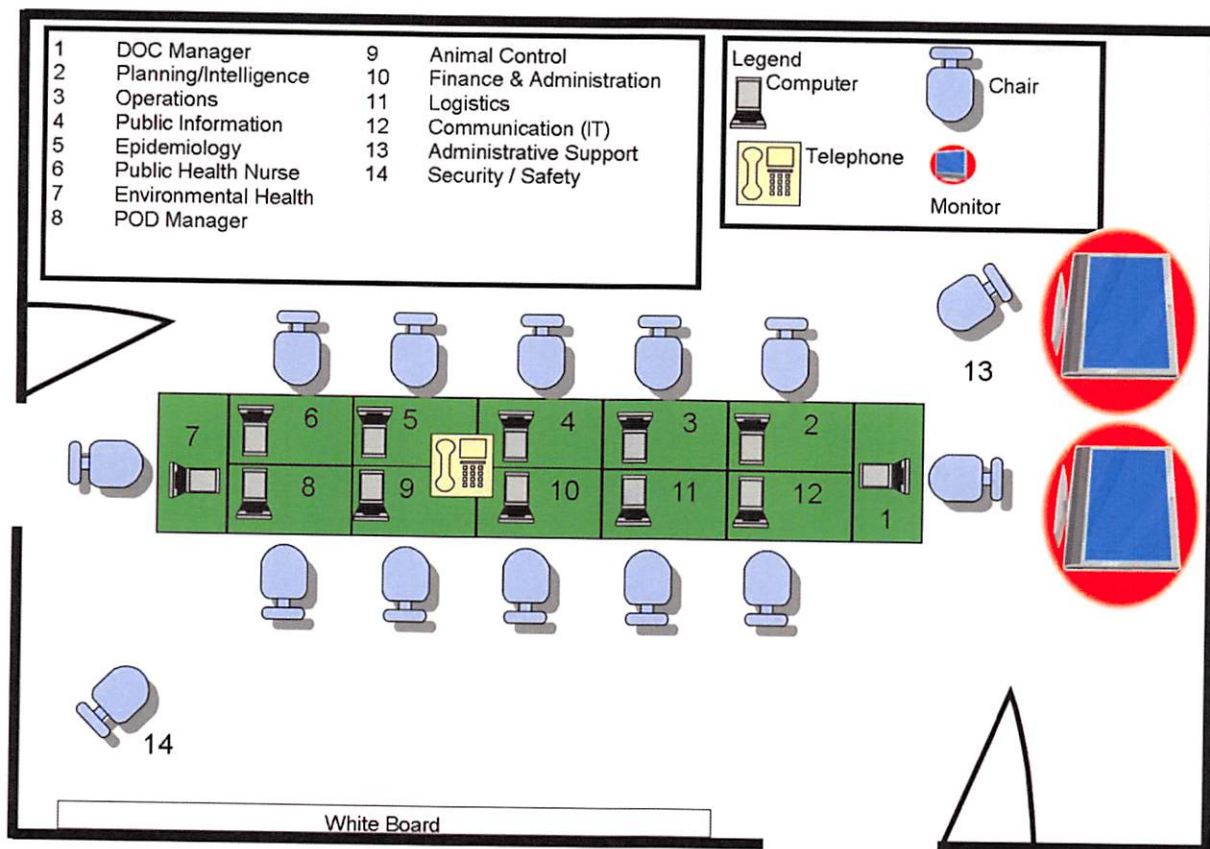
- Tables and chairs in adequate numbers as determined by functional areas activated in the DOC
- Each person will bring their own laptop computer
- Extra laptop will be set up for electronic coordination (WebEOC)
- One central networked printer
- Television to monitor news (as needed)
- Telephones, with conference phone capability
- Fax Machine
- Whiteboard
- Radios
- Cell phones

### **Reference Materials**

- Copies of state and local response plans
- Copies of DOC Calldown Roster
- Shift schedules as deemed necessary by the event
- Copies of confidential internal employee phone list
- Copies of other manuals and resources deemed necessary by the event
- Resource Notebooks appropriate for workstation

### **Supplies**

- Office supplies such as pens, pencils, markers, 3-hole punch, stapler, stapler remover, scissors, sticky notes, and tablets
- ICS forms, Medical/Health Situation Report (SitRep), Resource Request Form, Resource Tracking Form, Message Forms, and sign-in sheet
- Bins for forms

**ATTACHMENT D1  
DOC PHYSICAL LAYOUT**

## **ATTACHMENT E POSITION / STATION DESCRIPTIONS**

Positions will be activated based on the event. It may be necessary to have staff members fill multiple positions. All descriptions are organized according to the Incident Command System structure, following Command, Operations, Planning, Logistics and Finance sections. Each description includes the position title, supervisor and requirements for the position, followed by the initial Actions, specific actions and the demobilization duties.



**DEPARTMENT OPERATIONS CENTER MANAGER (DOC)  
Job Action Sheet****Position assigned to:** Command Staff**You Report to:****You Supervise:** All Activated Command Staff**Requirements:** ICS 100, 200, 300 and IS 700, extensive knowledge of emergency operations and public health disaster response, working knowledge of DOC communications equipment, such as satellite phones and radios, computer tracking system training knowledge of all DOC operating procedures and knowledge of City Emergency Operations Plan (EOP) and appropriate state and local plans.**Mission:**

The DOC Manager is responsible for overall incident management. However, as incidents became more complex, difficult, and expensive, the DOC Manager manages the organization and not the incident.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Read this entire Job Action Sheet
- Coordinates set-up of DOC when activated including all information and communication systems
- Report to and receive assignment from designated county executive

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions**

- Acts as primary CCHHS lead on emergency response.
- Activates required positions from the call-down roster to alert staff to come to the DOC.
- Acts as liaison with Carson City EOC, when activated.
- Assists Health Director in developing incident objectives and strategy to achieve the objectives.
- Approves and implements the Incident Action Plan.
- Establishes the level of organization needed, and continuously monitors the operation and effectiveness of that organization.
- Sets priorities and defines the DOC organization for the particular response.
- Determines authorized entry and exit from DOC.
- Keeps informed of status and changes at each section by section chiefs.
- Ensures planning services for both current and future activities.
- Ensures the media receives prompt and effective interaction; provides for informational services for the incident, involved agencies, and the public.
- Approves requests for additional resources or for the release of resources.
- Coordinates and debriefs the Health Officer, key people and other decision makers.
- Prepares shift reports for oncoming staff.
- Reports and follows up on technical problems in the DOC.
- Ensures a safe operating environment within all parts of the incident organization.
- Ensures that an After Action Review occurs and that all incident after-action reports are complete.

**Demobilization Duties:**

- Coordinates break-down of DOC when deactivated
- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**PUBLIC INFORMATION OFFICER (PIO)  
Job Action Sheet**

**Position assigned to:** Command Staff  
**You Report to:** Department Operations Center Manager  
**You Supervise:** None

**Requirements:** Working knowledge of state and local risk communications plans, emergency operations, DOC operating procedures, computer tracking system training, ICS 100, 200, 300 and NIMS 700 or equivalent.

