

## MEDICAL-TECHNICAL SPECIALIST: CHEMICAL

**Mission:** Advise the Incident Commander or Section Chief, as assigned, on issues related to specific chemical incidents and emergency response.

Position Reports to: <b>Incident Commander</b>		Command Location: _____
Position Contact Information: Phone: ( _____ ) _____ - _____		Radio Channel: _____
Hospital Command Center (HCC): Phone: ( _____ ) _____ - _____		Fax: ( _____ ) _____ - _____
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p><b>Receive appointment</b></p> <ul style="list-style-type: none"> <li>• Obtain briefing from the Incident Commander on:               <ul style="list-style-type: none"> <li>○ Size and complexity of the incident</li> <li>○ Expectations of the Incident Commander</li> <li>○ Incident objectives</li> <li>○ Involvement of outside agencies, stakeholders, and organizations</li> <li>○ The situation, incident activities, and any special concerns</li> </ul> </li> <li>• Assume the role of Medical-Technical Specialist: Chemical</li> <li>• Review this Job Action Sheet</li> <li>• Put on position identification (e.g., position vest)</li> <li>• Notify your usual supervisor of your assignment</li> </ul>		
<p><b>Assess the operational situation</b></p> <ul style="list-style-type: none"> <li>• Conduct rapid research as needed to determine the hazard and safety information critical to treatment and decontamination concerns for the patients and hospital personnel</li> <li>• Assess the type, size, and location of chemical contamination</li> </ul>		
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Recommend decontamination procedures and staff personal protection, including respiratory protection</li> <li>• Assist in implementing the hospital Decontamination and Spill Response Plan, as directed</li> <li>• Verify with the emergency department leadership and report the following information to the Incident Commander:               <ul style="list-style-type: none"> <li>○ Number and condition of both non-contaminated and contaminated patients and personnel</li> <li>○ Type and amount of chemical involved and nature of exposure:                   <ul style="list-style-type: none"> <li>▪ External chemical exposure only</li> <li>▪ External contamination only</li> <li>▪ External contamination with internal exposure</li> </ul> </li> </ul> </li> </ul>		

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<ul style="list-style-type: none"> <li>○ Time incident occurred</li> <li>○ Medical problems present, in addition to chemical contamination</li> <li>○ Assessment measures taken at the incident site (e.g., air monitors, skin contamination levels)</li> <li>● Verify with the Safety Officer and the Operations Section Security Branch Director that all access to the emergency department as well as contamination sites, has been secured to prevent media or other non-authorized people from entering the area during treatment or the decontamination process</li> <li>● Assist with just-in-time training regarding use of personal protective equipment (PPE), as required</li> <li>● Ensure the monitoring and surveying of:             <ul style="list-style-type: none"> <li>○ Hospital personnel providing patient decontamination, in conjunction with the Operations Section Hazardous Materials Branch Director</li> <li>○ Care provided for arriving patients through the decontamination and medical care process</li> </ul> </li> <li>● Ensure any post-event monitoring of all personnel after care is provided</li> <li>● Notify the Poison Control Center to inform them of the event and obtain additional tactical assistance</li> <li>● Ensure the local water authority and appropriate regulatory agencies are notified of problem and actions being taken</li> <li>● Seek information from appropriate resources (manuals, ATSDR guidance, poison control, chemical guidance web sites, etc.)</li> <li>● Coordinate activities with the Operations Section Hazardous Materials Branch Director and the Medical Care Branch Director</li> <li>● Meet regularly with the Hospital Incident Management Team (HIMT) to plan and project patient care needs</li> <li>● Participate in briefings and meetings, and contribute to the Incident Action Plan (IAP) development, as requested</li> <li>● Provide information to the Public Information Officer for press releases, as requested</li> <li>● Collaborate with external resources (e.g., local health department, public safety, HazMat Team) as needed</li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>● HICS 213: Document all communications on a General Message Form</li> <li>● HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>		
<p><b>Communication</b></p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		

Intermediate Response (2 – 12 hours)	Time	Initial
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>● Transfer the Chemical Medical-Technical Specialist role, if appropriate             <ul style="list-style-type: none"> <li>○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> </ul> </li> </ul>		

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<ul style="list-style-type: none"> <li>○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</li> <li>● Respond to requests and concerns from incident personnel regarding chemical agents involved and the treatment concerns for patients and staff</li> <li>● Establish a regular meeting schedule with the Incident Commander or Operations Section Branch Directors for updates on the situation regarding hospital operational needs</li> <li>● Regularly update the following on your actions and recommendations:             <ul style="list-style-type: none"> <li>○ Industrial hygienist</li> <li>○ Safety Officer</li> <li>○ Logistics Section Employee Health and Well-Being Unit</li> <li>○ Operations Section Hazardous Materials Branch Director</li> <li>○ Operations Section Victim Decontamination Unit Leader</li> <li>○ Operations Section Facility/Equipment Decontamination Unit Leader</li> </ul> </li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>● HICS 213: Document all communications on a General Message Form</li> <li>● HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>		
<p><b>Communication</b></p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		

<b>Extended Response (greater than 12 hours)</b>	<b>Time</b>	<b>Initial</b>
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>● Transfer the Chemical Medical-Technical Specialist role, if appropriate             <ul style="list-style-type: none"> <li>○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</li> <li>○ Address any health, medical, and safety concerns</li> <li>○ Address political sensitivities, when appropriate</li> <li>○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</li> </ul> </li> <li>● In collaboration with the Operations Section HazMat Branch Director, oversee staff clearance checks and provide a clearance report to the emergency department, Operations Section Medical Care Branch Director, Logistics Section Employee Health and Well-Being Unit Leader, and Operations Section Chief</li> <li>● Direct the monitoring of hospital decontamination processes as needed, in collaboration with the HazMat Branch Director</li> <li>● In collaboration with the Operations Section HazMat Branch Director and Security Branch Director, determine how contaminated personal vehicles used to bring patients to the hospital should be managed</li> <li>● Meet regularly with the Incident Commander or Operations Section Branch Directors to get updates on the current status and conditions</li> <li>● Recommend appropriate post-decontamination medical care (antidotes, observation, and long term surveillance)</li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>● HICS 213: Document all communications on a General Message Form</li> </ul>		

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<ul style="list-style-type: none"> <li>HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis</li> </ul>		
<b>Communication</b> <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

Demobilization/System Recovery	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>Transfer the Chemical Medical-Technical Specialist role, if appropriate               <ul style="list-style-type: none"> <li>Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</li> <li>Address any health, medical, and safety concerns</li> <li>Address political sensitivities, when appropriate</li> <li>Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</li> </ul> </li> <li>Recommend and support notification to regulatory authorities of the incident including all response and recovery actions</li> <li>Participate in other briefings and meetings as required</li> <li>Submit comments to Incident Commander on lessons learned and procedural or equipment changes needed</li> <li>Brief the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:               <ul style="list-style-type: none"> <li>Review of pertinent position descriptions and operational checklists</li> <li>Recommendations for procedure changes</li> <li>Accomplishments and issues</li> </ul> </li> <li>Participate in stress management and after action debriefings</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>HICS 221: Demobilization Check-Out</li> <li>Ensure all documentation is submitted to the Planning Section Documentation Unit</li> </ul>		

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### Documents and Tools

- HICS 203 - Organization Assignment List
- HICS 213 - General Message Form
- HICS 214 - Activity Log
- HICS 215A - Incident Action Plan (IAP) Safety Analysis
- HICS 221 – Demobilization Check-Out
- Hospital Emergency Operations Plan
- Hospital Decontamination and Spill Response Plan
- Incident Specific Plans or Annexes
- Material Safety Data Sheets (MSDS)
- National Institute for Occupational Safety and Health (NIOSH) Pocket Guide
- Emergency Response Guidebook
- Managing Hazardous Materials Incidents, Volume II - Hospital Emergency Departments: A Planning Guide for the Management of Contaminated Patients
- Managing Hazardous Materials Incidents, Volume III - Medical Management Guidelines for Acute Chemical Exposures
- Hospital organization chart
- Hospital telephone directory
- Telephone/cell phone/satellite phone/Internet/amateur radio/2-way radio for communication