

## **JOB ACTION SHEET ELECTRONIC DISSEMINATION TEAM LEADER**

**Position title:** Electronic Dissemination Team Leader

**Job classification code required:** 2588, 2589, 2591, 1054, 1053

**Required Job Skills:** Knowledge of information and communication technology including phone, 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 Dissemination Group Supervisor

**You supervise (if activated):** Electronic Dissemination Team Member

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### **Mission**

The Electronic Dissemination Team Leader will manage staff and coordinate activities to electronically disseminate communicable disease information to designated external audiences and maintain accurate records. The Electronic Dissemination Team Leader will assign team responsibilities, will orient Electronic Dissemination Team Members and will serve as a resource for all staff within the Electronic 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.
- 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 Electronic Dissemination Team; briefly assess staff skills;
- Be familiar with roles and responsibilities, team functions, Job Action Sheets, and report schedules of teams and staff assigned to the Electronic Dissemination Team;
- Be familiar with the technology, equipment and resources needed for electronic dissemination activities phones; 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 electronic dissemination response;
- Brief staff assigned to the CD Info Electronic 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;
- Establish activated teams, 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 Dissemination Teams;
- 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);
- Review dissemination assignments (document format, method, intended audience);
- Check that documents are appropriately formatted for dissemination;
- Ensure dissemination;
- Ensure dissemination fulfillment is accurately recorded in the CD Info Request Management Database (via CD Info Dissemination Group Admin Assistant if activated);
- Ensure appropriate additional records are maintained (e.g., blast fax success rate);
- Attend Group meetings.
- Determine times for, convene and run Electronic 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 Electronic Dissemination Team Situation Status Update;
  - Review and/or refine Electronic Dissemination Team Objectives and strategies (for next operational period);
- Prepare (or delegate preparation of) the Electronic Dissemination Team Situation Status Update, Electronic Dissemination Team Objectives form and Electronic Dissemination Team Log;
- Approve Electronic Dissemination Team Situation Status Update and ensure it is sent to Plans Situation Status Unit;

- Approve Electronic 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 Electronic 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.

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**JOB ACTION SHEET**  
**ELECTRONIC DISSEMINATION TEAM MEMBER**

**Position title:** Communicable Disease Information Electronic Dissemination Team Member  
**Job classification code required:** 1052, 1053, 2588, 2589, 1426 (if they have the skills below)  
**Required Job Skills:** Knowledge of information and communication technology including phone, blast fax systems, email programs and the internet; computer skills including MS (office, explorer), Lotus Notes, Adobe Acrobat; knowledge of ICS, role of SFDPH in an infectious disease emergency  
**Module:** Electronic Dissemination Team  
**You report to:** Electronic Dissemination Team Leader  
**You supervise (if activated):**

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**Mission**

The Electronic Dissemination Team member will electronically disseminate communicable disease information to designated external audiences and maintain accurate records. Electronic dissemination includes but is not limited to blast fax, bulk email and website posting.

**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 electronic dissemination activities phones; 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;

- Assist with activation of Electronic Dissemination sites and workstations;
- Request personnel, equipment and IT/IS support as needed to meet incident response needs;
- Review dissemination assignments (document format, method, intended audience);
- 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 electronic disseminations (e.g., blast fax success rate);
- 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.