

SpNS Job Action Sheets



Reviewed by Special Needs Consultants January 2015

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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 health care 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:

- Sign in/out on the staff line list
 - Completing a timesheet
 - Reviewing the job action sheet for their position, if applicable
 - Maintaining safety of shelter
- Report to the 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 that all signage is in place, including message boards and meal schedule
 - Maintain the SpNS log (documenting pertinent SpNS information and activities)
 - Brief team members
 - Assign logistics staff to set up the shelter
 - Assign logistics staff to register all clients and staff
 - 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
 - Assign logistics staff to close the shelter
 - Establish a lost and found tracking system
 - Implement a system for marking, tracking and returning client equipment, supplies and medication(s)
 - Ensure that all supplies and equipment are returned after shelter deactivates

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:

- Sign in/out on the staff line list
 - Completing a timesheet
 - Reviewing the job action sheet for their position, if applicable
 - Maintaining safety of shelter
- Be familiar with shelter floor plan
 - Set up sign in/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 with activities of daily living
 - Maintain SpNS staff and volunteer line list
 - Maintain completed timesheets
 - Maintain accurate count of clients, caregivers, and staff in the SpNS
 - Provides 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 and is responsible for:

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

All Team Members are responsible for:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Sign in/out on the staff line list |
| <input type="checkbox"/> | Completing a timesheet |
| <input type="checkbox"/> | Reviewing the job action sheet for their position, if applicable |
| <input type="checkbox"/> | Maintaining safety of shelter |
- 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
 - Maintain the Special Needs Shelter Log (documenting pertinent SpNS information and activities)
 - Inspect and check equipment
 - Ensure that care areas are set up properly and that appropriate personnel, equipment and supplies are in place
 - Orient staff to shelter layout, locations of reference materials
 - Identify roles/responsibilities
 - Assign 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 team members
 - Ensure staff are familiar with communication procedures
 - Evaluate staff for signs and symptoms of stress reaction and poor coping
 - Schedule operation activities/tasks
 - Ensure proper storage, maintenance and utilization of all supplies
 - Prepare orders for medications and supplies
 - Notify logistics section of needs/shortfalls
 - Determine future operational needs
 - Establish sanitation procedures, and ensure utilization of Standard Precautions
 - Monitor potential for infectious disease transmission
 - Evaluate the conditions of the clients
 - Ensure security of client records
 - Ensure maintenance of Individual Line List for Evacuees
 - 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
- 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 update 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)
 - 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
 - Locate and know how to use necessary equipment
 - 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:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Signing In/Out on the Staff Line List |
| <input type="checkbox"/> | Completing a Timesheet |
| <input type="checkbox"/> | Reviewing the Job Action Sheet for their position, if applicable |
| <input type="checkbox"/> | Maintaining safety of shelter |
-
- 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
 - Coordinates 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 assign shifts (work/sleep)
 - Assess shelter situation
 - Ensure and monitor site security
 - Determine information needs/approve information releases within the shelter
 - Serve as point of contact for all 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