**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
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| **Assess the operational situation*** Initiate environmental monitoring as indicated by the incident or hazardous condition
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| **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
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| **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
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| **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
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| **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
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| **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
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| **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
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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: 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
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| **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
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| **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
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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: 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
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| **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
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| **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
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