**Mission:**

The PIO is responsible for interfacing with the public and media and/or with other agencies, with incident-related information requirements.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from the Department Operations Center Manager
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external distribution.
- Monitors media coverage and coordinates public information activities with the City EOC, City Administration, the state and local health authorities, and the Joint Information Center (JIC), if activated.
- Prepares/distributes news releases relating to the crisis, after coordination with City Administration and City EOC, if activated.
- Drafts designated spokespersons' talking points for media briefings.
- Reviews information prepared by subject matter experts for public distribution.
- Provides ongoing evaluation of public information needs; monitor news reports for content and trends.
- Advises section chiefs as to media concerns related to the crisis.
- Ensures that proper documentation is maintained for all activities.
- Keeps DOC Manager and Health Director informed of current status and changes.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**LIAISON OFFICER  
Job Action Sheet**

**Position assigned to:** Command Staff  
**You Report to:** Department Operations Center Manager  
**You Supervise:** None

**Requirements:** Working knowledge of state and local risk communications plans, emergency operations, DOC operating procedures and communications equipment such as satellite phone computer tracking system training, ICS 100, 200, 300 and NIMS 700 or equivalent.

**Mission:**

The liaison officer is responsible for facilitating the integration of local and statewide agency resources into the incident organization. The liaison officer's function is to be a point of contact for representatives from assisting and cooperating agencies. At the onset of a critical incident the liaison officer will initiate notification contact with the appropriate local support agencies.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from the Department Operations Center Manager
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives. Monitor check-in sheets daily to ensure that all Agency Representatives are identified.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Coordinate response resource needs for incident investigation activities with the Operations.
- Ensure that all required agency forms, reports and documents are completed prior to demobilization.
- Have debriefing session with the Incident Commander prior to departure.
- Document all actions and decisions in an Activity Log.
- Coordinate activities of visiting dignitaries.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**SAFETY OFFICER  
Job Action Sheet**

**Position assigned to:** Command Staff  
**You Report to:** Department Operations Center Manager  
**You Supervise:** None

**Requirements:** Working knowledge of emergency operations, safety, security, and OSHA regulations, DOC operating procedures and ICS 100, 200 and NIMS 700 or equivalent.

**Mission:**

Monitor incident operations and make recommendations regarding the safety and health of all personnel. Has the authority to cease operations at any time due to safety issues.

**Initial Action:**

Will serve in an advisory role

- Sign in to Staff Roster only if needed to in the DOC
- Show badge and obtain vest if necessary
- Receive briefing from the Department Operations Center Manager and participate in formulation of the IAP for safety implications (Form 205)
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Ensure all section chiefs have your contact information.
- Prepare safety messages appropriate to incident.
- Advise Incident Commander and Section Chiefs immediately of any unsafe, hazardous situation.
- Keep all staff alert to the need to identify and report all situation hazards and unsafe conditions and ensure that all accidents involving personnel are investigated and actions and observations documented.
- Arrange with Logistics to secure areas as needed to limit unauthorized access.
- Document all actions and decisions in Activity Log.
- Exercise emergency authority to stop and prevent unsafe acts.
- Schedule routine briefings with Incident Commander.
- Prepare emergency evacuation plan for external sites if not already available.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**MEDICAL DIRECTOR  
Job Action Sheet**

**Position assigned to:** Command Staff  
**You Report to:** Department Operations Center Manager  
**You Supervise:** None

**Requirements:** Working knowledge of emergency operations, DOC operating procedures, medical background physician preferred and ICS 100, 200 and NIMS 700 or equivalent.

**Mission:**

Oversee the health and welfare of both the public and the DOC staff and provide medical oversight for the response operations.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from the Department Operations Center Manager
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager

**Specific Job Actions:**

- Establish and oversee standards of practice.
- Serve in advisory role for all medical staff.
- Ensure compliance with policies, procedures, bylaws, regulatory requirements, and best practice guidelines.
- Ensure the medical standing order for dispensing is properly established and on-hand
- Sign forms, if applicable.
- Document all actions and decisions in an Activity Log.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**OPERATIONS SECTION CHIEF  
Job Action Sheet**

**Position assigned to:** General Staff  
**You Report to:** Department Operations Center Manager  
**You Supervise:** Epidemiology & Surveillance, Disease Containment & Implementation, Medical, and Animal Support Services Branch Directors.  
**Requirements:** Extensive knowledge of emergency operations, public health disaster response, DOC operating procedures and communications equipment, computer tracking system, knowledge of inventory control systems, knowledge of City Emergency Operations Plan and appropriate state and local plans, and ICS 100, 200, 300 and NIMS 700 or equivalent.

**Mission:**

The Operations Section Chief is responsible for managing all tactical operations during an incident, with the Incident Action Plan providing the necessary guidance.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Department Operations Center Manager
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Manages tactical operations.
- Assists in the development of the operations portion of the Incident Action Plan.
- Supervises the execution of the operations portion of the Incident Action Plan.
- Maintains close contact with subordinate positions.
- Ensures safe operations.
- Requests additional resources to support operations.
- Approves release of resources from active assignments (not release from the incident).
- Makes or approves expedient changes to the operations portion of the Incident Action Plan.
- Ensures that proper documentation is maintained for all activities.
- Keeps DOC Manager informed of current status and changes.
- Document all actions and decisions in an Activity Log.
- Oversees demobilization of Operations section.

**Demobilization Duties:**

- Ensure all Operations Section personnel follow all demobilization activities
- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash



**EPIDEMIOLOGY & SURVEILLANCE BRANCH DIRECTOR  
Job Action Sheet**

**Position assigned to:** Operations Section  
**You Report to:** Operations Section Chief  
**You Supervise:** Epidemiology, surveillance investigators, laboratory and support staff.  
**Requirements:** Knowledge of surveillance strategies, epidemiological tools, laboratory testing procedures protocols, working knowledge of public health disaster response, DOC operating procedures, disease tracking system, knowledge of City Emergency Operations Plan, and ICS 100, 200, and NIMS 700 or equivalent.

**Mission:**

Epidemiology and Surveillance Branch is responsible to determine appropriate epidemiology and surveillance strategies for the infectious disease emergency by conducting surveillance strategies, epidemiological investigations, monitoring trends in the incidence and prevalence of disease to identify new or unrecognized exposures or risk factor and report cases to the proper agencies.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Operations Section Chief
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Approve scope of surveillance strategies and investigation activities in accordance with Incident Action Plan.
- Coordinate Surveillance Group, Laboratory Group, and Investigation Group activities.
- Ensure approval from the Operations Section Chief prior to sharing any identified or de-identified laboratory data or information on suspected/confirmed cases or contacts.
- Review the case definition and submit to the Operations Section Chief.
- Determine whether to conduct a study, and if so, what type; inform the Operations Section Chief.
- Collect, interpret, analyze, summarize and disseminate data with internal and external stakeholders.
- Ensure close coordination with the Disease Containment Implementation Branch, especially regarding any isolation and quarantine or restriction, exclusion and clearance.
- Ensure close coordination with the Disease Containment & Implementation Branch, especially regarding case definitions, reporting and testing criteria, etc.
- Ensure close coordination with the Medical Branch regarding reporting of cases and/or any coordination of healthcare systems data transfer.
- Assure coordination with other partners/agencies/modules providing epidemiological assistance.
- Coordinate training of epidemiology and surveillance staff.
- Order mobilization and demobilization of branch response elements to meet incident response needs.
- Prioritize and assign responsibilities according to objectives and plans.
- Document all actions and decisions in an Activity Log.
- Communicate with the Operations Section Chief regularly.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**DISEASE CONTAINMENT & IMPLEMENTATION BRANCH DIRECTOR****Job Action Sheet**

**Position assigned to:** Operations Section  
**You Report to:** Operations Section Chief  
**You Supervise:** Medical Countermeasure, non-pharmaceutical professional and administrative activated staff as determined by the type and size of the event.  
**Requirements:** Knowledge of identification and transmission of infectious diseases and community mitigation strategies and protocols, working knowledge of public health disaster response, DOC operating procedures, disease tracking system, knowledge of City Emergency

**Mission:**

Disease Containment Implementation Branch is responsible to implement measures to minimize the spread of infectious disease and provide guidance on disease containment measures and strategies that can be implemented by the larger medical community and the public.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Operations Section Chief
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Identify methods to implement recommended public health interventions.
- In coordination with the Medical Director, ensure that the Operations Section Chief has approved all disease containment activities and decisions.
- Forward technical bulletins, fact sheets, and other documents developed to the Public Information Officer for distribution to stakeholders and the public.
- Offer technical support and interpretations of recommended public health strategies to key stakeholders and the public to facilitate understanding and cooperation with the strategies.
- Review any requested data and provide interpretation and summary data for the response and external partners with the Public Information Officer.
- Document all actions and decisions in an Activity Log.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash



## MEDICAL BRANCH DIRECTOR

### Job Action Sheet

**Position assigned to:** Operations Section  
**You Report to:** Operations Section Chief  
**You Supervise:** Healthcare Systems and Community Support activated staff as determined by the type and size of the event.  
**Requirements:** Knowledge of impact of infectious diseases on patients, healthcare systems, demand for healthcare services and resources, and casualty management, working knowledge of public health disaster response, DOC operating procedures, knowledge of City Emergency Operations Plan, and ICS 100, 200, and NIMS 700 or equivalent.

#### Mission:

The purpose of the Medical Branch is coordination of the infectious disease emergency response structure with local healthcare systems (e.g., hospitals, clinics). This will involve a high degree of coordination with emergency medical services (EMS), hospitals, clinics and others.

#### Initial Actions:

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Operations Section Chief
- Read this entire Job Action Sheet

#### Media:

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

#### Specific Job Actions:

This position may be located at the City Emergency Operations Center (EOC- if activated).

- Identify methods to ensure that medical treatment systems are appropriately supported throughout the response.
- In coordination with the Operations Section Chief, ensure that the Medical Director has approved all medical treatment activities and decisions.
- In collaboration with local Emergency Management monitor operational status and deployment of medical transport systems.
- Maintain situational awareness of healthcare sites' ability to respond to the event and forward information to the Operations Section Chief.
- Provide guidance and serve as a resource to hospital, community clinics, mental health, and other healthcare system partners.
- Implement strategies such as public and private clinics, as recommended by the Medical Director / Incident Commander and provide oversight for these strategies.
- Meet with Group Supervisors at least once per operational period and address implementation, issues as necessary.
- Forward updates and personnel and supply requests to Command Staff and other Sections, as needed.
- Document all actions and decisions in an Activity Log.

#### Demobilization Duties:

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**ANIMAL SUPPORT SERVICES BRANCH DIRECTOR****Job Action Sheet**

**Position assigned to:** Operations Section  
**You Report to:** Operations Section Chief  
**You Supervise:** Animal Care Systems/Veterinary and Community Support activated staff as determined by the type and size of the event.  
**Requirements:** Working knowledge of public health disaster response and state and local animal emergency response plans, DOC operating procedures, knowledge of City Emergency Operations Plan, computer tracking software, operating special communications equipment and ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** The Animal Support Services Branch is responsible for coordinating and facilitating care, evacuations, and support services to prevent or minimize animal injury and disease dissemination resulting from an event.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Operations Section Chief
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Facilitates and coordinates with support agencies and organizations, such as the state and local veterinary medical organizations, humane organizations, animal rescue groups and private sector entities to meet emergency responsibilities.
- Coordinates with Emergency Management in identifying available animal-friendly shelter sites near approved emergency ARC shelters.
- Coordinates evacuation of animals from risk areas and provides technical assistance to prevent animal injury and disease dissemination.
- Requisitions personnel and equipment to triage and shelter facilities.
- Secures supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out animal health emergency response plans.
- Provides assistance to the established pet shelters and/or other locations.
- Prepares information briefs for PIO to distribute for public information.
- Restores equipment and supplies to normal state of readiness.
- Keeps Operations Section Chief informed of current status and changes.
- Ensures that proper documentation is maintained for all activities, and that all records and reports are turned in to the Operations Section Chief.
- Document all actions and decisions in an Activity Log.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash



**SURVEILLANCE GROUP****Job Action Sheet**

**Position assigned to:** Operations Section  
**You Report to:** Epidemiology/Surveillance Branch Director  
**You Supervise:** Surveillance team activated staff as determined by the type and size of the event.

**Requirements:** Knowledge of disease surveillance strategies, policies and protocol, working knowledge of public health disaster response, DOC operating procedures, computer tracking software, data collections and dissemination, operation special equipment, ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** The purpose of the Surveillance Group is to identify, as rapidly as possible, cases and clusters of the infectious disease. The Group will develop, refine, and disseminate case definitions, develop a case-finding strategy, verify the accuracy and completeness of surveillance data, identify cases for further detailed investigation by the Investigation Group and in selected situations, conduct syndromic surveillance to detect additional potential disease outbreaks occurring concurrently.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Epidemiology/Surveillance Branch Director
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Determine which surveillance strategies (e.g., passive surveillance, active surveillance, or syndromic surveillance) are used and recommend to the Branch director for approval.
- Determine which component teams and units should be activated or deactivated.
- Monitor, evaluate, and modify Surveillance Group products and processes.
- Ensure case determination is consistent, monitor flow of data.
- Notify the Epi & Surveillance Branch Director as syndromic surveillance investigation yields new information (e.g., an outbreak previously undetected).
- Create case definition in coordination with the Investigation Group.
- Identify when investigation assistance is needed to conduct active case finding.
- Provide technical guidance to the Investigation Group performing active surveillance (e.g., create screening questions/forms).
- Document all actions and decisions in an Activity Log.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**INVESTIGATION GROUP****Job Action Sheet**

**Position assigned to:** Operations Section  
**You Report to:** Epidemiology/Surveillance Branch Director  
**You Supervise:** Investigation team activated staff as determined by the type and size of the event.  
**Requirements:** Knowledge of knowledge disease causation, transmission and population risk factors for disease exposure, working knowledge of public health disaster response, DOC operating procedures, computer tracking software, operating special equipment, ICS 100, 200, and NIMS 700 or equivalent

**Mission:** The purpose of the Investigation Group is to carry out case and contact investigations in order to determine the cause of disease, the source of disease, the mode of transmission, risk factors for disease, exposures, and any other factors that may be associated with illness.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Epidemiology/Surveillance Branch Director
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Determine the scope of investigation activities and which teams and units should be activated or deactivated.
- Decide if an epidemiologic study is needed; if needed, determine the study design and create the survey instruments in coordination with the Epidemiology/Surveillance Branch.
- Approve, monitor, evaluate, and modify Investigation Group products and processes.
- Coordinate Investigation Group activities with Surveillance Group Supervisor.
- Uses reliable information sources, such as infection control departments, other health agencies and the Centers for Disease Control (CDC) for current referral and management guidelines.
- Communicates risks and actions taken clearly and accurately to health practitioners and concerned others.
- Reports identified cases or event to the Epidemiology / Surveillance Branch Director to facilitate surveillance and investigation.
- Updates PIO and other DOC staff on the nature and scope of the outbreak.
- Document all actions and decisions in an Activity Log.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**LABORATORY GROUP****Job Action Sheet**

**Position assigned to:** Operations Section  
**You Report to:** Epidemiology/Surveillance Branch Director  
**You Supervise:** Laboratory activated staff as determined by the type and size of the event.  
**Requirements:** Knowledge of laboratory testing policies, procedures and protocols, transmission and population risk factors for disease exposure, data collection and analysis, working knowledge of public health disaster response, DOC operating procedures, , computer tracking software, operating special equipment, ICS 100, 200, and NIMS 700 or

**Mission:** The purpose of the Laboratory Group to act as a liaison to laboratory partners; to ensure proper collection, packaging and transport of specimens/samples, and provide limited testing to aid in the identification of potential hazards.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Epidemiology/Surveillance Branch Director
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Provide technical consultation and guidance on appropriate specimens and lab testing.
- Provide technical consultation and guidance on potential hazards (e.g., transmissibility, pathogenicity) and specimen collection tools for responders, clinicians, and other sentinel clinical laboratories.
- Manage and report on laboratory test results.
- Coordinate testing at other sites.
- Handle and/or store specimens prior to transport to alternative testing sites.
- Ensure Epidemiology/Surveillance Branch approval for the dissemination of summary (de-identified) lab results to modules outside the response.
- Document all actions and decisions in an Activity Log.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash



**MEDICAL COUNTERMEASURES GROUP****Job Action Sheet**

**Position assigned to:** Operations Section  
**You Report to:** Disease Containment Implementation Branch Director  
**You Supervise:** Point-of Dispensing (POD) staff including medical and non-medical activated staff as determined by the type and size of the event.  
**Requirements:** Knowledge of mass prophylaxis medications, vaccines, and antimicrobials, working knowledge of public health disaster response and state and local emergency response plans, POD and DOC operating procedures, computer tracking software, and ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** The purpose of the Medical Countermeasure Group is to ensure the correct and timely distribution of appropriate medical countermeasures, as determined by epidemiology and surveillance data, in a safe manner to save lives.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Disease Containment Implementation Branch Director
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Obtain approval from Disease Containment Implementation Branch Director for mass prophylaxis strategies.
- Oversee all mass prophylaxis, POD operations, including Closed-POD and Strike Teams.
- Make logistical requests to the Disease Containment Implementation Branch Director.
- Identify number of PODS needed and locations.
- Oversee dispensing to Emergency Responder and Critical Infrastructure agencies.
- Identify which Closed-POD Partners to activate.
- Ensure data entry into the WebIZ Registry
- Document all actions and decisions in an Activity Log.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**NON-PHARMACEUTICAL INTERVENTION GROUP****Job Action Sheet**

**Position assigned to:** Operations Section  
**You Report to:** Disease Containment Implementation Branch Director  
**You Supervise:** Staff as needed for mitigation activities  
**Requirements:** Extensive knowledge of non-pharmaceutical intervention activities at the personal and community levels, working knowledge of public health disaster response and state and local emergency response plans, DOC operating procedures, knowledge of City Emergency Operations Plan, computer tracking software, and ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** The purpose of the Non-pharmaceutical Intervention Group is to implement measures to minimize the spread of infectious disease.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Disease Containment Implementation Branch Director
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Implement community mitigation strategies ordered by the Medical Director Disease Containment Implementation Branch Director.
- Provide clarification and technical assistance on recommendations and communicable disease guidance to the Public Information Officer as needed.
- Prepare letters, notices, and other documentation required for the implementation of strategies.
- Provide feedback to the Disease Containment Implementation Branch Director on impact of guidance and when additional information/modifications are required.
- Track activities and community contacts.
- Coordinate with the Branch Director; troubleshoot impediments to implementation.
- Provide education and technical assistance on use of personal protective equipment; facilitate modification of workplace policies and strategies that promote social distancing.
- Document all actions and decisions in an Activity Log.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**HEALTHCARE SYSTEMS GROUP****Job Action Sheet**

**Position assigned to:** Operations Section  
**You Report to:** Medical Branch Director  
**You Supervise:** Medical and non-medical activated staff as determined by the type and size of the event.  
**Requirements:** Knowledge of local healthcare system structure, impact of disasters on healthcare systems, working knowledge of public health disaster response, DOC operating procedures, computer tracking software, and ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** The purpose of the Healthcare Systems Group is to ensure that safe and appropriate care is provided to victims, patients and family members throughout the incident. This will involve coordination and cooperation with Emergency Medical Services (EMS), hospitals, clinics, and others.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Medical Branch Director
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

This group is based as determined by incident and geographic location of the incident.

- Implement strategies recommended by the Medical Director or Medical Branch Director.
- Monitor and assess operational status from area hospitals and other healthcare sites.
- Forecast trends in supply and demand for healthcare services and determine resource needs.
- Coordinate community standards of care for patients affected by the incident.
- Coordinate community standards of care for infection control, as appropriate.
- Coordinate with mental health facilities to ensure that patients and family members have access to service.
- Coordinate and facilitate situational awareness within the healthcare system.
- Encourage regular reporting into the HAvBED system.
- Provide information and technical assistance as needed.
- Document all actions and decisions in an Activity Log.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash



**ANIMAL CARE SYSTEMS/VETERINARY GROUP****Job Action Sheet**

**Position assigned to:** Operations Section  
**You Report to:** Animal Support Services Branch Director  
**You Supervise:** Veterinary and support activated staff as determined by the type and size of the event.  
**Requirements:** Knowledge of state and local animal emergency response plans, DOC operating procedures, , computer tracking software, and ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** The purpose of the Animal Care Systems Group is to support the Veterinary health system during an event to ensure that safe and appropriate care and services for animals affected by a disaster and to mitigate the spread of infectious diseases during an emergency response.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Animal Support Services Branch Director
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Implement strategies recommended by the Medical Director or State Veterinary Officer.
- Monitor and assess operational status from area veterinary hospitals and other veterinary healthcare sites.
- Forecast trends in supply and demand for veterinary services and determine resource needs.
- Coordinate with local animal shelters and area Veterinarians regarding issues or questions with companion animals and infection control measures.
- Secure alternate care locations and / or transportation for animals, as necessary.
- Coordinate medical care for sick and injured animals, and the removal of dead animals.
- Provide documentation for identification and shelter registration.
- Document all actions and decisions in an Activity Log.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**ANIMAL COMMUNITY SUPPORT GROUP****Job Action Sheet**

**Position assigned to:** Operations Section  
**You Report to:** Animal Support Services Branch Director  
**You Supervise:** Staff as determined by the type and size of the event.  
**Requirements:** Knowledge of state and local animal emergency response plans, DOC operating procedures, knowledge of City Emergency Operations Plan, computer tracking software, and ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** The purpose of the Animal Community Support Group for coordinating and facilitating care, evacuations, and support services to prevent or minimize animal injury and disease dissemination resulting from an event.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Animal Support Services Branch Director
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Coordinates with support agencies, private businesses and community organizations to aid in the management and care of animals.
- Assists companion animal care needs at Special Needs Shelters.
- Coordinate the documentation of lost animals.
- Coordinate reuniting animals with their owners.
- Activate volunteers to provide technical assistance for the care, transportation or services for animals.
- Coordinates with animal shelters outside of the emergency area.
- Coordinate the rescuing and evacuating abandoned and/or stranded animals.
- Assist people with disabilities in coordinating transportation and temporary housing for their pets by linking them with animal emergency responders to ensure service delivery.
- Support owners evacuating pets or other animals
- Support the evacuation of owners and pets when owners are reliant on public transportation.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash
- Document all actions and decisions in an Activity Log.

