**SPILL RESPONSE UNIT LEADER**

**Mission:** Coordinate on-site activities related to implementation of the hospital’s internal Hazardous Materials (HazMat) Spill Response Plan.

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<tr>
<th>Position Reports to:</th>
<th>HazMat Branch Director</th>
<th>Command Location:</th>
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<th>Position Contact Information:</th>
<th>Phone: (          )               -</th>
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<th>Hospital Command Center (HCC):</th>
<th>Phone: (          )               -</th>
<th>Fax: (          )               -</th>
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**Immediate Response (0 – 2 hours)**

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<tr>
<th>Receive appointment</th>
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Receive appointment
- Obtain briefing from the Hazardous Materials (HazMat) Branch Director 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 Spill Response Unit Leader
- 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 hazardous agent involved in the spill and required response
- Provide information to the HazMat Branch Director on the status

Determine the incident objectives, tactics, and assignments
- Document unit objectives, tactics, and assignments on the HICS 204: Assignment List
- Based on the incident objectives for the response period consider the issues and priorities:
  - Appoint Spill Response Unit personnel in collaboration with the HazMat Branch Director
  - Determine strategies and how the tactics will be accomplished
  - Determine needed resources
- Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing

Activities
- Ensure hospital Hazardous Materials (HazMat) Spill Response Plan is activated, including:
  - Establishing a safe perimeter
## SPILL RESPONSE UNIT LEADER

- Containing the spill, if safe to do so
- Contacting a spill contractor or appropriate government response agency, if needed

- Ensure decontamination team, if activated, is briefed on the situation
- Provide status updates to the HazMat Branch Director regularly, advising of accomplishments and problems encountered
- Provide regular updates to unit personnel and inform of strategy changes as needed
- Consider development of a unit action plan; submit to the HazMat Branch Director if requested

### 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 HazMat Branch Director
- Assess issues and needs in unit areas; coordinate resource management

### Communication
*Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

### Safety and Security
- Ensure that all unit personnel comply with safety procedures and instructions
- Ensure personal protective equipment (PPE) is available and utilized appropriately

### Intermediate Response (2 – 12 hours)

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<tr>
<th>Activities</th>
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<tr>
<td>Transfer the Spill Response Unit Leader role, if appropriate</td>
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<td>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</td>
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<td>Address any health, medical, and safety concerns</td>
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<td>Address political sensitivities, when appropriate</td>
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<tr>
<td>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)</td>
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<td>Ensure hazard monitoring continues and issues are addressed; coordinate with the Safety Officer</td>
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<td>Prepare for the possibility of evacuation or relocation of personnel</td>
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<td>Rotate staff and replace, activate staffing plan utilizing Labor Pool personnel as needed</td>
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<td>Meet regularly with the HazMat Branch Director for status reports</td>
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<td>Advise the HazMat Branch Director immediately of any operational issue you are not able to correct</td>
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<tr>
<td>Relay important information and updates to unit personnel</td>
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## Extended Response (greater than 12 hours)

### Activities
- Transfer the Spill Response Unit Leader 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 Spill Response Unit supervision including monitoring, documentation, and safety practices
- Provide updates to the Hazardous Materials (HazMat) Branch Director and unit personnel

### 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 unit areas; coordinate resource management
- Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed

### Safety and Security
- Ensure that all unit personnel comply with safety procedures and instructions
- Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
- 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
- Ensure personal protective equipment (PPE) is available and utilized appropriately
### Communication

*Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

### Safety and security
- Ensure that all unit 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

### Demobilization/System Recovery

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<td>Ensure the return, retrieval, and restocking of equipment and supplies</td>
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<td>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</td>
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<td>Notify the Hazardous Materials (HazMat) Branch Director when demobilization and restoration is complete</td>
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<td>Coordinate reimbursement issues with the Finance/Administration Section</td>
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<td>Upon deactivation of your position, brief the HazMat Branch Director on current problems, outstanding issues, and follow up requirements</td>
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<td>Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed</td>
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<td>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:</td>
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<td>o Review of pertinent position descriptions and operational checklists</td>
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<td>o Recommendations for procedure changes</td>
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<td>o Accomplishments and issues</td>
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<td>Participate in stress management and after action debriefings</td>
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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
- Hospital Emergency Operations Plan
- Hospital Incident Specific Plans or Annexes
- Hospital Hazardous Materials (HazMat) Incident Response Plan
- Hazardous Materials (HazMat) Spill Response Plan
- Hospital Security Plan
- Hospital Decontamination Plan
- HazMat agent reference materials
- Material Safety Data Sheets (MSDS)
- 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