

**(ESF 6) Mass Care, Housing and Human Services Group Supervisor
Responsibilities:**



Reviews the EOC Common Responsibilities Checklist
Supports the non-medical mass care, housing and human services needs families and companion animals
Creates and assigns tasks in support of appropriate EOC objectives

Reports to:

Public Health & Medical Services

Supervises:

Mass Care, Housing and Human Services Specialists

Activation Phase:

- Maintain an overall vision of safety during all processes.
- Initiates position log in WEBEOC
- Receives assignment and briefing from Human Services Branch Director
- Develops mass care, housing and human services tasks in support of EOC objectives
- Recommends staffing levels needed within group and requests support
- Establishes communications with mass care, housing and human services organizations

Operational Phase:

- Maintains position log in WEBEOC
- Monitors information on the status of mass care, housing and human services tasks and reports to Human Services Branch Director
- Implements the assignments of the Human Services Branch Director
- Maintains communication and provides strategic direction to managers of offsite facilities in support of assigned tasks
- Determines resources required to meet mass care, housing and human services objectives
- Creates, assigns and monitors tasks in support of mass care, housing and human services objectives
- Coordinates with other Emergency Support Functions
- Provides mass care, housing and human services input to EOC Public Information Officer

Demobilization Phase:

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Maintains necessary mass care, housing and human services functions throughout and following demobilization

Unique Resources Required:

- N/A