

POSITION #5, TITLE: EDS Coordinator

Direct Supervisor: Incident Commander at the EOC

Mission: Responsible for the overall operation of the EDS, is the primary decision maker for the EDS and supervises all section chiefs.

Qualifications: Strong managerial and leadership skills. Gets along well with many different kinds of people. Able to multi-task and is calm under pressure.

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.
- Run overall staff briefing.
- Meet with section chiefs and conduct on-site briefing.
- Familiarize self with clinic layout and process.
- Familiarize self with EDS plan.
- Receive briefing from BOH and/or Incident Commander and report back as necessary to ensure mission completion.
- Establish time schedule for planning meetings, briefings and team meetings.
- Establish chain of command and performance expectations for all staff.
- Establish communications and communication protocol with all staff members.
- Contact Incident Commander at the EOC with the projected time that the EDS will be ready to receive SNS material assets.

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Meet with Section Chiefs daily (and as often as needed) to discuss ongoing site issues.
- Brief staff daily on most current event information and any changes in EDS process
- Ensure consistency of information provided to the clients at the site (in consultation with PIO).
- Keep officials at the EOC and local town officials apprised of operations and any problems that threaten the mission.
- Brief incoming EDS coordinator when shift is over.
- Make final decision for any disagreements concerning site operation.
- Brief incoming shift replacement
- SIGN OUT

Deactivation Phase

- Conduct exit interviews with staff members and appropriate local officials.
- Ensure that an after action review occurs and is documented for After Action Report.
- Participate in de-briefing.