

JOB ACTION SHEET
ALTERNATIVE DISSEMINATION TEAM LEADER

Position title: Alternative Dissemination Team Leader

Job classification code required: 2588, 2589, 2591

Required Job Skills: Basic knowledge of information and communication methods including phone systems, email, blast fax, internet and website; basic knowledge of computer programs including MS (office, explorer), Lotus Notes, Adobe Acrobat; knowledge of ICS, supervisory experience

Module: Communicable Disease Information Alternative Dissemination Unit

You report to: CD Info Dissemination Group Supervisor

You supervise (if activated): Alternative Dissemination Team Member

Mission

The Alternative Dissemination Team Leader will coordinate activities to identify, assess and implement methods of communicable disease information dissemination alternative to the established electronic and phone methods. The Alternative Dissemination Team Leader will assign Team responsibilities, will orient Alternative Dissemination Team Members and will serve as a resource for all staff within the Alternative Dissemination Team .

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

- Review IDER Incident Action Plan, CD Info Branch objectives, CD Info Dissemination Group objectives, the operational period organization chart and roster of staff assigned to the Alternative Dissemination Team ; briefly assess staff skills;
- Be familiar with roles and responsibilities, Team functions, Job Action Sheets, and report schedules of units and staff assigned to the Alternative Dissemination Team ;
- Be familiar with the established methods for CD information dissemination;

- Be familiar with the basic technology and equipment needed for storage and sharing of information and for record keeping (phones, computers, computer programs [MS office, MS explorer], Lotus Notes, IDER emergency drive, the internet and SFDPH websites, CD Info Request Management Database);
- Be familiar with the CD Info Request Management Database for checking assignments and recording assignment fulfillment;
- Establish command for the CD information alternative dissemination response;
- Brief staff assigned to the Alternative Dissemination Team on:
 - Staff name and roles
 - Mission and goals of the CD Info Group
 - Assignment of workspace
 - Important phone numbers
 - Equipment needed (phone, pen, paperwork, computers, programs (email, CD Info Request Management Database), bulletin board, fax, photocopy machine, 800 MHz radio)
- Distribute and/or review
 - Job Action Sheets
 - Information packets and guidance documents
- Assign responsibilities according to group and Team objectives and plans;
- Delegate staff to perform any necessary tasks not specifically assigned on the job action sheets of other ICS team members;
- Activate Alternative Dissemination sites and workstations;
- Request personnel, equipment and IT/IS support as needed to meet incident response needs;
- Ensure all Electronic Dissemination Team members work together and coordinate well with other CD Info Dissemination Units;
- Provide oversight and guidance to Electronic Dissemination Team members (e.g., answer questions, address problems, make decisions per the Team operational objectives, and determine which problems, requests or questions need to be forwarded up the chain of command);
- Coordinate exploration and identification of alternative methods of disseminating CD information;
- Obtain approval of methods;
- Coordinate implementation of approved alternative dissemination methods;
- Review CD information for dissemination (document format, method, intended audience);
- Check that documents are appropriately formatted for dissemination;
- Ensure dissemination of CD information;
- Ensure dissemination fulfillment is accurately recorded in the CD Info Request Management Database (via CD Info Dissemination Group Assistant if activated);
- Ensure appropriate additional records of the disseminations are maintained;
- Attend CD Info Dissemination Group meetings.
- Determine times for, convene and run Alternative Dissemination Team meetings:
 - Share information from Incident Commander, Operations Section Chief, CD Info Branch Director and/or CD Info Dissemination Group Supervisor;
 - Obtain information for Alternative Dissemination Team Situation Status Update;
 - Review and/or refine Alternative Dissemination Team Objectives and strategies (for next operational period);

- Prepare (or delegate preparation of) the Alternative Dissemination Team Situation Status Update, Alternative Dissemination Team Objectives form and Alternative Dissemination Team Log;
- Approve Alternative Dissemination Team Situation Status Update and ensure it is sent to Plans Situation Status Unit;
- Approve Alternative Dissemination Team Objectives and ensure it is sent to Plans Situation Status Unit for incorporation into the next Operational Period's Incident Action Plan;
- Approve Alternative Dissemination Team Log 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.

D R A F T

JOB ACTION SHEET
ALTERNATIVE DISSEMINATION TEAM MEMBER

Position title: Alternative Dissemination Team Member

Job classification code required: 2586, 2587, 2588, 2589, 2820, 2822, 1426 (if they have the skills below)

Required Job Skills: Basic knowledge of information and communication technology including phone systems, email, blast fax, internet and website; basic knowledge of computer programs including MS (office, explorer), Lotus Notes; knowledge of ICS, communication skills

Branch: Communicable Disease Information Branch

Module: Communicable Disease Information Alternate Dissemination Unit

You report to: Alternate Dissemination Team Leader

You supervise (if activated):

Mission

The Alternate Dissemination Team member will identify, assess and implement CD information dissemination methods that are alternative to established electronic and phone dissemination methods.

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 Module Objectives Form and the operational period organization chart;
- Be familiar with the basic technology and equipment needed for storage and sharing of information and for record keeping (phones, computers, computer programs [MS office, MS explorer], Lotus Notes, IDER emergency drive, the internet and SFDPH websites, CD Info Request Management Database);
- Be familiar with the CD Info Request Management Database for checking assignments and recording assignment fulfillment;
- Be familiar with the established methods of CD information dissemination;

- Assist with activation of CD Info Alternative Dissemination sites and workstations;
- Request personnel, equipment and IT/IS support as needed to meet incident response needs;
- Review dissemination assignments;
- Check that documents are appropriately formatted for dissemination;
- Disseminate CD info as assigned;
- If requested ensure dissemination fulfillment is accurately recorded in the CD Info Request Management Database (via the CD Info Dissemination Group Assistant if activated);
- Maintain appropriate additional records of the disseminations;
- Attend Team meetings.

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.