

## **POSITION #8, TITLE: IT Support**

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**Direct Supervisor: Logistics Section Chief**

**Mission: Set up and maintain an IT network at the EDS and ensure communication with other networks**

**Qualifications: Strong working knowledge of computer technology. Able to establish computer networks (wireless and hard-wired).**

### **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.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with clinic layout and process.
- Familiarize self with computers at EDS
- Work with EDS Coordinator to establish communication with HHAN
- Obtain password (if necessary) for onsite computer network
- Train appropriate staff on network computers
- Create town website for emergency information

#### **Primary Responsibilities During Site Operation**

- SIGN IN FOR SHIFT
- Ensure proper functioning of onsite computers
- Maintain town website and place information updates as required by the EDS Coordinator/PIO
- Maintain internet communications with HHAN, MDPH, and other participating agencies
- 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.
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