**PLANNING SECTION CHIEF  
Job Action Sheet**

**Position assigned to:** General Staff  
**You Report to:** Department Operations Center Manager  
**You Supervise:** Situation, Documentation, Demobilization and Resource Unit Leaders

**Requirements:** Extensive knowledge of emergency operations, public health disaster response, DOC operating procedures and communications equipment, computer tracking system training, knowledge of inventory control systems, knowledge of City Emergency Operations Plan and appropriate state and local plans, and ICS 100, 200, 300 and NIMS 700 or equivalent.

**Mission:**

Responsible for providing planning services for the incident. The Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from the Department Operations Center Manager
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Collects, manages and records all incident-relevant operational data.
- Provides input to the Health Director, DOC Manager and Operations Section Chief for use in preparing the Incident Action Plan.
- Supervises preparation of the Incident Action Plan. Conducts and facilitates planning meetings.
- Determines the need for specialized resources to support the incident.
- Establishes specialized data collection systems as necessary (e.g., weather).
- Assembles information on alternative strategies and contingency plans.
- Reports any significant changes in incident status.
- Compiles and displays incident status information.
- Oversees preparation of the Demobilization Plan.
- Incorporates Traffic, Medical, Communications Plans, and other supporting material into the Incident Action Plan.
- Coordinates information and operational security matters with public awareness activities that fall under the responsibility of the Public Information Officer, particularly where such public awareness activities may affect information or operations security.
- Ensures that proper documentation is maintained for all activities.
- Keeps DOC Manager informed of current status and changes.
- Oversees demobilization of the Planning section.

**Demobilization Duties:**

- Ensure all Planning Section personnel follow all demobilization activities
- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash



**SITUATION UNIT LEADER  
Job Action Sheet**

**Position assigned to:** Planning Staff  
**You Report to:** Planning Section Chief

**You Supervise:**

**Requirements:** Extensive knowledge of emergency operations, public health disaster response, DOC operating procedures and communications equipment, computer tracking system, knowledge of City Emergency Operations Plan and appropriate state and local plans, and ICS 100, 200, 300, HSEEP training and NIMS 700 or equivalent.

**Mission:**

The purpose of the Situation Unit within the Plans Section is to provide up-to-date information and projections to aid in the response.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Planning Section Chief
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Collect, process, assess, and organize incident and response information.
- Prepare overall assessments of the incident (status of the infectious disease emergency, operational activities, personnel and material resource use, updated regional/state/national/international guidance.)
- Prepare maps, tables and graphs as needed.
- Develop incident projections including response and resource needs.
- Identify gaps in response capacity and identify alternative response strategies.
- Provide recommendations for decisions and/or actions that will address future response needs.
- Draft Incident Action Plans to be discussed and finalized at Command/General Staff Planning Meeting.
- Establish and maintain a Situation Status Briefing Board.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**DOCUMENTATION UNIT LEADER  
Job Action Sheet**

**Position assigned to:** Planning Staff  
**You Report to:** Planning Section Chief

**You Supervise:**

**Requirements:** Knowledge of emergency operations, public health disaster response, DOC operating procedures and communications equipment, computer tracking system, and ICS 100, , NIMS 700 or equivalent HSEEP training useful and familiar with WebEOC.

**Mission:** Purpose of the Documentation Unit is to collect, evaluate, process and disseminate information needed for the incident.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Planning Section Chief
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Collaborate on development of the Incident Action Plan (IAP).
- Maintain accurate and complete incident documents and files.
- Provide duplication and photographic services to incident personnel.
- Store files for legal, analytical and historical purposes.
- Document all actions and decisions in Activity Log.
- Manage secure filing system for documents.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**DEMOBILIZATION UNIT LEADER****Job Action Sheet**

**Position assigned to:** Planning Staff  
**You Report to:** Planning Section Chief

**You Supervise:**

**Requirements:** Knowledge of City Emergency Operations Plan, computer tracking system and ICS 100, NIMS 700 or equivalent and familiar with WebEOC.

**Mission:** The purpose of the Demobilization Unit is to identify, obtain and track the availability and use of resources and manage demobilization.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Planning Section Chief
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Review incident resource records to determine scope of demobilization effort.
- Assess the current and projected resource needs of the Operations Section.
- Obtain identification of surplus resources and probable release times.
- Determine logistical support needs of released resources (rehab, transportation, equipment, etc.).
- Determine debriefing requirements.
- Enforce strict check-out for all personnel.
- Organize release of resources with Logistics and Planning.
- Plan for releasing personnel.
- Document resource release.
- Brief Planning Section Chief as necessary.
- Track out of service resources.
- Document all actions and decisions in Unit Log.
- Manage resources no longer needed to arrange return.
- Continue to receive projected activity reports from Planning Section Chief.
- Prepare and distribute demobilization plan.

**Demobilization Duties:**

- Manage all demobilization activities
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**RESOURCE UNIT LEADER  
Job Action Sheet**

**Position assigned to:** Planning Staff  
**You Report to:** Planning Section Chief

**You Supervise:**

**Requirements:** Knowledge of City Emergency Operations Plan, computer tracking system and ICS 100, NIMS 700 or equivalent and familiar with WebEOC.

**Mission:** The Resource Unit is responsible to track all resources (personnel and material) once they have been deployed for the response.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Planning Section Chief
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Coordinate resource tracking and status with Logistics Branch.
- Each operational period prepare a summary of resources (responders and material goods) available, assigned, and out of service, using the computer tracking system or form 215..
- Anticipate future resource needs.
- Provide resource summaries and future resource need projections to the Plans Section Chief.
- Disseminate resource summaries via the Incident Action Plan, Situation Status Briefing Board, and other mediums as needed.
- Support activities of the Volunteer Management Unit if activated.
- Document all actions and decisions in Activity Log.

**Demobilization Duties:**

- Manage all demobilization activities
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash



**LOGISTIC SECTION CHIEF****Job Action Sheet**

**Position assigned to:** General Staff  
**You Report to:** Department Operations Center Manager  
**You Supervise:** Volunteer Management, Communications & Information Technology, Supplies, & Facilities/Security Unit Leaders  
**Requirements:** Extensive knowledge of emergency operations, public health disaster response, DOC operating procedures and communications equipment, computer tracking system, knowledge of inventory control systems, knowledge of City Emergency Operations Plan, ICS 100, 200, 300 and NIMS 700 or equivalent.

**Mission:**

The Logistics Section is responsible for providing all incident support needs, including facilities, transportation, communications and supplies, as well as food and medical services.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Department Operations Center Manager
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Manages all incident logistics.
- Provides logistical input to the Health Director and DOC Manager in preparing the Incident Action Plan.
- Coordinates with the City EOC, if activated.
- Identifies anticipated and known incident service and support requirements.
- Establish ordering process and ensure all sections are aware of the process including approval.
- Requests additional resources, as needed.
- Develops as required, the Communications and Medical Plans.
- Ensures that proper documentation is maintained for all activities.
- Keeps DOC Manager informed of current status and changes.
- Document all actions and decisions in an Activity Log.
- Oversees demobilization of the Logistics section.

**Demobilization Duties:**

- Ensure all Logistic Section personnel follow all demobilization activities
- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash



**VOLUNTEER MANAGEMENT UNIT LEADER  
Job Action Sheet**

**Position assigned to:** Logistics  
**You Report to:** Logistics Section Chief  
**You Supervise:**

**Requirements:** Knowledge of emergency operations, public health disaster response, DOC operating procedures and communications equipment, computer tracking system, ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** The purpose of the Volunteer Management Unit is to provide and manage volunteer resources for incident.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Logistics Section Chief
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

This function is most likely stationed outside of the DOC.

