**Mission:** Ensure health and safety of patients, hospital personnel, and visitors; identify, monitor and mitigate hazardous conditions.

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| Position Reports to: **Incident Commander** 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 Incident Commander 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 Safety Officer * Review this Job Action Sheet * Put on position identification (e.g., position vest) * Notify your usual supervisor of your assignment |  |  |
| **Assess the operational situation**   * Initiate environmental monitoring as indicated by the incident or hazardous condition |  |  |
| **Determine the incident objectives, tactics, and assignments**   * Establish contact with local public safety agencies as well as other hospitals, as appropriate to access any pertinent safety information * Provide information to the Incident Commander including safety-related capabilities and limitations |  |  |
| **Activities**   * Determine safety risks of the incident and response activities to patients, hospital personnel, and visitors as well as to the hospital and the environment * Advise the Hospital Incident Management Team (HIMT) of any unsafe conditions and corrective recommendations * Evaluate the building or incident hazards and identify vulnerabilities * Specify the type and level of personal protective equipment (PPE) to be used by hospital personnel to ensure their protection, based on the incident or hazard * Post non-entry signage around unsafe or restricted areas, as needed * Attend all briefings and Incident Action Plan (IAP) meetings to gather and share incident and hospital safety requirements * Monitor operational safety of decontamination operations, if applicable * Ensure that safety team members, if assigned, identify and report all hazards and unsafe conditions * Assess hospital operations and practices of staff; terminate and report any unsafe operation or practice; recommend corrective actions to ensure safe service delivery |  |  |
| **Documentation**   * HICS 203: Review the Organization Assignment List * HICS 204: Appoint team members, if assigned, and complete the 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 215A: Complete the Incident Action Plan (IAP) Safety Analysis; document identified safety issues, mitigation strategies and assignments |  |  |
| **Resources**   * Obtain non-entry signage around unsafe or restricted areas, as needed * Request one or more recorders as needed from the Logistics Section Labor Pool and Credentialing Unit Leader, if activated, to perform documentation and tracking |  |  |
| **Communication**  *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security**   * Determine safety risks of the incident and response activities to patients, staff and visitors as well as to the hospital and the environment * Advise Hospital Incident Management Team (HIMT) staff of any unsafe conditions and corrective recommendations * Evaluate building or incident hazards and identify vulnerabilities * Specify type and level of personal protective equipment (PPE) to be utilized by staff to ensure their protection, based on the incident or hazardous condition |  |  |

| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
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| **Activities**   * Transfer the Safety Officer 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 assess safety risks of the incident to all personnel, the hospital, and the environment * Ensure proper equipment needs are met and equipment is properly functioning throughout the response * Attend all command briefings and Incident Action Plan (IAP) meetings to gather and share incident and hospital information * Contribute safety issues, activities, and goals to the IAP * Advise Hospital Incident Management Team (HIMT) staff of any unsafe conditions and corrective recommendations |  |  |
| **Documentation**   * HICS 204: Document assignments and operational period objectives on Assignment List * HICS 213: Document all communications on a General Message Form * HICS 214: Continue to document all actions and observations on the Activity Log on a continual basis * HICS 215A: Continue to update the Incident Action Plan (IAP) Safety Analysis for inclusion in the hospital IAP |  |  |
| **Communication**  *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security**   * Continue to assess safety risks of the incident to all personnel, the hospital, and the environment * Ensure proper equipment needs are met and equipment is properly functioning throughout the response |  |  |

| **Extended Response (greater than 12 hours)** | **Time** | **Initial** |
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| **Activities**   * Transfer the Safety Officer 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) * Continually reassess the safety risks of the extended incident to patients, hospital staff, and visitors and to the hospital and the environment * Identify corrective actions and revise the HICS 215A: Incident Action Plan (IAP) Safety Analysis * Attend all briefings and IAP meetings to gather and share incident and hospital information * Advise Hospital Incident Management Team (HIMT) staff of any unsafe conditions and corrective recommendations * Observe hospital personnel and volunteers for signs of stress and inappropriate behavior * Respond to any reports of stress or inappropriate behavior in conjunction with the Logistics Section Employee Health and Well-Being Unit Leader * Contribute safety issues, activities, and goals to the IAP as needed beyond HICS 215A: Incident Action Plan (IAP) Safety Analysis |  |  |
| **Documentation**   * HICS 204: Document assignments and operational period objectives on Assignment List * HICS 213: Document all communications on a General Message Form * HICS 214: Continue to document all actions and observations on the Activity Log on a continual basis * HICS 215A: Continue to update the Incident Action Plan (IAP) Safety Analysis for inclusion in the hospital IAP |  |  |
| **Communication**  *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security**   * Continue to assess hospital operations and practices of staff, and terminate and report any unsafe operation or practice, recommending corrective actions to ensure safe service delivery * Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques * Observe all staff and volunteers for signs of stress and inappropriate behavior * Respond to any reports of stress or inappropriate behavior in conjunction with the Logistics Section Employee Health and Well-Being Unit Leader |  |  |

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| **Demobilization/System Recovery** | **Time** | **Initial** |
| **Activities**   * Transfer the Safety Officer 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) * As objectives are met and needs for incident related safety decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner, as applicable * Ensure the return or retrieval of equipment and supplies used during the response * Participate in stress management and after action debriefings * Participate in other briefings and meetings as required * Brief the Incident Commander on current problems, outstanding issues, and follow-up requirements * Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Improvement Plan. Topics include: * Review of pertinent position activities and operational checklists * Recommendations for procedure changes * Accomplishments and issues |  |  |
| **Documentation**   * HICS 221: Demobilization Check-Out * Ensure all documentation is submitted to Planning Section Documentation Unit |  |  |

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| **Documents and Tools** |
| * Incident Action Plan * HICS 203 - Organization Assignment List * HICS 204 - Assignment List * HICS 205A - Communications 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 * Hospital Emergency Operations Plan * Incident Specific Plans or Annexes * Material safety data sheets (MSDS) or other information regarding involved chemicals (ATSDR, CHEMTREC, NIOSH handbook) * Hospital organization chart * Hospital telephone directory * Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication |