

JOB ACTION SHEET
CD INFORMATION DISSEMINATION GROUP SUPERVISOR

Position title: Communicable Disease Information Dissemination Group Supervisor

Job classification code required: 2588, 2589, 2591, 1054

Required Job Skills: Knowledge of information and communication technology including phone systems, blast fax systems, email programs and the internet; computer skills including MS (office, explorer), Lotus Notes, Adobe Acrobat; knowledge of ICS, role of SFPDH in an infectious disease emergency, supervisory experience;

Module: Communicable Disease Information Branch

You report to: CD Info Branch Director

You supervise (if activated): CD Info Dissemination Unit Leaders, CD Info Content Creation Assistant

Mission

The CD Info Dissemination Group Supervisor will manage staff and coordinate activities to effectively and efficiently disseminate communicable disease information to designated external audiences. The CD Info Dissemination Group Supervisor will assign group responsibilities, will orient CD Info Dissemination Unit Leaders and will serve as a resource for all staff within the CD Info Dissemination Group.

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, operational period organization chart and roster of staff assigned to the CD Info Dissemination Group; briefly assess staff skills;
- Be familiar with roles and responsibilities, unit functions, Job Action Sheets, and report schedules of units and staff assigned to the CD Info Dissemination Group
- Be familiar with the technology, equipment and resources needed for CD info dissemination activities (phones STARS); computer programs (MS: word, excel, access, explorer; Adobe

Acrobat; Lotus Notes; blast fax programs; web posting programs); computer drives (e.g. IDER Emergency Drive); databases (e.g. CD Info Request Management Database), the internet and SFDPH websites;

- Be familiar with the CD Info Request Management Database for checking assignments and recording assignment fulfillment;
- Be familiar with the CD Info Request Triage Categorization system;
- Establish command for the CD information dissemination response;
- Brief staff assigned to the CD Info Dissemination Group 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 unit objectives and plans;
- Delegate staff to perform any necessary tasks not specifically assigned on the job action sheets of other ICS team members;
- Establish activated units, sites and workstations;
- Request personnel, equipment and IT/IS support as needed to meet incident response needs;
- Ensure all CD Info Dissemination group members work together and coordinate well with other CD Info Branch Groups;
- Provide oversight and guidance to CD Info Dissemination Group members (e.g., answer questions, address problems, make decisions per the Group operational objectives, and determine which problems, requests or questions need to be forwarded up the chain of command);
- Review dissemination assignments (document format, method, intended audience);
- Ensure that documents are appropriately formatted for dissemination;
- Ensure (via CD Info Dissemination Groups) dissemination;
- Ensure dissemination fulfillment is accurately recorded in the CD Info Request Management Database (via CD Info Dissemination Group Assistant if activated);
- Ensure (via CD Info Dissemination Groups) appropriate additional records are maintained (e.g., blast fax success rate);
- Attend Branch meetings.
- Determine times for, convene and run CD Info Dissemination Group meetings:
 - Share information from Incident Commander, Operations Section Chief and/or CD Info Branch Director;
 - Obtain information for CD Info Dissemination Group Situation Status Update;
 - Review and/or refine CD Info Dissemination Group Objectives and strategies (for next operational period);
- Prepare (or delegate preparation of) the CD Info Dissemination Group Situation Status Update, CD Info Dissemination Group Objectives form and CD Info Dissemination Group Log;

- Approve CD Info Dissemination Group Situation Status Update and ensure it is sent to Plans Situation Status Unit;
- Approve CD Info Dissemination Group Objectives and ensure it is sent to Plans Situation Status Unit for incorporation into the next Operational Period's Incident Action Plan;
- Approve CD Info Dissemination Group 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
CD INFORMATION DISSEMINATION GROUP ASSISTANT

Position title: Communicable Disease Information Dissemination Group Assistant

Job classification code required: 1446, 1426, 1424

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

Module: Communicable Disease Information Dissemination Group

You report to: CD Info Dissemination Group Supervisor

You supervise (if activated):

Mission

The CD Information Dissemination Group Assistant will format documents, update the CD Info Request Management Database, assist in the production of the CD Info Dissemination Group Situation Status Updates, and perform other administrative duties including answering phone calls, documenting actions, taking notes 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 the operational period organization chart;
- Be familiar with the technology, equipment and resources needed for CD info dissemination activities (phones 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;
- Be familiar with the CD Info Request Management Database for checking assignments and recording assignment fulfillment;
- Be familiar with the formatting required for various document/content dissemination methods;

- Format approved but incorrectly formatted documents;
- Update the CD Info Request Management Database as requested by CD Info Dissemination Group Supervisor and/or CD Info Dissemination Unit Leaders;
- Arrange time, location, and take notes for meetings as requested;
- Prepare agendas for meetings
- Attend CD Info Dissemination Group meetings (and others as needed);
- Copy and distribute approved notes from meetings;
- Take messages whether written or in any other form and deliver them;
- Ensure that the CD Info Dissemination Group has enough office supplies to fulfill duties;
- Prepare the CD Info Dissemination Group Situation Status Report, get final approval, and forward to the Plans Section Situation Status Unit;
- Prepare the CD Info Dissemination Group 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 Dissemination Group 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 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.