

POSITION #19, TITLE: Planning Section Chief

Direct Supervisor: EDS Coordinator

Mission: Take EDS plan and make operational. Implement changes/adjustments as situation dictates

Qualifications: Non-medical, attention to detail; able to see problems and create solutions.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- Review your Position Checklist and check off tasks as they are completed.
- Sign In for EDS shift, obtain credentialing and put on ID badge.
- Attend overall staff briefing and onsite briefing with EDS coordinator.
- Familiarize self with clinic layout and process.
- Familiarize self with EDS plan
- Implement plan; adjust to fit situation
- Create staff shift/schedules.

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Respond to problems at functional stations and make adjustments.
- Meet with section chiefs to revise plans as needed.
- Expand or contract plan prn.
- Adjust staffing prn.
- Brief incoming shift replacement
- SIGN OUT

Deactivation Phase

- Assist with the teardown and re-packing of the assigned area.
- Identify issues for After Action Report.
- Participate in de-briefing.
- Identify problems with plan and suggest solutions.