

JOB ACTION SHEET
COMMUNICATIONS EQUIPMENT UNIT LEADER

Position title: Communications Equipment Unit Leader

Job classification code required:

Job qualifications: Experience with 101 Grove phone systems and PBX lines, experience with operation of 800 MHz radios, satellite phone, cell phones, smartphones, pagers, faxes and other communication equipment.

Module: Logistics Section

You report to: Logistics Section Chief

You supervise (if activated): N/A

Mission

Provide supervision for Communications Equipment Unit staff. Ensure that all communications equipment deployed for all IDER staff are appropriately set-up and functioning.

Initial Actions

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
 - Physical layout of the work space (e.g. emergency exits, bathrooms).
 - If assigned, check workstation phone and computer.
 - Obtain needed office supplies (paper, pens, etc.).
 - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
 - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

Specific Job Actions

- Sign-in/Check-in with Logistics Section Chief
- Review the Logistics Section of the IDER plan
- Determine tasks/activities needed to be completed by the Communications Equipment Unit

San Francisco Department of Public Health: Logistics Section

- Greet and assign duties to direct reports as they arrive: Communications Equipment Unit Staff.
- Brief direct reports to establish chain of command:
 - Ensure all personnel are equipped for duty
 - Distribute job action sheets and documents to review
- Determine operation hours and staff coverage needed
- Receive briefing from Logistics Section Chief
- Review Incident Action Plan (IAP)
- Establish time schedule for briefings with Procurement Unit staff and conduct briefings
- Maintain unit log

- Review and prioritize all requests for equipment service support from the Logistics Chief. Equipment supported by this unit include the following used by IDE response staff at 101 Grove, in the field or at the 30 Van Ness phone bank:
 - landline phones
 - cellular phones
 - conference call equipment
 - pagers
 - smartphones
 - satellite phones
 - 800 MHz radios (plus associated accessories and operators)
 - two-way radios
 - PBX lines in 101 Grove
- Oversee the set-up, testing and support for all communications equipment and networks used for IDE response.
- Brief Logistics Section Chief regarding status of equipment deployment and service
- Submit order for any additional equipment to Logistics Supplies Unit
- Consult DPH MIS, 101 Grove Facilities Management and DTIS regarding equipment and network, if necessary
- Maintain and repair all malfunctioning communications equipment, sending malfunctioning equipment to DOC for servicing as appropriate
- Oversee assignment of communications equipment to response staff to ensure redundancy
- Maintain a list of equipment service provided during the response in the Resource Tracking System
- Distribute updated phone list to response staff as necessary

Demobilization Duties

- Attend overall staff debriefing
- Identify issues for end report
- Conduct staff debriefing
- Ensure all records and reports are submitted
- Conduct exit interview with direct reports

Conclusion of Work Shift Actions

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

Documents to Review

- IDER Plan – Logistics Section
- Incident Action Plan
- Previous days Incident Action Plans for Logistics Section

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JOB ACTION SHEET
COMMUNICATIONS EQUIPMENT UNIT STAFF

Position title: Communications Equipment Unit Staff

Job classification code required:

Job qualifications: Experience operating and troubleshooting 101 Grove phone systems and PBX lines, 800 mHz radios, satellite phone, cell phones, smartphones, pagers, faxes and other communication equipment.

Module: Logistics Section

You report to: Logistics Section Chief

You supervise (if activated): N/A

Mission

Set-up, test and service communications equipment deployed for all IDER staff.

Initial Actions

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
 - Physical layout of the work space (e.g. emergency exits, bathrooms).
 - If assigned, check workstation phone and computer.
 - Obtain needed office supplies (paper, pens, etc.).
 - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
 - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

Specific Job Actions

- Sign-in/Check-in with Communications Equipment Unit Leader
- Review the Logistics Section of the IDER plan
- Receive briefing from Communications Equipment Unit Leader
- Review Incident Action Plan (IAP)

- Set-up and maintain communications equipment and associated communications network used by IDE response staff at 101 Grove, in the field or at the 30 Van Ness phone bank:
 - landline phones
 - cellular phones
 - conference call equipment
 - pagers
 - smartphones
 - satellite phones
 - 800 mHz radios (plus associated accessories and operators)
 - two-way radios
 - PBX lines in 101 Grove
- Compile communications equipment servicing requests
- Troubleshoot and service communications equipment
- Brief Communications Equipment Unit Leader regarding status of equipment deployment and service
- With approval from the Unit Leader, Submit order for any additional equipment to Logistics Supplies Unit
- Consult DPH MIS, 101 Grove Facilities Management and DTIS regarding equipment and network, if necessary
- Consult with EMS regarding use of 800 mHz radios, if necessary
- Sending malfunctioning equipment to DOC for servicing, as appropriate
- Create updated phone list for response staff, as necessary

Demobilization Duties

- Attend overall staff debriefing
- Identify issues for end report
- Conduct staff debriefing
- Ensure all records and reports are submitted
- Conduct exit interview with direct reports

Conclusion of Work Shift Actions

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

Documents to Review

- IDER Plan – Logistics Section
- Incident Action Plan
- Previous days Incident Action Plans for Logistics Section

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