

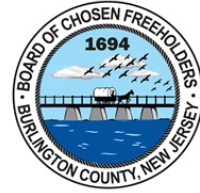


Public Health
Prevent. Promote. Protect.

Department of: HEALTH

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Medical Director	
Supervisor: Incident Commander	
Mission:	The Medical Director is responsible for overall management of Medical Emergency operations with support from the Operations, Logistics, and Planning Sections of the Command and General Staff. The Medical Director has executive responsibility for directing all aspects of deployment, operation and maintenance, and deactivation of the Site.
Activation (Phase I & II)	
<input type="checkbox"/> Meet with Operations Section Chief. Receive the following information: <ul style="list-style-type: none"> • Site location • Response objectives for the Medical Emergency Operations • Medical Staffing organization chart • Job action sheets • Guidelines regarding the frequency of updates to Operations Section Chief • The media policy <input type="checkbox"/> Report to Emergency Medical location and identify immediate resource needs <input type="checkbox"/> Appoint and orient Medical staff <input type="checkbox"/> Set time that stations will be ready for pre-opening review <input type="checkbox"/> Review all Medical stations prior to opening and make necessary changes for smooth operation	
Operation (Phase III)	
<input type="checkbox"/> Oversee training and orientation of staff members with delegated roles <input type="checkbox"/> Identify leaders in each area to provide focus and coaching <input type="checkbox"/> Assess staff and supplies at the start and end of each shift <input type="checkbox"/> Communicate additional staff and supply needs to the Operations Section Chief <input type="checkbox"/> Monitor performance and make necessary changes to ensure smooth operation of the Site <input type="checkbox"/> Submit shift reports to Operations Section Chief <input type="checkbox"/> Refer all media inquiries to the Public Information Officer	
Deactivation (Phase IV)	
<input type="checkbox"/> Oversee the closing and clean-up of the site <input type="checkbox"/> Oversee the appropriate return of supplies <input type="checkbox"/> Ensure the completion and collection of all required documentation <input type="checkbox"/> Participate in recovery activities as directed by the Operations Section Chief	