

Hub Job Descriptions

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- **Hub Shelter Manager:** Reports to the Emergency Operations Center (EOC) Hub Unit Liaison. Has overall management responsibility for all Hub related activities and safety. The following Command Team Leads report to him/her: Safety, Public Information and Planning/Logistics. The following Operations Team Lead report to him/her: Medical/PFA, Shelter and Communications/Reception. All patient/client confidential documents are secured after each Medical/PFA shift to be transferred to the EOC following the disaster.
- **Communications/Reception Lead:** Reports to the Hub Shelter Manager. Manages the following Leads: Radio and Registration. Provides key intelligence from the community or EOC to the Hub Shelter Manager. Ensures consistent messaging is provided to the public by working closely with the Public Information Lead. Ensures that clients seeking services are appropriately managed and Registration staff kept safe. Provides for alternative means of communicating with the EOC if the radio is inoperable.
- **Safety Lead:** Reports to the Hub Shelter Manager. Responsibilities include: 1) assessing the structural integrity of the Hub building(s) and taking necessary precautions to maintain safety of staff/clients, 2) traffic control to insure egress and ingress for disaster support vehicles and 3) crowd control to ensure orderly processing of clients seeking Hub services. Safety Lead should be a Community Emergency Response Team (CERT) member, ideally trained at a Level 3. Safety Team personnel will be CERT trained.
- **Logistics/Planning Lead:** Reports to the Hub Shelter Manager. Responsibilities include: 1) supports the Command Team's need for planning Hub activities/services and logistical support and 2) manages: Family Reunification Lead, Donations Lead and Spontaneous Unaffiliated Volunteer (SUV) Lead activities
- **Public Information Lead:** Reports to the Hub Shelter Manager. Responsibilities include: 1) consults the Command Team on key public information needs and makes recommendations on information updates shared with the public, 2) works with the Communications/Reception Lead to identify key information needs for the public and 3) posts information updates on disaster relief efforts for public access and informs the Communications/Reception Lead to insure consistent messaging is maintained
- **Medical/PFA Lead:** Reports to the Hub Shelter Manager. Responsibilities are: 1) management of Medical Lead, Psychological First Aid (PFA) Lead and Wellness Team Lead, 2) collection of patient/client confidential records to be forwarded to the Hub Shelter Manager at the end of each shift for security control, 3) ensures that patients with medical and/or psychological needs are appropriately managed, and 3) ensures appropriate precautions are maintained to protect Medical and PDA staff. Needs to have medical (minimal level is Bainbridge Is. Emergency Response certification) and PFA training.
- **Shelter Lead:** Reports to the Hub Shelter Manager. Manages the: Dormitory, Feeding and Animal Shelter Leads. Ensures that clients and staff are safe while providing services, especially vulnerable individuals, e.g. unaccompanied minors, frail elderly, etc.