



Employee Support Group Supervisor Responsibilities:

Reviews the EOC Common Responsibilities Checklist

Provides support to employees and their family members during an emergency

Ensures behavioral health services are available to employees during and after an emergency

Reports to:

Human Services Branch Director

Supervises:

Employee Support Specialists

Activation Phase:

- Initiates position log in WEBEOC
- Obtains briefing from Human Services Branch Director
- Recommends staffing levels needed within group and requests support
- Determines need for employee assistance at all incident sites and supporting facilities
- Coordinates with all departments to determine where and how employees are engaged in event activities

Operational Phase:

- Maintain an overall vision of safety during all processes.
- Maintains position log in WEBEOC
- Monitors information on the status of employee support tasks and reports to Human Services Branch Director
- Coordinates the delivery of Critical Incident Stress Management
- Supports communication between employees and their families
- Monitors employees and recommends early demobilization and referral for additional assistance
- Coordinates with other Emergency Support Functions
- Ensures that supervisors and managers inform employees of available assistance
- Encourages employees to share information regarding available assistance with family members
- Provides employee support input to the EOC Public Information Officer

Demobilization Phase:

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Determines need for long-term employee support and makes necessary recommendations
- Encourages peer monitoring

- Coordinates with risk management to ensure employee welfare
- Ensures that supervisors and managers inform employees of ongoing assistance
- Encourages employees to share information regarding ongoing assistance with family members

Unique Resources Required:

- N/A