



SpNS Job Action Sheets

Reviewed by Special Needs Consultants
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Glossary

Client Care Area: Area in which client needs are addressed. These areas may include but are not limited to the following: intake and medical interview, observation and holding, electrically dependent, oxygen, wound care, isolation, hospice, cognitively impaired, pediatrics.

ESF-8: Public Health and Medical is one of the 18 emergency support functions within the State Emergency Response Team. As lead agency for ESF-8 the Florida Department of Health coordinates preparedness efforts statewide to assure the healthcare system is ready to respond. ESF-8 staff responds to the activation of the Special Needs Shelters as well as deploys teams to other affected areas, when needed.

Line list: Sign-in/out log sheets for clients, caregivers, staff and volunteers

Logistics Manager (LogM): Member of the Special Needs Shelter command team who reports to the Shelter Unit Leader. The LogM is responsible for providing oversight of the logistics support staff and resources.

Medical Manager (MedM): Member of the Special Needs Shelter command team who reports to the Shelter Unit Leader. The MedM is responsible for providing oversight of all medical services.

Public Information Officer (PIO): Responsible for communicating with the public and media and/or with other agencies with incident-related information requirements.

Special Needs Shelter (SpNS): Locations that are, in whole or part, designated under Chapter 252, Florida Statutes to provide shelter and services to persons with special needs who have no other option for sheltering. These shelters are designated to have back-up generator power. Special needs shelter services are to minimize deterioration of pre-event health levels.

Shelter Unit Leader (SUL): Member of the Special Needs Shelter command team who is responsible for providing direction of staff assigned to the shelter, establishing incident objectives and strategies and may, in some situations, be considered the onsite Incident Commander.

Triage: Sort casualties or for clients arriving at special needs shelters, performing a quick assessment to determine physical and mental condition. This initial triage is the determinant for client placement, either within the Special Needs Shelter or at another site or facility.

Logistics Manager (LogM) Job Action Sheet

The LogM is a member of the SpNS Command team with the following responsibilities:

- Providing oversight of logistics support staff and resources
- Ensuring team safety
- Assigning work locations and tasks to logistics support staff

All Team Members are responsible for:

- Signing In/Out on the Staff Line List
 - Completing a Timesheet
 - Reviewing the Job Action Sheet for their position, if applicable
 - Maintaining safety of shelter
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- Report to the Shelter Unit Leader (SUL), and obtain briefings
 - Coordinate with command team to establish shelter set-up
 - Plan organization of Logistics Area
 - Ensure set up of communication equipment and communication checks are conducted
 - Establish a traffic flow/parking plan for vehicles with Security/Law Enforcement Officer
 - Ensure all signage is in place, including message boards and meal schedule
 - Maintain the Special Needs Shelter Log (documenting pertinent SpNS information and activities)
 - Brief team members
 - Assign logistics staff to set-up the shelter
 - Assign logistics staff to set up client registration
 - Assign logistics staff to set up staff sign-in area
 - Ensure maintenance of staff and volunteer line list
 - Advise SUL on current service and support capabilities
 - Identify service and support requirements for planned and anticipated operations
 - Assign logistics staff to assist the SpNS clients in the shelter
 - Designate logistics staff to maintain an inventory and to control distribution of supplies
 - Implement deactivation procedures when informed by SUL
 - Ensure that all supplies and equipment are returned after shelter deactivates
 - Implement a system for marking, tracking and returning client equipment, supplies and medication(s)
 - Establish a lost and found tracking system
 - Assign logistics staff to close the shelter

Logistics Support Staff Job Action Sheet

The Logistics Support Staff is responsible for:

- Reporting to Logistics Manager (LogM)
- Duties as assigned by LogM

All Team Members are responsible for:

- Signing In/Out on the Staff Line List
 - Completing a Timesheet
 - Reviewing applicable Job Action Sheet
 - Maintaining safety of shelter
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- Be familiar with shelter floor plan
 - Set up sign in/sign out area, including posting of signs and setting up of tables and chairs
 - Post shelter rules in a visible location in the registration/information area
 - Complete intake process
 - Assist SpNS clients as needed
 - Maintain SpNS Staff and Volunteer Line List
 - Maintain completed timesheets
 - Maintain accurate count of clients, caregivers, and staff in the SpNS for census reporting
 - Maintain equipment and supply inventory
 - Provide administrative and logistical support to the medical staff
 - Assist SpNS clients into and out of the shelter
 - Assist with food distribution
 - Maintain orderly, clean area
 - Dispose of trash
 - Report any problems to the LogM
 - Assist in discharge process
 - Assist in closure of SpNS

Medical Operations Manager (MedM) Job Action Sheet

The MedM is a member of the SpNS Command team with the following responsibilities:

- Providing oversight of all medical services
- Ensuring appropriate triage of clients coming in to the shelter
- Ensuring team safety

All Team Members are responsible for:

- Signing In/Out on the Staff Line List
- Completing a Timesheet
- Reviewing the Job Action Sheet for their position, if applicable
- Maintaining safety and security of shelters
- Report to the Shelter Unit Leader (SUL) and obtain briefings
- Coordinate with command team to establish shelter set-up
- Oversee the selection of client care areas, in consultation with SUL
- Attend and participate in command team meetings
- Ensure the Special Needs Shelter Log (documenting pertinent SpNS information and activities) is maintained (ICS 214 or equivalent)
- Ensure that medical equipment is checked
- Ensure that care areas are set up properly and that appropriate personnel, equipment and supplies are in place
- Orient medical staff to shelter layout, locations of reference materials
- Identify roles/responsibilities
- Assign medical staff to initial assessment area
- Establish medical staff schedules
- Ensures the medical staff performs only those duties consistent with their level of expertise and only according to their professional licensure.
- Supervise the health care delivery services of the medical staff
- Recommend medical staffing level adjustments as appropriate.
- Brief medical team members, as needed
- Ensure medical staff are familiar with communication procedures
- Monitor medical staff for signs and symptoms of stress reaction and poor coping
- Schedule medical operation activities/tasks
- Coordinate with logistics to ensure proper storage, maintenance and utilization of all medical supplies and medications
- Inventory medications and supplies and reorder/request as needed
- Notify logistics section of medical needs/shortfalls
- Determine future medical operational needs
- Assure sanitation procedures are in place
- Ensure utilization of Standard Precautions
- Monitor potential for infectious disease transmission and isolate, as needed
- Evaluate the medical conditions of the clients
- Ensure security of client records
- Ensure appropriate documentation of intake, triage and care of all clients
- Provide the LogM with information needed for the shelter census

Medical Staff Job Action Sheet

The Medical staff are licensed medical personnel and are responsible for:

- Reporting to Medical Operations Manager (MedM)
- Completing duties as assigned by MedM
- Performing only those duties consistent with their level of expertise and only according to their professional licensure

All Team Members are responsible for:

- Signing In/Out on the Staff Line List
 - Completing a Timesheet
 - Reviewing the Job Action Sheet for their position, if applicable
 - Maintaining safety of shelter
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- Be familiar with shelter floor plan
 - Assess the physical condition of the clients on an on-going basis
 - Monitor oxygen dependent clients and make appropriate referral(s), as needed
 - Supervise and assist in client medication administration
 - Maintain the client's medical form, and advise the MedM of any adverse client condition changes
 - Consult with MedM for needed supplies or equipment
 - Maintain standard precautions
 - Monitor potential for infectious disease transmission; be familiar with infection control procedures (see Infection Control Considerations)
 - Locate and know how to use necessary equipment
 - Document unusual circumstances on appropriate client record and on unit log (ICS-214), as appropriate
 - Assist logistics staff in obtaining information for shelter census data reporting
 - Assist in discharge planning
 - Participate in shelter closing activities

Shelter Unit Leader (SUL) Job Action Sheet

The SUL is a member of the Command team with the following responsibilities:

- Providing direction of staff assigned to the shelter.
- Ensuring team members understand incident objectives and strategies
- Ensuring team safety
- Ensuring staff are familiar with communication procedures

All Team Members are responsible for:

- Signing In/Out on the Staff Line List
 - Completing a Timesheet
 - Reviewing the Job Action Sheet for their position, if applicable
 - Maintaining safety and security of shelter
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- Conduct walkthrough of shelter with facility's representative and document deficiencies
 - Coordinate with command team to establish shelter set-up
 - Notify ESF-8 when shelter is operational and of any deficiencies
 - Ensure all staff and clients have adequate meals and time to eat.
 - Liaison with the ESF-8
 - Obtain briefings from involved parties (i.e. ESF-8, on-scene command staff, etc.)
 - Conduct command team briefings as needed
 - Ensure the Special Needs Shelter Log (documenting pertinent SpNS information and activities) is maintained (ICS 214 or equivalent)
 - Ensure all shelter reports are completed and forwarded to ESF-8
 - Upon activation (during registration), report 80% occupancy to ESF-8
 - Coordinate with ESF-8 for the placement of clients identified as needing a higher level of care than is available at the special needs shelter
 - Request additional staff and supplies, as needed through local ESF-8
 - Ensure all staff have assigned shifts (work/sleep)
 - Ensure and monitor site security
 - Determine information needs/approve information releases within the shelter
 - Serve as point of contact for media, if PIO is not available
 - Ensure appropriate incident/accident reports are completed for all accidents resulting in personal injury or damage to equipment
 - Establish and implement deactivation process
 - Conduct site walk through with facilities representative upon closure of shelter