

DETECTION AND MONITORING UNIT LEADER

Mission: Coordinate detection and monitoring activities related to hazardous material (HazMat) incident response.

Position Reports to: HazMat Branch Director		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>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from the Hazardous Materials (HazMat) Branch Director on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Detection and Monitoring Unit Leader • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Determine what type of detection and monitoring is needed based on the situation • Provide information to the HazMat Branch Director on the status 		
<p>Determine the incident objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Document unit objectives, tactics, and assignments on the HICS 204: Assignment List • Based on the incident objectives for the response period consider the issues and priorities: <ul style="list-style-type: none"> ○ Appoint Detection and Monitoring Unit personnel in collaboration with the HazMat Branch Director ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing 		
<p>Activities</p> <ul style="list-style-type: none"> • Ensure the set-up and functioning of detection and monitoring equipment, appropriate to identify and monitor the agent 		

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<ul style="list-style-type: none"> • Ensure hazard monitoring in open and enclosed spaces; coordinate with the Safety Officer • Establish medical monitoring of decontamination team personnel; coordinate with the Logistics Section Employee Health and Well-Being Unit Leader • Provide status updates to the HazMat Branch Director regularly, advising of accomplishments and problems encountered • Provide regular updates to unit personnel and inform of strategy changes as needed • Consider development of a unit action plan; submit to the HazMat Branch Director if requested 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period 		
<p>Resources</p> <ul style="list-style-type: none"> • Determine equipment and supply needs; request from the Logistics Section Supply Unit Leader and report to the HazMat Branch Director • Assess issues and needs in unit areas; coordinate resource management 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and Security</p> <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions • Ensure personal protective equipment (PPE) is available and utilized appropriately 		

Intermediate Response (2 – 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Detection and Monitoring Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ 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 ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ 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) • Track results of medical monitoring of unit personnel, coordinate with the Logistics Section Employee Health and Well-Being Unit • Ensure hazard monitoring continues and issues are addressed; coordinate with the Safety Officer and Medical-Technical Specialists, as appropriate • Communicate status with external authorities, as appropriate, through the Hazardous Materials (HazMat) Branch Director and in coordination with the Liaison Officer • Rotate staff and replace, activate staffing plan utilizing Labor Pool personnel as needed • Meet regularly with the HazMat Branch Director for status reports 		

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<ul style="list-style-type: none"> Advise the HazMat Branch Director immediately of any operational issue you are not able to correct Relay important information and updates to unit personnel 		
Documentation <ul style="list-style-type: none"> HICS 204: Document assignments and operational period objectives on Assignment List HICS 213: Document all communications on a General Message Form HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis 		
Resources <ul style="list-style-type: none"> Assess issues and needs in unit areas; coordinate resource management Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and Security <ul style="list-style-type: none"> Ensure that all unit personnel comply with safety procedures and instructions Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Ensure personal protective equipment (PPE) is available and utilized appropriately 		

Extended Response (greater than 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> Transfer the Detection and Monitoring Unit Leader role, if appropriate <ul style="list-style-type: none"> 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 Address any health, medical, and safety concerns Address political sensitivities, when appropriate 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) Continue Detection and Monitoring Unit supervision including monitoring, documentation, and safety practices Provide updates to the Hazardous Materials (HazMat) Branch Director and unit personnel 		
Documentation <ul style="list-style-type: none"> HICS 204: Document assignments and operational period objectives on Assignment List HICS 213: Document all communications on a General Message Form HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis 		
Resources <ul style="list-style-type: none"> Assess issues and needs in unit areas; coordinate resource management 		

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<ul style="list-style-type: none"> • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
<p>Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all unit personnel continue to comply with safety procedures and instructions • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Detection and Monitoring Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ 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 ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ 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) • Ensure the return, retrieval, and restocking of equipment and supplies • As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader • Notify the Hazardous Materials (HazMat) Branch Director when demobilization and restoration is complete • Coordinate reimbursement issues with the Finance/Administration Section • Upon deactivation of your position, brief the HazMat Branch Director on current problems, outstanding issues, and follow up requirements • Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed • Submit comments to 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"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues • Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Planning Section Documentation Unit 		

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Documents and Tools

- HICS 203 - Organization Assignment List
- HICS 204 - Assignment List
- HICS 213 - General Message Form
- HICS 214 - Activity Log
- HICS 215A - Incident Action Plan (IAP) Safety Analysis
- HICS 221 - Demobilization Check-Out
- HICS 252 - Section Personnel Time Sheet
- HICS 258 - Hospital Resource Directory
- Hospital Emergency Operations Plan
- Hospital Incident Specific Plans or Annexes
- Hospital Hazardous Materials (HazMat) Incident Response Plan
- Hospital Hazardous Materials (HazMat) Spill Response Plan
- Hospital Security Plan
- Hospital Decontamination Plan
- HazMat agent reference materials
- Material Safety Data Sheets (MSDS)
- Hospital blueprints and maps
- Hospital organization chart
- External resource directory (Poison Control Center, the Agency for Toxic Substances and Disease Registry [ATSDR], the CHEMTREC hotline, etc.)
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication