



(ESF 20) Special Medical Needs (Nuclear Event)

Team Leader Responsibilities:

Reviews the EOC Common Responsibilities Checklist
Coordinates the protection of Special Needs, evacuation and sheltering

Reports to:

EM Director/ESF 8

Supervises:

Special Needs Transporters

Activation Phase (Unusual Event, Alert, Site Area Emergency, General Emergency)

- Maintain an overall vision of safety during all processes.
- Reports to the EOC at specified time
- Brings department/agency items and personal items
- Follows Check-in procedures
- Obtains an initial briefing
- Assists with EOC setup
- Reviews position specific checklist
- Reviews EOC rules
- Initiates position log in WEBEOC
- Adopts a proactive attitude, thinking ahead and anticipating situations and problems before they occur
- Tests assigned equipment and account logins to verify operational readiness
- Coordinates with corresponding function(s) in other jurisdictions
- Make direct notification to the below individuals/agencies to prepare for a possible evacuation and/or transportation of special needs persons within the 10-mile EPZ and to place their resources on standby alert
 - o Department of Social Services
 - o Pickens County Health Department, Home Health Division
 - o Seniors Unlimited
 - o Pickens County Emergency Medical Services
 - o Palmetto Health Baptist Easley
 - o Cannon Memorial Hospital
 - o Pickens County Chapter, American Red Cross
 - o Pickens County School District
 - o Pickens County Sheriff's Office
 - o Pickens County Rescue Squad

Operations Phase (Unusual Event, Alert, Site Area Emergency, General Emergency)

- Maintains position log in WEBEOC

- Maintains situational awareness
- Recommends 24-hour staffing requirement and requests additional support
- Submits a situation report in area of responsibility to supervisor
- Maintains accurate records of emergency related costs and expenditures
- Prepares to brief supervisor on actions taken
- actively seeks and shares information with authorized personnel
- Interacts with other EOC personnel
- Participates in the EOC Incident Action Plan development
- Uses WebEOC
- Maintains records
- Prepares information and documentation for shift change

Demobilization Phase (Unusual Event, Alert, Site Area Emergency, General Emergency)

- Coordinates with corresponding function(s) in other jurisdictions (refer to the Common Function Matrix on previous page)
- Advises supervisor of any open actions or unmet needs
- Completes and submits all logs, reports and documents to the Documentation Unit
- Submits comments for After Action Report to supervisor
- Notifies regional, state and federal agencies of demobilization
- Notifies other support organizations of demobilization
- Returns any equipment or other non-expendable materials issued
- Cleans work area before leaving and signs out
- Ensures that all expenditures and financial claims have been coordinated through the Finance and Administration Section