EXPANDED MEDICAL PREPAREDNESS
APPENDIX B

POSITION CHECKLISTS

Level I & Level II

County of Marin
Department of Health & Human Services
Division of Health Services
Emergency Medical Services Program
161 Mitchell Boulevard, Suite 100
San Rafael, CA 94903
415/ 499-6871

Alphabetical Listing of Checklists

Communications Unit Leader 22
Discharge Area Officer.....14
Discharge Tracking 19
Documentation Unit Leader 17
Facilities Unit Leader 25
Finance Chief 20
First Aid Station Director.....2
Food Services Unit Leader 24
Liaison Officer 5
Logistics Chief.....21
Materials/Supplies Unit Leader.....23
Morgue Security 11
Morgue Unit Leader 10
Operations Chief 6
Patient Record & Tracking Officer.....18
Planning Chief 15
Registration Tracking 18
Safety Officer 4
Security Officer.....3
Situation Status Unit Leader 16
Staffing Unit Leader 26
Transport Area Officer 13
Transport/Discharge Unit Leader 12
Treatment Area Officer 9
Triage Area Officer.....8
Triage/Treatment Unit Leader.....7

FIRST AID STATION DIRECTOR

Mission:

Organize and direct all activity within the First Aid Station. Provide overall direction for the operation or termination of operations at the First Aid Station.

Required Training:

Community Emergency Response Training (CERT)
Standardized Emergency Management System Introduction Module or
ICS-200 (Basic Incident Command System)

Recommended Training/Skills;

Managerial experience

Reports To:

Local Jurisdiction

A Checklist of Responsibilities and Actions:

- ❑ Assume role of First Aid Station Director
- ❑ Read this entire job checklist
- ❑ Ensure selected First Aid Station site is safe and available
- ❑ Put on position identification vest
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Appoint section chiefs as needed
- ❑ Ensure that needed staffing is filled
- ❑ Ensure that communications with local jurisdiction are established and functioning
- ❑ Monitor activities to ensure that all appropriate actions are being taken
- ❑ Exercise responsibility for the overall coordination of all activities as they relate to the Operations, Planning, Logistics, and Finance Sections
- ❑ Observe all staff/volunteers for signs of stress or fatigue. Report concerns to the Safety Officer
- ❑ Maintain Activity/Duty log

SECURITY OFFICER

Mission:

Provide overall security for the First Aid Station

Required Training:

Community Emergency Response Training (CERT)

Recommended Training/Skills:

Law Enforcement/Security experience

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Security Officer
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Establish contact with local law enforcement as needed
- ❑ Request required personnel support to accomplish assignments
- ❑ Assign dedicated security to Morgue as needed
- ❑ Develop security plan for site
- ❑ Secure the command post, entrances, supply storage, temporary morgue, and other sensitive or strategic areas from unauthorized access
- ❑ Keep the peace
- ❑ Prevent theft
- ❑ Document all complaints and suspicious occurrences
- ❑ Maintain Activity/Duty Log

SAFETY OFFICER

Mission:

Monitor all procedures and activities in and around the First Aid Station to ensure they are being conducted in a safe manner

Required Training:

Community Emergency Response Training (CERT)

Recommended Training/Skills:

First Aid
Critical Incident Stress Management
Knowledge of workplace safety practices

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Safety Officer
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Identify hazardous situations associated with the incident
- ❑ Exercise emergency authority to stop and prevent unsafe acts
- ❑ Investigate accidents that have occurred within the area
- ❑ Observe for, and remove from assignment, those that show signs of stress or fatigue. Refer to local jurisdiction for mental health services as needed
- ❑ Refer to & utilize injury prevention plan (See Attachments)
- ❑ Coordinate with Facilities Unit for the proper disposal of biohazard waste
- ❑ Maintain Activity/Duty Log

LIAISON OFFICER

Mission:

Establish and maintain contact with local jurisdiction, agencies, organizations, etc. that are working with the First Aid Station

Required Training:

Community Emergency Response Training (CERT)
Standardized Emergency Management System Introduction Module or
ICS-200 (Basic Incident Command System)

Recommended Training:

N/A

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Liaison Officer
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Assist in establishing and coordinating interagency contacts
- ❑ Update local jurisdiction and supporting agencies with First Aid Station status
- ❑ Monitor First Aid Station operations to identify current or potential inter-organizational problems
- ❑ Obtain media information that may be useful to incident planning
- ❑ Refer any media inquiries to local jurisdiction
- ❑ Maintain Activity/Duty Log

OPERATIONS CHIEF

Mission:

Organize and direct overall patient care operations in the First Aid Station

Required Training:

Community Emergency Response Training (CERT)
Standardized Emergency Management System Introduction Module or
ICS-200 (Basic Incident Command System)

