

## FACILITY/EQUIPMENT DECONTAMINATION UNIT LEADER

**Mission:** Coordinate the on-site hospital and equipment decontamination activities related to hazardous materials (HazMat) incident response.

Position Reports to: <b>HazMat Branch Director</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 Hazardous Materials (HazMat) Branch Director on:                             <ul style="list-style-type: none"> <li>○ Size and complexity of 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 Facility/Equipment Decontamination Unit Leader</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>• Identify the areas and equipment requiring decontamination and the hazardous agent involved to assure appropriate resources are available</li> <li>• Provide information to the HazMat Branch Director on the status</li> </ul>		
<p><b>Determine the incident objectives, tactics, and assignments</b></p> <ul style="list-style-type: none"> <li>• Document unit objectives, tactics, and assignments on the HICS 204: Assignment List</li> <li>• Based on the incident objectives for the response period consider the issues and priorities:                             <ul style="list-style-type: none"> <li>○ Appoint Facility/Equipment Decontamination Unit personnel in collaboration with the HazMat Branch Director</li> <li>○ Determine strategies and how the tactics will be accomplished</li> <li>○ Determine needed resources</li> </ul> </li> <li>• Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing</li> </ul>		
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Oversee the setup of the decontamination area to handle equipment and hospital decontamination</li> </ul>		

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<ul style="list-style-type: none"> <li>• Ensure proper wastewater collection and disposal, in compliance with recommendations from the water authority, environmental protection authority, emergency management, local hazardous materials team, or fire department</li> <li>• Make necessary notifications to the water authority about containment practice being used</li> <li>• Coordinate any requests for external resources with the HazMat Branch Director and the Logistics Section, as appropriate</li> <li>• Coordinate with the Security Branch to establish and maintain a perimeter around the decontamination area</li> <li>• Secure a hazardous waste hauler to remove contained rinsate</li> <li>• Collaborate with appropriate Medical-Technical Specialists to discuss decontamination operations and any special considerations or needs</li> <li>• Provide status updates to the HazMat Branch Director regularly, advising of accomplishments and problems encountered</li> <li>• Provide regular updates to unit personnel and inform of strategy changes as needed</li> <li>• Consider development of a unit action plan; submit to the HazMat Branch Director if requested</li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• HICS 204: Document assignments and operational period objectives on Assignment List</li> <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> <li>• 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</li> </ul>		
<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Determine equipment and supply needs; request from the Logistics Section Supply Unit Leader and report to the HazMat Branch Director</li> <li>• Assess issues and needs in unit areas; coordinate resource management</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>		
<p><b>Safety and Security</b></p> <ul style="list-style-type: none"> <li>• Ensure that all unit personnel comply with safety procedures and instructions</li> <li>• Ensure the use of appropriate personal protective equipment (PPE) for unit personnel</li> </ul>		

Intermediate Response (2 – 12 hours)	Time	Initial
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Transfer the Facility/Equipment Decontamination Unit Leader 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> </ul>		

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<ul style="list-style-type: none"> <li>• Continue to coordinate internal decontamination activities, consulting with external experts as needed</li> <li>• Ensure hazard monitoring continues and issues are addressed, coordinate with the Safety Officer</li> <li>• Prepare for the possibility of evacuation or the relocation of the decontamination area</li> <li>• Ensure decontamination supplies are cleaned and replaced, as needed</li> <li>• Ensure rinsate is being properly managed; utilize the assistance of a hazardous waste hauler as needed</li> <li>• Rotate staff and replace, activate staffing plan utilizing Labor Pool personnel as needed</li> <li>• Meet regularly with the HazMat Branch Director for status reports</li> <li>• Advise the HazMat Branch Director immediately of any operational issue you are not able to correct</li> <li>• Relay important information and updates to unit personnel</li> </ul>		
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• HICS 204: Document assignments and operational period objectives on Assignment List</li> <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>Resources</b></p> <ul style="list-style-type: none"> <li>• Assess issues and needs in unit areas; coordinate resource management</li> <li>• Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed</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>		
<p><b>Safety and Security</b></p> <ul style="list-style-type: none"> <li>• Ensure that all unit personnel comply with safety procedures and instructions</li> <li>• Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques</li> <li>• 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</li> <li>• Ensure personal protective equipment (PPE) is available and utilized appropriately</li> </ul>		

