

ANIMAL SERVICES UNIT LEADER

Positioned Assigned To:
You Report To:

Mission: To assist the EOC Director, the County Health Officer, and Medical/Health Group Supervisor in emergency response operations. Areas of concern include, but are not limited to coordination of information between the EOC and local veterinarians and animal control personnel.

Immediate	_____	RECEIVE APPOINTMENT Receive appointment from the Public Health Group Supervisor or Medical/Health Branch Director. Obtain packet containing Job Action Sheet and forms.
	_____	I.D. YOURSELF Carry county issued I.D. at all times.
	_____	REVIEW JOB SHEET Read this entire Job Action Sheet and review organizational chart.
	_____	OBTAIN BRIEFING Obtain briefing from the Operations Section Chief, EOC Director, Medical Health Director, or the Animal Services Group Supervisor.
	_____	ESTABLISH POST Depending on the nature of the incident, activation of a local Emergency Operations Center (EOC) may be necessary. If so, proceed to the EOC and establish a post (as necessary).
	_____	APPOINT TASK FORCE LEADERS(i.e., sheltering, rescue, transportation, veterinary services) Appoint Task Force Leaders as needed.
	_____	BRIEF TASK FORCE LEADERS Brief all Task Force Leaders on current situation and develop the units initial action plan. Distribute Job Action Sheets and forms. Designate time for next briefing.
	_____	CONTACT LIAISONS Establish communications with liaison counterparts of each assisting and cooperating agency (i.e., Fire, Public Works...).
	_____	Keep government Liaison Officers updated on changes and development of Animal Services related responses to the incident.
	_____	RESOURCES NEEDS Relay resource needs to the Animal Services Group Supervisor, utilizing the proper RIMS forms.
Intermediate	_____	COMMUNICATION LINES Establish communications with other county sites, Task Force Leaders, health department, public works.
	_____	NEEDS ASSESSMENT Obtain situation reports from other Task Force Leaders and assess needs.
	_____	STATUS UPDATE Notify Public Health Group Supervisor of the units operational status, and/or any major damage to facilities.
	_____	STAFFING Request or release employees, if appropriate. Update voice mail with instructions for staff.
	_____	STAFF/SUPPLY TASK FORCE Ensure that each of the Task Force Leaders has adequate staff and supplies.
	_____	BRIEFINGS/UPDATES Designate times for briefings and updates with all Task Force Leaders.
	_____	COMMUNICATE UP Brief the Public Health Group Supervisor routinely. Attend Planning Meetings as appropriate.
	_____	RESPOND TO PROBLEMS Respond to requests and complaints from incident personnel regarding inter-organization problems.
Extended	_____	MEET COMMUNITY NEEDS Establish mechanisms to ensure response to high priority issues.
	_____	BEEPER

Be available by beeper to field personnel if possible.

PUBLIC INFORMATION

Update Public Health Group Supervisor regarding any public information announcement needs.

BRIEFING /UPDATES.

Designate times for briefing and updates with all field staff..

COMMUNICATE UP

Brief the Public Health Group Supervisor routinely. Attend planning meetings as appropriate.

DOCUMENT

Assure that all communications and times are documented in the Unit Log, as well as all actions and decisions.

OBSERVE STAFF

Observe all staff for signs of stress. Report concerns to the Animal Services Group Supervisor. Provide for staff rest periods and relief.

Recovery

MEDICAL/HEALTH CRITIQUE

Participate in critique of activated medical/health disaster response.

COUNTY CRITIQUE

Participate in critique of overall county disaster response.