

JOB ACTION SHEET
INFORMATION TECHNOLOGY UNIT LEADER

Position title: Information Technology Unit Leader

Job classification code required:

Job qualifications: Knowledge of and experience managing the 101 Grove MIS network

Module: Logistics Section

You report to: Logistics Section Chief

You supervise (if activated): N/A

Mission

Provide supervision for Information Technology Unit staff. Ensure that computer equipment deployed for all IDER staff are appropriately set-up and functioning.

Initial Actions

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
 - Physical layout of the work space (e.g. emergency exits, bathrooms).
 - If assigned, check workstation phone and computer.
 - Obtain needed office supplies (paper, pens, etc.).
 - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
 - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

Specific Job Actions

- Sign-in/Check-in with Logistics Section Chief
- Review the Logistics Section of the IDER plan
- Determine tasks/activities needed to be completed by the Information Technology Unit
- Greet and assign duties to direct reports as they arrive: Information Technology Unit Staff.
- Brief direct reports to establish chain of command:
 - Ensure all personnel are equipped for duty

- Distribute job action sheets and documents to review
- Determine operation hours and staff coverage needed
- Receive briefing from Logistics Section Chief
- Review Incident Action Plan (IAP)
- Establish time schedule for briefings with Information Technology Unit staff and conduct briefings
- Maintain unit log

- Review and prioritize all requests for computer and IT network support from the Logistics Chief. This includes computers used at 101 Grove, as well as laptops deployed for field work.
- Oversee the set-up, testing and support for all computer equipment and networks used for IDE response.
- Brief Logistics Section Chief regarding status of equipment deployment and service
- Submit order for any additional equipment to Logistics Supplies Unit
- Consult DPH MIS and 101 Grove Facilities Management regarding computer and network, if necessary
- Maintain and repair all malfunctioning communications equipment, sending malfunctioning equipment to DOC for servicing as appropriate
- Oversee and track assignment of computer equipment and network permissions to response staff
- Maintain a list of service provided during the response in the Resource Tracking System

Demobilization Duties

- Attend overall staff debriefing
- Identify issues for end report
- Conduct staff debriefing
- Ensure all records and reports are submitted
- Conduct exit interview with direct reports

Conclusion of Work Shift Actions

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

Documents to Review

- IDER Plan – Logistics Section
- Incident Action Plan
- Previous days Incident Action Plans for Logistics Section

D R A F T

JOB ACTION SHEET
INFORMATION TECHNOLOGY UNIT STAFF

Position title: Information Technology Maintenance staff

Job classification code required:

Job qualifications: Knowledge of and experience managing the 101 Grove MIS network, possess administrative rights to the DPH network.

Module: Logistics Section

You report to: Information Technology Unit Leader

You supervise (if activated):

Mission

Ensure that computer equipment deployed for all IDER staff are appropriately set-up and functioning. Assign DPH network access and permission levels.

Initial Actions

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
 - Physical layout of the work space (e.g. emergency exits, bathrooms).
 - If assigned, check workstation phone and computer.
 - Obtain needed office supplies (paper, pens, etc.).
 - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
 - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

Specific Job Actions

- Sign-in/Check-in with Information Technology Unit
- Review the Logistics Section of the IDER plan
- Receive briefing from Information Technology Unit Leader
- Review Incident Action Plan (IAP)

- Set-up, test and provide support for all computer equipment and networks used for IDE response.
- Compile computer equipment and network access servicing requests
- Troubleshoot all computer-related problems from response staff
- Submit order for any additional equipment to Logistics Supplies Unit, with approval from the Information Technology Unit Leader
- Consult DPH MIS and 101 Grove Facilities Management regarding computer and network, if necessary
- Maintain and repair all malfunctioning computer equipment
- Install requested software as directed by the Unit Leader
- Provide or revoke network access for response staff as directed by the Unit Leader
- Maintain a list of service provided during the response in the Resource Tracking System

Demobilization Duties

- Attend overall staff debriefing
- Identify issues for end report
- Conduct staff debriefing
- Ensure all records and reports are submitted
- Conduct exit interview with direct reports

Conclusion of Work Shift Actions

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

Documents to Review

- IDER Plan – Logistics Section
- Incident Action Plan
- Previous days Incident Action Plans for Logistics Section