

## **JOB ACTION SHEET CD INFORMATION BRANCH DIRECTOR**

**Position title:** Communicable Disease Information Branch Director

**Job classification code required:** 2230, 2232, 2589

**Required Job Skills:** Knowledge of communicable diseases, ICS, role of SFDPH in an infectious disease emergency; project management experience, supervisory experience, communication skills, computer skills including knowledge of MS (office, explorer), Lotus Notes

**Module:** Communicable Disease Information Branch

**You report to:** Operations Section Chief

**You supervise (if activated):** CD Info Branch Deputy, CD Info Branch Assistant, CD Info Triage Group Supervisor, CD Info Content Creation Group Supervisor, CD Info Dissemination Group Supervisor

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### **Mission**

The CD Info Branch Director provides command and management of the response activities supplying accurate and timely communicable disease information to clinicians, emergency leaders and responders, the public and other stakeholders. The CD Info Branch Director will determine the strategies for receipt of requests for information, for information development and for dissemination of information to external partners. The Branch Director will assign branch responsibilities, will orient the CD Info Group Supervisors, and will serve as a resource for all staff within the CD Info Branch.

### **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.
- Review message form instructions, if provided.

### **Specific Job Actions**

- Review IDER Incident Action Plan, the operational period organizational chart and roster of staff assigned to the CD Info Branch;
- Be familiar with the technology, equipment and resources needed for the CD information response (phone systems (e.g., STARS); computer programs (MS: word, excel, access,

explorer, Adobe Acrobat, Lotus Notes); computer drives (e.g. IDER Emergency Drive); databases (e.g. CD Info Request Management Database), the internet including medical journal search programs and SFDPH websites;

- Establish and maintain command for the epidemiologic and surveillance response;
- Activate a Branch Operations Center (BOC), or command site, if applicable
- Determine CD Info Branch Incident Action Plan;
  - Anticipate the needs of various audiences (clinicians, IDER responders, city responders, the public) for CD information;
  - Identify the best strategies to receive information requests, and to develop and distribute CD information;
    - Determine access to CD Info Branch (i.e. format, route, destination and receipt of requests for information; possibilities include direct call to Info Triage, direct call to 2830 channel, voice mail left in information line box, email). Address and specify access for these audiences: clinicians, IDER responders, city responders, the public;
    - Determine which information resources will be used (e.g., website, clinician and/or public information lines, clinician consultation unit, and/or phone bank);
    - Determine access to information resources and the methods to guide people to that information; methods should minimize direct calls to CD Information Branch (e.g., information line(s) to refer to website, 2830 self-select guidance includes references to information line(s) and website, health alerts refer to information line(s) and website).
- Review and approve the Branch Incident Action Plan (IAP);
- Order mobilization and demobilization of branch response elements and personnel to meet incident response needs;
- Communicate objectives, work strategies and priorities to the CD Info Branch Support Personnel and CD Info Group Supervisors;
- Assign responsibilities according to branch objectives and plans;
- Allocate staffing and supplies appropriately; adjust staffing and supplies as necessary;
- Delegate staff to perform any necessary tasks not specifically assigned on the job action sheets of other ICS team members;
- Ensure all branch response elements work together;
- Ensure all branch modules maintain a Log of Activities;
- Provide oversight and guidance to Deputy, Assistant, Group Supervisors (e.g., answer questions, address problems, make decisions per the Branch operational objectives, and determine which problems, requests or questions need to be forwarded up the chain of command).
- Attend Operations meetings.
- Determine times for, convene and run CD Info Branch meetings:
  - Share information from Incident Commander and/or Operations Section Chief;
  - Obtain Group Situation Status Updates;
  - Review and/or refine CD Info Branch specific Objectives and strategies (for next operational period);
  - Obtain information for CD Info Branch Situation Status Update.

- Prepare (or delegate) CD Info Branch Situation Status Update.
- Prepare (or delegate) CD Info Branch Objectives form.
- Prepare (or delegate) CD Info Branch Log.
- Approve CD Info Branch Situation Status Update, present it at the next Operations Section meeting and ensure it is sent to Plans Situation Status Unit;
- Approve CD Info Branch Objectives, present it at the next Operations Section meeting and ensure it is sent to Plans Situation Status Unit for incorporation into the next Operational Period's Incident Action Plan.
- Approve CD Info Branch Log, present it at the next Operations Section meeting and ensure it is sent to Plans Situation Status Unit.

