DETECTION AND MONITORING UNIT LEADER

**Mission:** Coordinate detection and monitoring activities related to hazardous material incident response.

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| Date: Start: End: Position Assigned to: Initial: **Position Reports to:** **HazMat Branch Director** 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, briefing, and any appropriate materials from the Hazardous Materials Branch Director. |  |  |
| 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. |  |  |
| Appoint Detection and Monitoring Unit members and complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing. |  |  |
| Ensure Unit members comply with safety policies and procedures, including the use of personal protective equipment. |  |  |
| Ensure the set-up and functioning of detection and monitoring equipment, appropriate to identified agent. |  |  |
| Ensure ongoing staff rotation. |  |  |
| Ensure hazard monitoring in open and enclosed spaces; coordinate with the Safety Officer. |  |  |
| Coordinate any requests for external resources with Hazardous Materials Branch Director and Support Branch Director or Supply Unit Leader, as appropriate. |  |  |
| Attend briefings and meetings as appropriate. |  |  |
| 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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| Meet regularly with the Hazardous Materials Branch Director for status reports, and relay important information to Unit members. |  |  |
| Ensure staff are rotated and replaced as needed. |  |  |
| Track results of medical monitoring of staff; coordinate with the Employee Health & Well-Being Unit Leader. |  |  |
| Activate supplemental staffing plan as needed; coordinate with the Labor Pool & Credentialing Unit Leader. |  |  |
| Ensure hazard monitoring continues and issues are addressed; coordinate with the Safety Officer. |  |  |
| Communicate status with external authorities, as appropriate through Hazardous Materials Branch Director and in coordination with the Liaison Officer. |  |  |
| Develop and submit an action plan to the Hazardous Materials Branch Director when requested |  |  |
| Advise Hazardous Materials Branch Director immediately of any operational issue you are not able to correct or resolve. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Monitor levels of all supplies, equipment, and needs relevant to all detection and monitoring operations. |  |  |
| Brief Hazardous Materials Branch Director regularly on current condition of all operations; communicate needs in advance. |  |  |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and submit to the Hazardous Materials Branch Director at assigned intervals and as needed.  |  |  |
| Continue communication with appropriate external authorities; coordinate with the Liaison Officer. |  |  |
| 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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| As needs for the Unit’s staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |  |  |
| Ensure equipment is cleaned, repaired, and replaced as warranted. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Ensure disposable materials and waste are properly managed. |  |  |
| Notify Hazardous Materials Branch Director when clean-up/restoration is complete. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Hazardous Materials Branch Director or Operations Section Chief, as appropriate. |  |  |
| Upon deactivation, brief the Hazardous Materials Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to the Hazardous Materials Branch Director 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 204 – Branch Assignment List
* 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
* