

**Responsible for overall  
management of a GL  
facility**

GL1

**Coordinates media  
visits with the GL  
management staff**

GL2

**Point of contact for  
external agencies**

GL3

**Implements worker  
care measures**

GL4

**Greets evacuees as they enter the facility**

GL5

**Assigns residents to a sleeping space**

GL6

**Provides food and water to residents and responders**

GL7

**Arranges for leisure activities for residents**

GL8

**Advises GL staff on  
cultural/ethnic matters**

GL9

**Consults with EOC to  
organize transportation  
for residents**

GL10

**Makes referrals to  
appropriate health  
care facilities**

GL11

**Provides emotional  
support for residents  
and responders**

GL12

**Provides assistance  
to dependent adults**

GL13

**Oversees distribution  
of Situation Reports**

GL14

**Ensures GL  
paperwork is archived**

GL15

**Ensures GL kit is  
ready for  
redeployment to next  
event**

GL16

**Creates a  
Demobilization Plan  
for the closing of the  
GL**

GL17

**Tracks material  
resources**

GL18

**Receives equipment**

GL19

**Trains residents and  
other volunteers**

GL20

**Ensures cleanliness  
of facility**

GL21

**Ensures data entry  
services are available**

GL22

**Provides security of  
the parking area and  
traffic control**

GL23

**Provides telephone  
services**

GL24

**Provides  
communications via  
amateur radio**

GL25

**Provides internet  
service**

GL26

**Oversees the  
procurement of new  
supplies**

GL27

**Keeps travel claims for  
ESS personnel**

GL28

**Oversees the claim  
process for loss or  
damage at the GL  
facility**

GL29