- Set up volunteer staging area, with sign-in sheets, pens and signs with the alphabet for check-in.
- Oversee / assist with volunteer sign-in activities (see Volunteer Sign-in Attendant Job Action Sheet).
- Ask for volunteers name; direct them to the correct sign-in sheet (time log).
- Ask volunteer to enter sign-in time.
- Ask volunteer to confirm their demographic information, if available; make any corrections as necessary.
- Give volunteer ID badge.
- Ask volunteers to locate their unit leader.
- Collect ID badge from volunteer at end of shift and mark returned on sign in/out sheet.
- If a person has not pre-registered, thank them and provide MRC information; explain we cannot accept volunteers who have not pre-registered.
- Document all actions and decisions in Activity Log.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**COMMUNICATION & INFORMATION TECHNOLOGY UNIT LEADER**  
**Job Action Sheet**

**Position assigned to:** Logistics  
**You Report to:** Logistics Section Chief

**You Supervise:**

**Requirements:** Knowledge of emergency operations, public health disaster response, DOC operating procedures and communications equipment, working knowledge of the City network, computer tracking system, ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** The Communication & Information Technology Unit is responsible for ensuring DOC electronic systems are functional when activation occurs.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Logistics Section Chief
- Assist the DOC Manager in the initial set-up of the DOC
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Ensures sensitive or critical electronic information and systems are not lost, destroyed, misappropriated or corrupted.
- Maintains and monitors computer workstations.
- Troubleshoots hardware and software problems.
- Provides technical assistance on all information technology and communication systems.
- Keeps Logistics Section Chief informed of current status and changes.
- Determines radio channels.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**SUPPLIES UNIT LEADER****Job Action Sheet**

**Position assigned to:** Logistics  
**You Report to:** Logistics Section Chief

**You Supervise:**

**Requirements:** Knowledge of emergency operations, public health disaster response, DOC operating procedures and communications equipment, working knowledge of the City network, computer tracking system, ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** Purpose of the Supplies Unit is to provide material resources for incident management.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Logistics Section Chief
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Advise Logistics Section Chief of current supply status and assist in determining the type and amount of supplies needed.
- Acquire necessary work materials.
- Follow ordering process and ensure.
- Manage incident supplies and equipment inventory.
- Obtain supplies as requested by Operations and Planning.
- Sign out all dispersals.
- Document all actions and decisions in Activity Log.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**FACILITIES/SECURITY UNIT LEADER  
Job Action Sheet**

**Position assigned to:** Logistics  
**You Report to:** Logistics Section Chief

**You Supervise:**

**Requirements:** Extensive training in security and facility management knowledge of emergency operations, DOC operating procedures and communications equipment, ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** Maintain and secure appropriate physical facilities to support the mission or assignment and assess the operation for security issues, instruct staff on security procedures and implement security measures as needed

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Logistics Section Chief
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Set up and maintain facility.
- Inventory and report facility status to DOC Manager.
- Provide facility maintenance (sanitation, lighting, and cleanup).
- Provide Safety Officer with the evacuation plan, if not already available.
- Assist security personnel, as needed, to limit unauthorized access.
- Ensure all Section Chiefs have your contact information.
- Perform security sweep prior to facility use.
- Access control to locations within the facility.
- Ensure security of all personnel, equipment, vehicles and buildings.
- Document all actions and decisions in Activity Log.
- Record all incident-related complaints and suspicious occurrences.
- Participate in routine briefings to ensure security conditions.
- Advise the Safety Officer and DOC Manager immediately of any unsafe, hazardous situation.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash



**FINANCE & ADMINISTRATION SECTION CHIEF  
Job Action Sheet**

**Position assigned to:** General Staff  
**You Report to:** Department Operations Center Manager  
**You Supervise:** Procurement & cost, Time, and Administrative Unit Leaders  
**Requirements:** Extensive knowledge of the City financial and accounting systems, working knowledge of public health disaster response, DOC operating procedures, computer financial systems, knowledge of Microsoft Excel, knowledge of City Emergency Operations Plan and appropriate state and local plans, and ICS 100, 200, 300 and NIMS 700 or equivalent.

**Mission:**

Finance & Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance / Administration Section.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Department Operations Center Manager
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Coordinates/consults on financial questions/issues related to public health emergencies.
- Manages all financial aspects of an incident.
- Provides cost assessment, time recording, and procurement control necessary to support the incident and the managing of claims.
- Ensures that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- Ensures that all obligation documents initiated at the incident are properly prepared and completed.
- Provides financial input to demobilization planning.
- Briefs agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
- Keep DOC Manager informed of current status and changes.
- Document all actions and decisions in an Activity Log.
- Oversees demobilization of the Finance/Administration section.

**Demobilization Duties:**

- Ensure all Finance & Administration Section personnel follow all demobilization activities
- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**PROCUREMENT & COST UNIT LEADER**  
**Job Action Sheet**

**Position assigned to:** Finance & Administration  
**You Report to:** Finance & Administration Section Chief  
**You Supervise:** Procurement & cost, Time, and Administrative Unit Leaders  
**Requirements:** Working knowledge of the City financial and accounting systems, working knowledge of public health disaster response, DOC operating procedures, computer financial systems, ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** The purpose of the Procurement & Cost Unit is to obtain and tracks resources and supervises the documentation of expenditures relevant to the emergency. Not all incidents will require financial and administration support.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Finance & Administration Section Chief
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Thoroughly review all financial regulations concerning eligible expenses and documentation required by all federal, state, local and other agencies. Use the office of Management and Budget (OMB) Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments as a guide.
- Support Finance Section Chief in providing cost analysis for the incident.
- Organize and maintain files.
- Obtain and record all cost data.
- Keep track of equipment.
- Analyze and prepare estimates of incident cost.
- Identify all equipment and personnel that will be required to be reimbursed.
- Prepare report for Finance Unit Leader on a periodic basis to be determined.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash

**TIME UNIT LEADER  
Job Action Sheet**

**Position assigned to:** Finance & Administration  
**You Report to:** Finance & Administration Section Chief  
**You Supervise:** Procurement & cost, Time, and Administrative Unit Leaders  
**Requirements:** Working knowledge of DOC operating procedures, ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** The purpose of the Time Unit is to obtain and personnel and volunteer man hours.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Finance & Administration Section Chief
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Coordinate with Section Chiefs and DOC Manager to obtain roster of all staff and volunteers.
- Provide Time and Leave tracking forms.
- Collect, record and retain all time in a log/automated system.
- Maintain a back-up log of Time and Leave usage.
- Provide information on personnel time upon request.
- Log / Track all hours of all Volunteers / Personnel by incident, regardless of agency or jurisdiction function and response.
- Document all actions and decisions in an Activity Log.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash



**ADMINISTRATIVE UNIT LEADER  
Job Action Sheet**

**Position assigned to:** Finance & Administration  
**You Report to:** Finance & Administration Section Chief  
**You Supervise:** Procurement & cost, Time, and Administrative Unit Leaders  
**Requirements:** Working knowledge of DOC operating procedures, ICS 100, 200, and NIMS 700 or equivalent.

**Mission:** The purpose of the Administrative Unit is to perform administrative duties to assist in the production of Situation Status Updates and other required reports, documenting actions, note-taking at meetings, copying, and other duties as assigned.

**Initial Actions:**

- Sign in to Staff Roster
- Show badge and obtain vest if necessary
- Receive briefing from Finance & Administration Section Chief
- Read this entire Job Action Sheet

**Media:**

Direct all Media to Public Information Officer or DOC Manager/Operations Chief

**Specific Job Actions:**

- Ensure that the unit has enough office supplies to fulfill duties.
- Assist with the preparation of the Situation Status Report, get final approval, and forward to the Plans Section Situation Status Unit.
- Type up the Incident Objectives, get final approval, and submit to the Plans Section Situation Status Unit for incorporation into the incident action planning process.
- Take messages whether written or in any other form and deliver them.
- Copy and distribute approved notes from meetings. Provide a copy to the Plans Section.
- Perform other duties as assigned, including copying, faxing, document preparation, organizing office supplies and preparing requests for additional resources.

**Demobilization Duties:**

- Help pack up your area
- Return to workforce staging area
- Enter leave time and initial on sign-in sheet next to your arrival time
- Return ID vest if necessary
- Participate in hot wash



## **ATTACHMENT F DOC DOCUMENTATION FORMS**

This section includes relevant FEMA ICS forms and Carson City Health and Human Services Department forms. Any or all of these forms may be used for documentation depending upon the incident.

[illegible]

## Carson City Bi-Weekly Timesheet

Employee Name

**Pay Period**Dept CCHHS

Employee #

From: \_\_\_\_\_ To: \_\_\_\_\_

1/13/1900


[illegible]

|  |  |  |  |  |  |  |  |                          |
|--|--|--|--|--|--|--|--|--------------------------|
|  |  |  |  |  |  |  |  | 08-Sick/Bereave          |
|  |  |  |  |  |  |  |  | 09-Management Leave      |
|  |  |  |  |  |  |  |  | 09-Union Leave           |
|  |  |  |  |  |  |  |  | 11-Sld, Holiday          |
|  |  |  |  |  |  |  |  | 12-Holiday Lv Bank Used  |
|  |  |  |  |  |  |  |  | 14-Workers Comp          |
|  |  |  |  |  |  |  |  | 15-Wellness Day          |
|  |  |  |  |  |  |  |  | 16-LWOP; 17-FMLA LWOP    |
|  |  |  |  |  |  |  |  | 18-Banked OT Used        |
|  |  |  |  |  |  |  |  | 19-Banked CB Used        |
|  |  |  |  |  |  |  |  | 21-OT Site Training      |
|  |  |  |  |  |  |  |  | 57-Holiday Banked        |
|  |  |  |  |  |  |  |  | 59 or HN-Holiday x1 paid |
|  |  |  |  |  |  |  |  | 62-Holiday CB paid       |
|  |  |  |  |  |  |  |  | 63-Holiday x 1.5 paid    |

|                             |               |                                     |               |
|-----------------------------|---------------|-------------------------------------|---------------|
| _____<br>Employee Signature | _____<br>Date | _____<br>Manager/Director Signature | _____<br>Date |
|-----------------------------|---------------|-------------------------------------|---------------|

**Mileage Tracking Form**  
**Carson City Health and Human Services**

|  <b>Mileage Log and Reimbursement Form</b> |                   |             |                   |                     |          |               |
|---|-------------------|-------------|-------------------|---------------------|----------|---------------|
| Employee Name   |                   |             |                   | Rate Per Mile       |          | 1/1/14 \$0.56 |
| Vendor No.  |                   |             |                   | Total Reimbursement |          | \$0.00        |
| Employee Signature  |                   |             |                   | Account Number      |          |               |
| Authorized By   |                   |             |                   | Account Number      |          |               |
| Date  | Starting Location | Destination | Description/Notes |                     | Mileage  | Reimbursement |
|   |                   |             |                   |                     |          | \$0.00        |
|   |                   |             |                   |                     |          | \$0.00        |
|   |                   |             |                   |                     |          | \$0.00        |
|   |                   |             |                   |                     |          | \$0.00        |
|   |                   |             |                   |                     |          | \$0.00        |
|   |                   |             |                   |                     |          | \$0.00        |
|   |                   |             |                   |                     |          | \$0.00        |
|   |                   |             |                   |                     |          | \$0.00        |
|   |                   |             |                   |                     |          | \$0.00        |
|   |                   |             |                   |                     |          | \$0.00        |
|   |                   |             |                   |                     |          | \$0.00        |
|   |                   |             |                   |                     |          | \$0.00        |
|   |                   |             |                   |                     |          | \$0.00        |
| <b>Totals</b>   |                   |             |                   |                     | <b>0</b> | <b>\$0.00</b> |

**Purchase Order  
Carson City**



**PURCHASE ORDER**

**CITY OF CARSON CITY**

201 N. Carson Street, Suite 3  
Carson City, Nevada 89701  
(775)887-2133 [Fax](775) 887-2107

VENDOR

VENDOR #  
DATE  
GROUP #  
CHECK DATE  
SHIP TO

| SHIPPING METHOD |      | SHIPPING TERMS                                 |               |           | DELIVERY DATE             |               |
|-----------------|------|--|---------------|-----------|---------------------------|---------------|
| QTY             | UNIT | DESCRIPTION                                    | BUDGET NUMBER | INVOICE # | UNIT COST                 | EXTENDED COST |
|                 |      |  |               |           | \$ -                      | \$ -          |
|                 |      |  |               |           | \$ -                      | \$ -          |
|                 |      |  |               |           | \$ -                      | \$ -          |
|                 |      |  |               |           | \$ -                      | \$ -          |
|                 |      |  |               |           | \$ -                      | \$ -          |
|                 |      |  |               |           | \$ -                      | \$ -          |
|                 |      |  |               |           | \$ -                      | \$ -          |
|                 |      | PO given to department to place order.         |               |           | \$ -                      | \$ -          |
|                 |      | PO shall not be modified without approval from |               |           | \$ -                      | \$ -          |
|                 |      | Finance Director.                              |               |           | \$ -                      | \$ -          |
|                 |      | Purchased By: Nicki Aaker, Director            |               | TOTAL     | Bal. Forward<br>to Page 2 | \$ -          |
|                 |      | FED I.D. NO. 88-6000189                        | Page #1       |           |                           |               |

## ICS Forms

## INCIDENT BRIEFING (ICS 201)

|   |                     |  |
|---|---------------------|--|
| 1. Incident Name:   | 2. Incident Number: | 3. Date/Time Initiated:<br>Date: _____ Time: _____ |
| 4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):   |                     |  |
| 5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards. |                     |  |
| 6. Prepared by: Name: _____ Position/Title: _____ Signature: _____  |                     |  |
| ICS 201, Page 1   |                     | Date/Time: _____                                   |





