MEDICAL/TECHNICAL SPECIALIST –
BIOLOGICAL/INFECTIOUS DISEASE

**Mission:** Advise the Incident Commander and/or Operations Section Chief, as assigned, on issues related to biological/infectious disease emergency response.

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| Date: Start: End: Position Assigned to: Initial: **Position Reports to:**  Signature: Hospital Command Center (HCC) Location: Telephone: Fax: Other Contact Info: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive appointment and briefing from the Incident Commander. |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification. |  |  |
| Notify your usual supervisor of your HICS assignment. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Request staffing assistance from the Labor Pool and Credentialing Unit Leader to assist with rapid research as needed to determine hazard and safety information critical to treatment and decontamination concerns for the victims and personnel. |  |  |
| Verify from the ED, infectious disease physicians and infection control staff and report the following information to the Incident Commander or Operations Section Chief and Medical Care Branch Director:* Number and condition of patients affected, including the non-symptomatic
* Type of biological/infectious disease involved
* Medical problems present in addition biological/infectious disease involved
* Measures taken (e.g., cultures, supportive treatment)
* Potential for industrial, chemical, or radiological material exposure expected in addition to biological/infectious disease exposure and scope of communicability
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| Collaborate with the Public Health Department in developing a case definition. Ensure that the case definition is communicated to the Medical Care Branch Director, Safety Officer and all patient care areas.  |  |  |
| Communicate with Operations Section Chief and Safety Officer regarding disease information and staff protection. |  |  |
| Ensure that appropriate standard of isolation precautions are being used in all patient care areas. Arrange for just-in-time training regarding isolation precautions as required. |  |  |
| Meet regularly with the Command staff, Operations Section Chief and Medical Care Branch Director to plan and project patient care needs.  |  |  |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested.  |  |  |
| Recommend input for PIO press releases as requested. |  |  |
| Contact the local Public Health Department, in collaboration with the Liaison Officer, as required, for notification, support, and investigation resources. |  |  |
| Assist the Clinic Administration Medical/Technical Specialist and the Employee Health and Well-Being Unit in organizing Mass Dispensing Clinics or Point of Dispensing for antibiotic prophylaxis or mass vaccination, as indicated and if recommended by the Public Health Department. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Establish regular meeting schedule with the Incident Commander or Operations Section Chief for updates on the situation regarding hospital operation needs. |  |  |
| Maintain communications with Medical Care Branch Director and other Command staff to co-monitor development of the incident and maintain information resource availability. |  |  |
| Direct collection of samples for analysis or evidence. |  |  |
| Monitor and Ensure all samples are correctly packaged for shipment to the most appropriate testing location/laboratory. |  |  |
| Continue to recommend and maintain appropriate isolation precautions and staff protection as the incident evolves. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Meet regularly with the Incident Commander or Operations Section Chief to update current status and conditions. |  |  |
| 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. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Ensure Employee Health and Well-Being Unit, ED physicians and infectious disease physicians and infection control staff are aware of any significant information resulting from exposure to biological/infectious agent. |  |  |
| Ensure the Security Branch Director has custody of all suspected contaminated evidence for release to proper (verified) authority in a proper container, properly sealed. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, brief the Incident Commander or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Operations Section Chief or Incident Commander, as appropriate. |  |  |
| Submit comments to the Incident Commander or Operations Section Chief, as appropriate for discussion and possible inclusion in the after-action report; topics include:* Review of pertinent position descriptions and operational checklists
* Recommendations for procedure changes
* Section accomplishments and issues
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| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| * Incident Action Plan
* HICS Form 207 – Incident Management Team Chart
* HICS Form 213 – Incident Message Form
* HICS Form 214 – Operational Log
* Hospital emergency operations plan
* Hospital organization chart
* Hospital telephone directory
* Radio/satellite phone
* Local public health department reporting forms
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