Recommended Training/Skills:

Managerial experience

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Operations Chief
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from First Aid Station Director
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Observe all staff/volunteers for signs of stress or fatigue. Report concerns to the Safety Officer
- ❑ Exercise responsibility for the overall coordination of all activities as they relate to the Triage/Treatment, Transport/Discharge, and Morgue Units
- ❑ Activate morgue unit if there are any deceased
- ❑ Ensure that the above units' tasks are being completed (see those attached, specific job action checklists)
- ❑ Participate in situation assessment and planning with the First Aid Station Director and other chiefs on a periodic basis at the Director's discretion
- ❑ Maintain Activity/Duty Log

TRIAGE/TREATMENT UNIT LEADER

Mission:

Responsible for the triage, treatment, and disposition of patients

Required Training:

START and First Aid training

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Operations Chief

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Triage/Treatment Unit Leader
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Operations Chief
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Assess for and request any needed supplies
- ❑ Exercise responsibility for the overall coordination of all activities as they relate to the Triage and Treatment Areas
- ❑ Ensure that the above units' tasks are being completed (see those attached, specific job action checklists)
- ❑ Maintain Activity/Duty Log

TRIAGE AREA OFFICER

Mission:

Sort casualties according to severity of illness or injury using the START system

Required Training:

START training

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Triage/Treatment Unit Leader

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Triage Area Officer
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Triage/Treatment Unit Leader
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Identify locations of triage/registration and treatment area
- ❑ Assess for and request any needed supplies
- ❑ Ensure immediate contact with all presenting patients
- ❑ Observe patients for any exposure to hazardous materials. If discovered, isolate patient and report information to First Aid Station Director immediately
- ❑ Utilizing triage tags, ensure proper triage of all patients according to START
- ❑ Ensure that all patients are registered
- ❑ Direct movement of patients to appropriate area:
  - o Morgue (already dead)
  - o Transport area (those patients requiring higher level of care)
  - o Waiting area
  - o Treatment area
- ❑ Maintain Activity/Duty Log

TREATMENT AREA OFFICER

Mission:

Coordinate the treatment and disposition of patients in treatment area

Required Training:

First Aid training or higher (depending on level of First Aid Station)

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Triage/Treatment Unit Leader

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Treatment Area Officer
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Triage/Treatment Unit Leader
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Establish and label the Treatment Area (one practitioner for each two beds)
- ❑ Assess for and request any needed supplies (including patient treatment supplies)
- ❑ Ensure patient care at the first aid level
- ❑ Ensure staff members adequately document assessment and treatment on Patient Care Record (See Appendix C)
- ❑ Facilitate the rapid disposition and flow of patients from the treatment area
- ❑ Ensure completion of patient treatment records and discharge instructions. Keep a copy for patient disposition records
- ❑ Ensure copies are sent to Planning Section for tracking purposes
- ❑ Maintain Activity/Duty Log

MORGUE UNIT LEADER

Mission:

Collect, identify, and secure deceased patients and any personal effects

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Operations Chief

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Morgue Unit Leader
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Operations Chief
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Assign dedicated Morgue Security
- ❑ Assess for and request any needed supplies
- ❑ Establish and label Morgue Area. Needs to be:
  - o Secure
  - o Private
- ❑ Maintain a tracking log to document the receipt and disposition of all bodies
- ❑ Leave personal effects with body
- ❑ Place in body bag and attach label containing the following information:
  - o Date and time
  - o Name and address if known
  - o If identified, specify how and when
  - o Indicate if body is contaminated
- ❑ If loose personal effects are present, place in plastic bag and label
- ❑ Consider need for refrigeration, request if needed
- ❑ Do not leave bodies unattended; transfer responsibility for bodies to Coroner or authorized Coroner representative
- ❑ Maintain Activity/Duty Log

MORGUE SECURITY OFFICER

Mission:

Secure morgue, deceased victims, and their personal belongings

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)
Law Enforcement/Security experience

Reports to: Morgue Unit Leader

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Morgue Security Officer
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Morgue Unit Leader
- ❑ Identify security needs for the morgue
- ❑ Secure the temporary morgue
- ❑ Maintain Activity/Duty Log

TRANSPORT/DISCHARGE UNIT LEADER

Mission:

Oversee the continuation of stabilization treatment and preparation of patients for medical transfer or discharge

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)
First Aid training

Reports to: Operations Chief

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Transport/Discharge Unit Leader
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Operations Chief
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Establish and label the Patient Transport and Discharge Areas
- ❑ Assess for and request any needed supplies
- ❑ Monitor and provide first aid to patients awaiting transport
- ❑ Ensure proper completion of Patient Care Records. (See Appendix C) Keep copy for records.
- ❑ Ensure appropriate destination and transport for patients
- ❑ Ensure that each patient receives discharge instructions; when transferring include patient records
- ❑ Maintain a patient tracking log to document the disposition of all patients
- ❑ Maintain Activity/Duty Log

TRANSPORT AREA OFFICER

Mission:

Organize and coordinate the movement of all non-ambulatory patients throughout the aid station. Arrange for the transportation of all transferring patients.

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Transport/Discharge Unit Leader

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Transport Area Officer
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Transport/Discharge Unit Leader
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Assess for and request any needed supplies
- ❑ Establish and label Vehicle Off-Loading Area in cooperation with the Triage Area Officer
- ❑ Establish and label Ambulance/Vehicle Loading Area in cooperation with the Discharge Area Officer
- ❑ Ensure that internal patient movement needs are met
- ❑ Ensure the rapid disposition and flow of patients from the triage area
- ❑ Maintain Activity/Duty Log

DISCHARGE AREA OFFICER

Mission:

Organize and coordinate the discharge/transfer of patients

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Transport/Discharge Unit Leader

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Discharge Area officer
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Transport/Discharge Unit Leader
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Assess for and request any needed supplies
- ❑ Coordinate with Transport Area Officer for needed transport resources
- ❑ Assist Transport Area Officer in setting up Vehicle off-loading area
- ❑ Direct the loading of patients
- ❑ Coordinate with the Discharge Tracking Officer to ensure proper tracking of patients
- ❑ Expedite the flow of released patients
- ❑ Maintain Activity/Duty Log

PLANNING CHIEF

Mission:

Organize and direct all aspects of the Planning Section. Ensure the distribution of critical information. Conduct long range planning

Required Training:

Community Emergency Response Training (CERT)
Standardized Emergency Management System Introduction Module or
ICS-200 (Basic Incident Command System)

Recommended Training/Skills:

Managerial experience

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Planning Chief
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from First Aid Station Director
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Observe all staff/volunteers for signs of stress or fatigue. Report concerns to the Safety Officer
- ❑ Exercise responsibility for the overall coordination of all activities as they relate to the Documentation and Situation/Status Units
- ❑ Ensure that the above units' tasks are being completed (see those attached, specific job action checklists)
- ❑ At the First Aid Station Director's discretion, participate in situation assessment and planning sessions with other section chiefs on a periodic basis.
- ❑ Schedule and facilitate the above meetings in coordination with First Aid Station Director
- ❑ Maintain Activity/Duty Log

SITUATION/STATUS UNIT LEADER

Mission:

Maintain current and forecasted information regarding the incident

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Planning Chief

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Situation/Status Unit Leader
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Planning Chief
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Assess for and request any needed supplies
- ❑ Document decisions, actions and attendance in the Command Area
- ❑ Maintain current information summaries and or displays on the incident and provide information on status of incident to personnel
- ❑ Observe all staff/volunteers for signs of stress or fatigue. Report concerns to the Safety Officer
- ❑ Maintain Activity/Duty Log

DOCUMENTATION UNIT LEADER

Mission:

Collect, organize, and maintain all completed event or disaster related forms

Required Training:

N/A

Recommended Training/Skills

Community Emergency Response Training (CERT)

Reports to: Planning Chief

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Documentation Unit Leader
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Planning Chief
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Assign staff to Registration Area
- ❑ Assign staff to Discharge Area
- ❑ Assess for and request any needed supplies
- ❑ Distribute Action Plan, as required (See Appendix C)
- ❑ Collect, organize, and file all completed First Aid Station forms, including FAS Action Plan, FAS Activity/Duty Logs, Registration, Discharge, and Master Patient Tracking Log, Patient Care Records, and Discharge/Transfer Forms (See Appendix C)
- ❑ Maintain Master Patient Tracking Log
- ❑ Maintain Activity/Duty Log

REGISTRATION TRACKING

Mission:

Maintain Registration Tracking Record

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Documentation Unit Leader

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Registration Tracking
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Documentation Unit Leader
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Assess for and request any needed supplies
- ❑ Establish an area near the entrance to track patient arrivals
- ❑ Maintain a Registration Tracking Record (See Appendix C) on all patients entering the First Aid Station
- ❑ Maintain Activity/Duty Log

DISCHARGE TRACKING

Mission:

Maintain Discharge Tracking Record

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Documentation Unit Leader

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Discharge Tracking
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Documentation Unit Leader
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Assess for and request any needed supplies
- ❑ Establish an area near the exit to track patient departures
- ❑ Maintain Discharge Tracking Record (See Appendix C) to document the discharge of all patients
- ❑ Maintain Activity/Duty Log

FINANCE CHIEF

Mission:

Maintain any and all financial records throughout the activation of the First Aid Station.

Required Training:

Community Emergency Response Training (CERT)
Standardized Emergency Management System Introduction Module or
ICS-200 (Basic Incident Command System)

Recommended Training/Skills:

Managerial experience recommended

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Finance Chief
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from First Aid Station Director
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Track expenses relative to any personnel, supplies or other miscellaneous costs.
- ❑ Participate in situation assessment and planning with the Director and other chiefs on a periodic basis at the Director's discretion.
- ❑ Maintain Activity/Duty Log

LOGISTICS CHIEF

Mission:

Organize and direct all aspects of the Logistics Section. This includes providing communication services, resource tracking, acquiring equipment, supplies, personnel, facilities, and transportation services.

Required Training:

Community Emergency Response Training (CERT)
Standardized Emergency Management System Introduction Module or
ICS-200 (Basic Incident Command System)

Recommended Training/Skills:

Managerial experience recommended

Reports to: First Aid Station Director

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Logistics Chief
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from First Aid Station Director
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Meet with First Aid Station Director and staff to identify immediate resource needs
- ❑ Exercise responsibility for the overall coordination of all activities as they relate to the Logistics Units
- ❑ Ensure that the above units' tasks are being completed (see those attached, specific job action checklists)
- ❑ Observe all staff/volunteers for signs of stress or fatigue. Report concerns to the Safety Officer
- ❑ Participate in situation assessment and planning with the Director and other chiefs on a periodic basis at the First Aid Station Director's discretion
- ❑ Maintain Activity/Duty Log

COMMUNICATIONS UNIT LEADER

Mission:

Organize and coordinate all internal and external communications

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Logistics Chief

A Checklist of Responsibilities and Actions:

- ❑ Assume role Communications Unit Leader
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Logistics Chief
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Assess for and request any needed supplies
- ❑ Provide for internal communication needs if established
- ❑ Establish and maintain contact with local jurisdiction
- ❑ Establish and maintain contact with local Level II First Aid Station as needed
- ❑ Maintain Activity/Duty Log

MATERIALS/SUPPLIES UNIT LEADER

Mission:

Obtain, organize, store, and distribute equipment and supplies

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Logistics Chief

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Materials/Supplies Unit Leader
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Logistics Chief
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Assess for and obtain any needed supplies
- ❑ Develop and maintain an inventory of resources, supplies, and equipment
- ❑ Coordinate with security to protect resources
- ❑ Coordinate procurement actions with Finance Section
- ❑ Maintain Activity/Duty Log

FOOD SERVICE UNIT LEADER

Mission:

Ensure the adequate feeding of First Aid Station staff and patients

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Logistics Chief

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Food Service Unit Leader
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Logistics Chief
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Determine food and water requirements for staff and patients
- ❑ Request any needed food and water supplies
- ❑ Determine method of feeding to best fit location and coordinate with Facilities Unit
- ❑ Coordinate with Security to protect supplies
- ❑ Request necessary equipment and supplies
- ❑ Communicate needs to local jurisdiction
- ❑ Refer to “Safe Food Handling Instructions” for guidance (See Attachments)
- ❑ Ensure that all appropriate health and safety measures are being followed
- ❑ Maintain Activity/Duty Log

FACILITIES UNIT LEADER

Mission:

Oversee activities as they relate to the physical operations of the First Aid Station.

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Logistics Chief

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Facilities Unit Leader
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Logistics Chief
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Determine requirements for facility
- ❑ If possible, prepare layouts of First Aid Station Facilities
- ❑ Clearly label and identify areas within First Aid Station
- ❑ Provide facilities maintenance services, sanitation, lighting, and clean-up
- ❑ Coordinate with Safety Officer for the proper disposal of biohazard waste
- ❑ Maintain Activity/Duty Log

STAFFING UNIT LEADER

Mission:

Process and schedule staff of First Aid Station

Required Training:

N/A

Recommended Training/Skills:

Community Emergency Response Training (CERT)

Reports to: Logistics Chief

A Checklist of Responsibilities and Actions:

- ❑ Assume role of Staffing Unit Leader
- ❑ Read this entire job checklist
- ❑ Put on position identification vest
- ❑ Receive briefing from Logistics Chief
- ❑ Assess the situation to determine appropriate staffing needed
- ❑ Ensure that needed staffing is filled
- ❑ Assess for and request any needed supplies
- ❑ Track all individuals working in the First Aid Station (name, place of residence, time in, time out)
- ❑ Working with other sections and local jurisdiction, identify, recruit, and register volunteers as needed
- ❑ Process volunteers (name, qualifications, availability, contact information)
- ❑ Coordinate with local jurisdiction to ensure that all volunteers have been provided the Disaster Service Worker oath of allegiance
- ❑ Schedule staff according to directions from Logistics Chief
- ❑ Maintain Activity/Duty Log