**ORGANIZATION ASSIGNMENT LIST (ICS 203)**

|  |      |                                 |                               |                                      |                               |
|--|------|---------------------------------|-------------------------------|--------------------------------------|-------------------------------|
| <b>1. Incident Name:</b>                           |      | <b>2. Operational Period:</b>   |                               | Date From: <input type="text"/>      | Date To: <input type="text"/> |
|  |      |                                 |                               | Time From: <input type="text"/>      | Time To: <input type="text"/> |
| <b>3. Incident Commander(s) and Command Staff:</b> |      |                                 | <b>7. Operations Section:</b> |                                      |                               |
| IC/UCs   |      | Chief                           |                               |                                      |                               |
|  |      | Deputy                          |                               |                                      |                               |
| Deputy   |      | Staging Area                    |                               |                                      |                               |
| Safety Officer                                     |      | Branch                          |                               |                                      |                               |
| Public Info. Officer                               |      | Branch Director                 |                               |                                      |                               |
| Liaison Officer                                    |      | Deputy                          |                               |                                      |                               |
| <b>4. Agency/Organization Representatives:</b>     |      | Division/Group                  |                               |                                      |                               |
| Agency/Organization                                | Name | Division/Group                  |                               |                                      |                               |
|  |      | Division/Group                  |                               |                                      |                               |
|  |      | Division/Group                  |                               |                                      |                               |
|  |      | Division/Group                  |                               |                                      |                               |
|  |      | Branch                          |                               |                                      |                               |
|  |      | Branch Director                 |                               |                                      |                               |
|  |      | Deputy                          |                               |                                      |                               |
| <b>5. Planning Section:</b>                        |      | Division/Group                  |                               |                                      |                               |
| Chief  |      | Division/Group                  |                               |                                      |                               |
| Deputy   |      | Division/Group                  |                               |                                      |                               |
| Resources Unit                                     |      | Division/Group                  |                               |                                      |                               |
| Situation Unit                                     |      | Division/Group                  |                               |                                      |                               |
| Documentation Unit                                 |      | Branch                          |                               |                                      |                               |
| Demobilization Unit                                |      | Branch Director                 |                               |                                      |                               |
| Technical Specialists                              |      | Deputy                          |                               |                                      |                               |
|  |      | Division/Group                  |                               |                                      |                               |
|  |      | Division/Group                  |                               |                                      |                               |
|  |      | Division/Group                  |                               |                                      |                               |
| <b>6. Logistics Section:</b>                       |      | Division/Group                  |                               |                                      |                               |
| Chief  |      | Division/Group                  |                               |                                      |                               |
| Deputy   |      | Division/Group                  |                               |                                      |                               |
| Support Branch                                     |      | Air Operations Branch           |                               |                                      |                               |
| Director   |      | Air Ops Branch Dir.             |                               |                                      |                               |
| Supply Unit  |      |                                 |                               |                                      |                               |
| Facilities Unit                                    |      |                                 |                               |                                      |                               |
| Ground Support Unit                                |      |                                 |                               |                                      |                               |
| Service Branch                                     |      |                                 |                               |                                      |                               |
| Director   |      |                                 |                               |                                      |                               |
| Communications Unit                                |      |                                 |                               |                                      |                               |
| Medical Unit                                       |      |                                 |                               |                                      |                               |
| Food Unit  |      |                                 |                               |                                      |                               |
| <b>8. Finance/Administration Section:</b>          |      | Chief                           |                               |                                      |                               |
|  |      | Deputy                          |                               |                                      |                               |
|  |      | Time Unit                       |                               |                                      |                               |
|  |      | Procurement Unit                |                               |                                      |                               |
|  |      | Comp/Claims Unit                |                               |                                      |                               |
|  |      | Cost Unit                       |                               |                                      |                               |
| <b>9. Prepared by:</b>                             |      | Name: <input type="text"/>      |                               | Position/Title: <input type="text"/> |                               |
| ICS 203  |      | IAP Page                        |                               | Signature: <input type="text"/>      |                               |
|  |      | Date/Time: <input type="text"/> |                               |                                      |                               |



## INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

[illegible]

**MEDICAL PLAN (ICS 206)**[illegible]

### ACTIVITY LOG (ICS 214)

[illegible]

## ACTIVITY LOG (ICS 214)

[illegible]

| 1. Incident Name: |                              |   |              | 2. Operational Period: Date From: _____ Date To: _____<br>Time From: _____ Time To: _____ |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|-------------------|------------------------------|---|--------------|---|---|---|---|---|---|---|---|---|---|---|---|--|---------------------------------|-----------------------|----------------------------|
| 3. Branch         | 4. Division, Group, or Other | 5. Work Assignment & Special Instructions | 6. Resources |   |   |   |   |   |   |   |   |   |   |   |   | 7. Overhead Position(s)  | 8. Special Equipment & Supplies | 9. Reporting Location | 10. Requested Arrival Time |
|                   |                              |   | Req.         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Have         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Need         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Req.         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Have         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Need         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Req.         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Have         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Need         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Req.         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Have         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Need         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Req.         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Have         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Need         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Req.         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Have         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
|                   |                              |   | Need         |   |   |   |   |   |   |   |   |   |   |   |   |  |                                 |                       |                            |
| ICS 215           |                              |   |              | 11. Total Resources Required  | / | / | / | / | / | / | / | / | / | / | / | 14. Prepared by:<br>Name: _____<br>Position/Title: _____<br>Signature: _____<br>Date/Time: _____ |                                 |                       |                            |
|                   |                              |   |              | 12. Total Resources Have on Hand  | / | / | / | / | / | / | / | / | / | / | / |  |                                 |                       |                            |
|                   |                              |   |              | 13. Total Resources Need To Order   | / | / | / | / | / | / | / | / | / | / | / |  |                                 |                       |                            |



**DEMOBILIZATION CHECK-OUT (ICS 221)**

|   |                       |  |                                       |
|---|-----------------------|--|---------------------------------------|
| <b>1. Incident Name:</b> _____  |                       | <b>2. Incident Number:</b> _____   |                                       |
| <b>3. Planned Release Date/Time:</b><br>Date: _____ Time: _____   |                       | <b>4. Resource or Personnel Released:</b> _____                          | <b>5. Order Request Number:</b> _____ |
| <b>6. Resource or Personnel:</b><br>You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). |                       |  |                                       |
| <b>LOGISTICS SECTION</b>  |                       |  |                                       |
| <input type="checkbox"/>  | Unit/Manager          | Remarks  | Name Signature                        |
| <input type="checkbox"/>  | Supply Unit           |  |                                       |
| <input type="checkbox"/>  | Communications Unit   |  |                                       |
| <input type="checkbox"/>  | Facilities Unit       |  |                                       |
| <input type="checkbox"/>  | Ground Support Unit   |  |                                       |
| <input type="checkbox"/>  | Security Manager      |  |                                       |
| <input type="checkbox"/>  |                       |  |                                       |
| <b>FINANCE/ADMINISTRATION SECTION</b>   |                       |  |                                       |
| <input type="checkbox"/>  | Unit/Leader           | Remarks  | Name Signature                        |
| <input type="checkbox"/>  | Time Unit             |  |                                       |
| <input type="checkbox"/>  |                       |  |                                       |
| <input type="checkbox"/>  |                       |  |                                       |
| <b>OTHER SECTION/STAFF</b>  |                       |  |                                       |
| <input type="checkbox"/>  | Unit/Other            | Remarks  | Name Signature                        |
| <input type="checkbox"/>  |                       |  |                                       |
| <input type="checkbox"/>  |                       |  |                                       |
| <b>PLANNING SECTION</b>   |                       |  |                                       |
| <input type="checkbox"/>  | Unit/Leader           | Remarks  | Name Signature                        |
| <input type="checkbox"/>  |                       |  |                                       |
| <input type="checkbox"/>  | Documentation Leader  |  |                                       |
| <input type="checkbox"/>  | Demobilization Leader |  |                                       |
| <b>7. Remarks:</b><br><br><br>  |                       |  |                                       |
| <b>8. Travel Information:</b>   |                       |  |                                       |
| Estimated Time of Departure: _____  |                       | Room Overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No |                                       |
| Destination: _____  |                       | Actual Release Date/Time: _____  |                                       |
| Travel Method: _____  |                       | Estimated Time of Arrival: _____   |                                       |
| Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No  |                       | Contact Information While Traveling: _____                               |                                       |
| Number: _____   |                       | Area/Agency/Region Notified: _____                                       |                                       |
| <b>9. Reassignment Information:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  |                       |  |                                       |
| Incident Name: _____  |                       | Incident Number: _____   |                                       |
| Location: _____   |                       | Order Request Number: _____  |                                       |
| <b>10. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____  |                       |  |                                       |
| ICS 221   |                       | Date/Time: _____   |                                       |