

## HAZARDOUS MATERIALS (HAZMAT) BRANCH DIRECTOR

**Mission:** Organize and direct hazardous material (HazMat) incident response activities: detection and monitoring; spill response; victim, technical, and emergency decontamination; hospital and equipment decontamination.

Position Reports to: <b>Operations Section Chief</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 Operations Section Chief 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 Hazardous Materials (HazMat) Branch Director</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>• Determine the scope and impact of the incident</li> <li>• Obtain HazMat agent information from Poison Control Center, web sites, or reference texts</li> <li>• Evaluate special response needs to include:               <ul style="list-style-type: none"> <li>○ Coordination with local or area external HazMat teams</li> <li>○ Level and type of decontamination needed (e.g., dry, radiological, technical, gross)</li> <li>○ Collaborate with Medical-Technical Specialists concerning medical care guidance</li> </ul> </li> <li>• Evaluate HazMat Branch capacity to perform:               <ul style="list-style-type: none"> <li>○ Detection and monitoring</li> <li>○ Spill response</li> <li>○ Victim decontamination</li> <li>○ Hospital and equipment decontamination</li> </ul> </li> <li>• Provide information to the Operations Section Chief of the status</li> </ul>		

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<p><b>Determine the incident objectives, tactics, and assignments</b></p> <ul style="list-style-type: none"> <li>• Document branch 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>○ Determine which HazMat Branch functions need to be activated:                 <ul style="list-style-type: none"> <li>▪ Detection and Monitoring Unit</li> <li>▪ Spill Response Unit</li> <li>▪ Victim Decontamination Unit</li> <li>▪ Facility/Equipment Decontamination Unit</li> </ul> </li> <li>○ Make assignments, and distribute corresponding Job Action Sheets and position identification</li> <li>○ Determine strategies and how the tactics will be accomplished</li> <li>○ Determine needed resources</li> </ul> </li> <li>• Brief branch 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>• Ensure the hospital's HazMat or Internal Spill Response Plan is activated</li> <li>• Ensure the set up and staffing of decontamination areas as appropriate to the incident</li> <li>• Ensure the decontamination system and process is functional and meets decontamination needs</li> <li>• Ensure appropriate antidotes and supplies are delivered to the decontamination area; coordinate with the Logistics Section Supply Unit Leader and the Operations Section Clinical Support Services Unit Leader</li> <li>• Review antidote administration procedures with decontamination personnel, if needed</li> <li>• Ensure patient valuables are collected and secured; coordinate with Security Branch</li> <li>• Notify the local water authority of the situation, as appropriate, and determine if containment of runoff is required</li> <li>• Ensure proper wastewater collection and disposal, in compliance with recommendations from the water authority, emergency management, local HazMat team, or fire department</li> <li>• Ensure hazard monitoring in open and closed spaces; coordinate with the Safety Officer</li> <li>• Coordinate with Security Branch to establish and maintain the perimeter of the HazMat and decontamination areas</li> <li>• Establish medical monitoring of decontamination team personnel; coordinate with the Logistics Section Employee Health and Well-Being Unit Leader</li> <li>• Provide status updates to the Operations Section Chief regularly, advising of accomplishments and issues encountered</li> <li>• Consider development of a branch action plan; submit it to the Operations Section Chief if requested</li> <li>• Provide regular updates to branch personnel and inform them of strategy or tactical changes, as needed</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>		

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<ul style="list-style-type: none"> <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>		
<b>Resources</b> <ul style="list-style-type: none"> <li>Determine equipment and supply needs; request from the Logistics Section Supply Unit Leader and report to the Operation Section Chief</li> <li>Assess issues and needs in branch areas; coordinate resource management</li> <li>Make requests for external assistance, as needed, in coordination with the Liaison Officer</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 branch personnel comply with safety procedures and instructions</li> <li>Ensure personal protective equipment (PPE) is available and utilized appropriately</li> </ul>		

Intermediate Response (2 – 12 hours)	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>Transfer the Hazardous Materials (HazMat) Branch Director 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>Ensure staff are rotated and replaced as needed</li> <li>Activate supplemental staffing plan as needed</li> <li>Ensure contaminated materials are disposed of properly</li> <li>Prepare for the possibility of evacuation or the relocation of the decontamination area, as needed</li> <li>Coordinate internal repair activities with the Infrastructure Branch</li> <li>Determine the need for external support to supplement decontamination personnel (e.g., other hospitals, local fire department); request them through the Liaison Officer</li> <li>Integrate external support into operations</li> <li>Meet regularly with the Operations Section Chief for status reports</li> <li>Advise the Operations Section Chief immediately of any operational issue you are not able to correct</li> <li>Relay important information to branch personnel and receive updates regularly</li> <li>Consult with Medical-Technical Specialists, as needed, to provide updated clinical management information</li> <li>Track the results of medical monitoring of staff, in collaboration with the Logistics Section Employee Health and Well-Being Unit Leader</li> <li>Ensure hazard monitoring continues and issues are addressed; coordinate with the Safety Officer</li> <li>Continue to maintain security and chain of custody of all patient valuables and contaminated clothing in coordination with the Security Branch</li> </ul>		

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<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 branch 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 branch 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 branch 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>		

Extended Response (greater than 12 hours)	Time	Initial
<b>Activities</b> <ul style="list-style-type: none"> <li>• Transfer the Hazardous Materials (HazMat) Branch Director 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 to manage HazMat operations, medical monitoring of staff, proper waste disposal, and ensure staff are rotated and replaced as needed</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 branch 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>		

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<p><b>Safety and security</b></p> <ul style="list-style-type: none"> <li>• Ensure that all branch 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>		
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Demobilization/System Recovery	Time	Initial
<p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Transfer the Hazardous Materials (HazMat) Branch Director 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>• Secure or return patient belongings and valuables according to hospital policy; consult with the Safety Officer, Operations Section Security Branch Director, and local fire and law enforcement agencies, as appropriate</li> <li>• Ensure the HazMat Branch Units are notified to terminate operations</li> <li>• Ensure the decontamination equipment is cleaned, repaired, and replaced as needed</li> <li>• Ensure proper disposal of waste material; coordinate cost issues with the Finance/Administration Section</li> <li>• Ensure the decontamination areas are decontaminated, commensurate with agent and regulatory guidelines</li> <li>• Ensure medical surveillance of staff is initiated as needed, in collaboration with internal and external experts and the Logistics Section Employee Health and Well-Being Unit</li> <li>• Ensure medical monitoring data is collected and submitted to the Logistics Section Employee Health and Well-Being Unit for review and entry into personnel files</li> <li>• Ensure the return, retrieval, and restocking of equipment and supplies</li> <li>• As objectives are met and needs decrease, return branch 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 Operations Section Chief 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 Operations Section Chief on current problems, outstanding issues, and follow up requirements</li> <li>• Debrief branch 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>		

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### Documentation

- HICS 221: Demobilization Check-Out
- Ensure all documentation is submitted to the Planning Section Documentation Unit

### 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
- Occupational Safety and Health Administration (OSHA) First Receiver's Checklist
- Decontamination area drawings, procedures, and documentation logs
- Hospital Incident Specific Plans or Annexes
- Hospital Hazardous Materials (HazMat) or Internal Spill Response Plan
- Hospital policies and procedures
- 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