<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 Facility/Equipment Decontamination Unit Leader 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>• Continue Facility/Equipment Decontamination Unit supervision including monitoring, documentation, and safety practices</li> </ul>		

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<ul style="list-style-type: none"> <li>Provide updates to the Hazardous Materials (HazMat) Branch Director and unit personnel</li> </ul>		
<b>Documentation</b> <ul style="list-style-type: none"> <li>HICS 204: Document assignments and operational period objectives on Assignment List</li> <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>		
<b>Resources</b> <ul style="list-style-type: none"> <li>Assess issues and needs in unit areas; coordinate resource management</li> <li>Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed</li> </ul>		
<b>Communication</b> <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
<b>Safety and security</b> <ul style="list-style-type: none"> <li>Ensure that all unit personnel continue to comply with safety procedures and instructions</li> <li>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</li> <li>Provide for staff rest periods and relief</li> <li>Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques</li> <li>Ensure personal protective equipment (PPE) is available and utilized appropriately</li> </ul>		

Demobilization/System Recovery	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>Transfer the Facility/Equipment Decontamination Unit Leader 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>Oversee decontamination of all supplies, equipment, and areas used in the response</li> <li>Provide status update to the HazMat Branch Director when all supplies and equipment have returned to an operational state</li> <li>Ensure disposable materials, waste, and wastewater are properly managed</li> <li>Address return of patient belongings with the Security Branch, law enforcement, fire department, and local health department</li> <li>Ensure the decontamination area is decontaminated, commensurate with agent risks</li> <li>Ensure medical surveillance of decontamination personnel is initiated per recommendations of experts, in collaboration with the Logistics Section Employee Health and Well-Being Unit</li> <li>Notify the water authority when operations are terminated</li> </ul>		

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<ul style="list-style-type: none"> <li>• Notify the hazardous waste hauler that services are no longer needed; obtain final documentation from the hazardous waste hauler</li> <li>• Ensure medical monitoring data on decontamination staff is collected and submitted to the Logistics Section Employee Health and Well-Being Unit for review and entry into personnel health files</li> <li>• Ensure the return, retrieval, and restocking of equipment and supplies</li> <li>• 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</li> <li>• Notify the Hazardous Materials (HazMat) Branch Director when demobilization and restoration is complete</li> <li>• Coordinate reimbursement issues with the Finance/Administration Section</li> <li>• Upon deactivation of your position, brief the HazMat Branch Director on current problems, outstanding issues, and follow up requirements</li> <li>• Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed</li> <li>• 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"> <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>		
<p><b>Documentation</b></p> <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>		

<b>Documents and Tools</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> HICS 203 - Organization Assignment List</li> <li><input type="checkbox"/> HICS 204 - Assignment List</li> <li><input type="checkbox"/> HICS 213 - General Message Form</li> <li><input type="checkbox"/> HICS 214 - Activity Log</li> <li><input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis</li> <li><input type="checkbox"/> HICS 221 - Demobilization Check-Out</li> <li><input type="checkbox"/> HICS 252 - Section Personnel Time Sheet</li> <li><input type="checkbox"/> Hospital Emergency Operations Plan</li> <li><input type="checkbox"/> Hospital Incident Specific Plans or Annexes</li> <li><input type="checkbox"/> Hospital Hazardous Materials (HazMat) Incident Response Plan</li> <li><input type="checkbox"/> Hazardous Materials (HazMat) Spill Response Plan</li> <li><input type="checkbox"/> Hospital Security Plan</li> <li><input type="checkbox"/> Hospital Decontamination Plan</li> <li><input type="checkbox"/> HazMat agent reference materials</li> <li><input type="checkbox"/> Material Safety Data Sheets (MSDS)</li> <li><input type="checkbox"/> Hospital blueprints and maps</li> <li><input type="checkbox"/> Hospital organization chart</li> <li><input type="checkbox"/> External resource directory (Poison Control Center, the Agency for Toxic Substances and Disease Registry [ATSDR], the CHEMTREC hotline, etc.)</li> <li><input type="checkbox"/> Hospital telephone directory</li> <li><input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication</li> </ul>