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

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| Position Reports to: **Operations Section Chief** 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. |

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| **Immediate Response (0 – 2 hours)** | **Time** | **Initial** |
| **Receive appointment**   * Obtain briefing from the Operations Section Chief on: * 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 Hazardous Materials (HazMat) Branch Director * Review this Job Action Sheet * Put on position identification (e.g., position vest) * Notify your usual supervisor of your assignment |  |  |
| **Assess the operational situation**   * Determine the scope and impact of the incident * Obtain HazMat agent information from Poison Control Center, web sites, or reference texts * Evaluate special response needs to include: * Coordination with local or area external HazMat teams * Level and type of decontamination needed (e.g., dry, radiological, technical, gross) * Collaborate with Medical-Technical Specialists concerning medical care guidance * Evaluate HazMat Branch capacity to perform:   + Detection and monitoring   + Spill response   + Victim decontamination   + Hospital and equipment decontamination * Provide information to the Operations Section Chief of the status |  |  |

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| **Determine the incident objectives, tactics, and assignments**   * Document branch objectives, tactics, and assignments on the HICS 204: Assignment List * Based on the incident objectives for the response period consider the issues and priorities: * Determine which HazMat Branch functions need to be activated: * Detection and Monitoring Unit * Spill Response Unit * Victim Decontamination Unit * Facility/Equipment Decontamination Unit * Make assignments, and distribute corresponding Job Action Sheets and position identification * Determine strategies and how the tactics will be accomplished * Determine needed resources * Brief branch personnel on the situation, strategies, and tactics, and designate time for next briefing |  |  |
| **Activities**   * Ensure the hospital’s HazMat or Internal Spill Response Plan is activated * Ensure the set up and staffing of decontamination areas as appropriate to the incident * Ensure the decontamination system and process is functional and meets decontamination needs * 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 * Review antidote administration procedures with decontamination personnel, if needed * Ensure patient valuables are collected and secured; coordinate with Security Branch * Notify the local water authority of the situation, as appropriate, and determine if containment of runoff is required * Ensure proper wastewater collection and disposal, in compliance with recommendations from the water authority, emergency management, local HazMat team, or fire department * Ensure hazard monitoring in open and closed spaces; coordinate with the Safety Officer * Coordinate with Security Branch to establish and maintain the perimeter of the HazMat and decontamination areas * Establish medical monitoring of decontamination team personnel; coordinate with the Logistics Section Employee Health and Well-Being Unit Leader * Provide status updates to the Operations Section Chief regularly, advising of accomplishments and issues encountered * Consider development of a branch action plan;submit it to the Operations Section Chief if requested * Provide regular updates to branch personnel and inform them of strategy or tactical changes, as needed |  |  |
| **Documentation**   * 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 |  |  |
| **Resources**   * Determine equipment and supply needs; request from the Logistics Section Supply Unit Leader and report to the Operation Section Chief * Assess issues and needs in branch areas; coordinate resource management * Make requests for external assistance, as needed, in coordination with the Liaison Officer |  |  |
| **Communication**  *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security**   * Ensure that all branch personnel comply with safety procedures and instructions * Ensure personal protective equipment (PPE) is available and utilized appropriately |  |  |

| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
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| **Activities**   * Transfer the Hazardous Materials (HazMat) Branch Director role, if appropriate * 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 staff are rotated and replaced as needed * Activate supplemental staffing plan as needed * Ensure contaminated materials are disposed of properly * Prepare for the possibility of evacuation or the relocation of the decontamination area, as needed * Coordinate internal repair activities with the Infrastructure Branch * Determine the need for external support to supplement decontamination personnel (e.g., other hospitals, local fire department); request them through the Liaison Officer * Integrate external support into operations * Meet regularly with the Operations Section Chief for status reports * Advise the Operations Section Chief immediately of any operational issue you are not able to correct * Relay important information to branch personnel and receive updates regularly * Consult with Medical-Technical Specialists, as needed, to provide updated clinical management information * Track the results of medical monitoring of staff, in collaboration with the Logistics Section Employee Health and Well-Being Unit Leader * Ensure hazard monitoring continues and issues are addressed; coordinate with the Safety Officer * Continue to maintain security and chain of custody of all patient valuables and contaminated clothing in coordination with the Security Branch |  |  |

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| **Documentation**   * 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**   * Assess issues and needs in branch areas; coordinate resource management * Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed |  |  |
| **Communication**  *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security**   * Ensure that all branch personnel comply with safety procedures and instructions * Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques * 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 * Ensure personal protective equipment (PPE) is available and utilized appropriately |  |  |

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| **Extended Response (greater than 12 hours)** | **Time** | **Initial** |
| **Activities**   * Transfer the Hazardous Materials (HazMat) Branch Director role, if appropriate * 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 to manage HazMat operations, medical monitoring of staff, proper waste disposal, and ensure staff are rotated and replaced as needed |  |  |
| **Documentation**   * 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**   * Assess issues and needs in branch areas; coordinate resource management * Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed |  |  |
| **Communication**  *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security**   * Ensure that all branch 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 |  |  |

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| **Demobilization/System Recovery** | **Time** | **Initial** |
| **Activities**   * Transfer the Hazardous Materials (HazMat) Branch Director role, if appropriate * 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) * 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 * Ensure the HazMat Branch Units are notified to terminate operations * Ensure the decontamination equipment is cleaned, repaired, and replaced as needed * Ensure proper disposal of waste material; coordinate cost issues with the Finance/Administration Section * Ensure the decontamination areas are decontaminated, commensurate with agent and regulatory guidelines * 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 * 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 * Ensure the return, retrieval, and restocking of equipment and supplies * 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 * Notify the Operations Section Chief when demobilization and restoration is complete * Coordinate reimbursement issues with the Finance/Administration Section * Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow up requirements * Debrief branch 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: * Review of pertinent position descriptions and operational checklists * Recommendations for procedure changes * Accomplishments and issues * Participate in stress management and after action debriefings |  |  |
| **Documentation**   * 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 * 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 |