

Public Health Analyst Checklist

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within the First Operational Period</i>		
1. Receive initial briefing and immediate priorities from Sit Unit Leader		
2. Review essential elements of information for incident type		
3. Make assignments to subordinate staff for information collection, and analysis		
<i>Initiate Within Two Operational Periods and Continue Daily</i>		
1. Sign-in/out at the beginning and ending of shift.		
2. Actively collect information from data systems, technical specialists and analysis to answer the following questions on a routine bases: <ul style="list-style-type: none"> 2.1. Disease surveillance: <ul style="list-style-type: none"> • What are the communicable diseases of concern in the area of operations (shelters, nursing home, ALFs, schools, etc)? • What are routine surveillance systems reporting in the area of operations? • Has there been a change in reporting trends since the incident occurred? • Are existing surveillance systems capable of meeting incident reporting needs or is supplementation needed? • Shelter surveillance activities 2.2. CHDs <ul style="list-style-type: none"> • What is the status of county health departments? • Are they open or closed? • Have any sustained damage? • Have any implemented COOP? 2.3. Public Health services <ul style="list-style-type: none"> • What is the current health status of the public health services in the area of operations? • What resources might the public health system need during this incident? • What are the vulnerable populations? • What is the status of public health labs? 2.4. Environmental Health <ul style="list-style-type: none"> • How many onsite sewage disposal systems are in the area of operations? • Where are the cemeteries in the area of operations? (Only needed for flooding) • What is the area serviced by private potable wells? • Have any boil water notices been issued? • Are mosquito borne illness circulating in the area? • Are food borne illnesses being reported? • Surveillance of MHPs and migrant camps. • Number of Swimming pools w/o power/flooded • Number of temporary food services 2.5. CMS <ul style="list-style-type: none"> • What is the status of children’s medical services programs? Any issues reported? • Have any issues been reported with infant formula? Has any formula been deployed by ESF6, if so what type and where to? 2.6. DBH <ul style="list-style-type: none"> • What behavioral health impacts are occurring/may occur? 2.7. Information based on type of event (EEI) for public health status <ul style="list-style-type: none"> • See link http://www.doh.state.fl.us/demo/bpr/ESF8.htm 		

Activities to be completed	Complete	NA
3. Initiate data monitoring and analysis in the following systems: <ul style="list-style-type: none"> • ESSENCE • MERLIN • CHARTS • Vulnerable Populations Profiles • EH Mapper • EPICOM • PRISM (biological event) • FL SHOTS (biological event) 		
4. Establish contact with technical specialists to check status, establish reporting requirements: <ol style="list-style-type: none"> 4.1. Environmental Health 4.2. Epidemiology 4.3. Labs 4.4. CMS Regional Coordinators 4.5. Behavioral Health 		
5. Provide summary reports regarding status of public health for Sit rep and other operational period reports.		
6. Verbally, alert Situation Unit Leader of time sensitive/critical information regarding public health		
7. Prepares ad hoc reports as requested by Situation Unit Leader		
8. Provide report to SUL regarding completion of any incident objectives.		
9. Save incident documentation in established incident file on z drive.		
<i>Upon Demobilization</i>		
1. Complete evaluations for direct reports		
2. Complete demobilization paperwork		
3. Provide information for after-action report		
4. Return any equipment issued during activation.		
5. Clean up work space before departure.		