### **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.

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## **JOB ACTION SHEET CD INFORMATION BRANCH DEPUTY DIRECTOR**

**Position title:** Communicable Disease Information Branch Deputy Director

**Job classification code required:** 2230, 2232, 2589

**Required Job Skills:** Knowledge of communicable diseases, ICS, role of SFDPH in an infectious disease emergency; supervisory experience, project management experience, communication skills, computer skills including knowledge of MS (office, explorer), Lotus Notes

**Module:** Communicable Disease Information Branch

**You report to:** CD Info Branch Director

**You supervise (if activated):** As determined by CD Info Branch Director: CD Info Branch Assistant, CD Info Triage Group Supervisor, CD Info Content Creation Group Supervisor, CD Info Dissemination Group Supervisor

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### **Mission**

The CD Information Branch Deputy Director assists the CD Information Branch Director in the command and management of the Communicable Disease information response. The CD Info Deputy Director will assist the Branch Director to coordinate receipt of information requests, information development and dissemination of information to external partners. The CD Info Branch Deputy Director must be able to assume the Branch director position if necessary.

### **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.
- Review message form instructions, if provided.

### **Specific Job Actions**

- Review IDER Incident Action Plan and operational period organization chart and roster of staff assigned to the CD Info Branch;
- Be familiar with the technology, equipment and resources needed for the CD information response (phone systems (e.g., STARS); computer programs (MS: word, excel, access, explorer, Adobe Acrobat, Lotus Notes); computer drives (e.g. IDER Emergency Drive); databases (e.g., CD Info Request Management Database), the internet including medical journal search programs and SFDPH websites;

- Assist the CD Info Branch Director to establish command and to activate a Branch Operations Center
- Coordinate development, review and approval of the CD Info Branch Incident Action Plan (IAP);
- Communicate objectives and work strategies to the CD Information Branch Support Personnel and Group Supervisors;
- Coordinate CD Information Group activities;
- Assure coordination with other IDER response elements as needed;
- Coordinate staff training of those he/she supervises;
- Coordinate staffing and supplies allocations and requests; assist in adjusting staffing and supplies as necessary;
- Participate in CD Info Branch activities as needed;
- Coordinate development, review, approval, presentation and delivery to Plans Situation Status Unit of the CD Info Branch Situation Status Update, the CD Info Branch Objectives form and the CD Info Branch Log.

### **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.

## **JOB ACTION SHEET**

### **CD INFORMATION BRANCH ASSISTANT**

**Position title:** CD Information Branch Assistant

**Job classification code required:** 1446, 1426, 1424

**Required Job Skills:** Computer skills including knowledge of MS (word, excel, access, explorer), Adobe Acrobat, Lotus Notes, and the internet, ability to use standard office equipment (e.g., phones, photocopier, fax machine)

**Module:** Communicable Disease Information Branch

**You report to:** CD Info Branch Director or CD Info Branch Deputy Director

**You supervise (if activated):**

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#### **Mission**

The primary goal of the Assistant 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.
- 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.
- Review message form instructions, if provided.

#### **Specific Job Actions**

- Review IDER Incident Action Plan, CD Info Branch Incident Action Plan and operational period organization chart.
- Be familiar with the technology, equipment and resources needed for the CD information response (phone systems (e.g., STARS); computer programs (MS: word, excel, access, explorer, Adobe Acrobat, Lotus Notes); computer drives (e.g. IDER Emergency Drive); databases (e.g., CD Info Request Management Database), the internet and SFDPH websites;
- Attend meetings and take notes.
- Prepare agendas for meetings.
- Arrange time, location, and take notes for meetings.
- Copy and distribute approved notes from meetings

- Take messages whether written or in any other form and deliver them.
- Ensure that the CD Info Branch has enough office supplies to fulfill duties.
- Prepare the CD Info Branch Situation Status Report, get final approval, and forward to the Plans Section Situation Status Unit.
- Prepare the CD Info Branch Incident Objectives, get final approval, and submit to the Plans Section Situation Status Unit for incorporation into the incident action planning process.
- Prepare the CD Info Branch Log, get final approval, and submit to the Plans Section Situation Status Unit.
- Perform other duties as assigned, including Xeroxing, faxing, document preparation, organizing office supplies and preparing requests for additional resources.

### **Conclusion of Work Shift Actions**

- Complete or copy all required forms, reports (e.g. Recommendations for a Disease Containment Plan for the next operational period), and other documentation (e.g. Response documents and/or products assigned to active Groups within the Branch), and give to your 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.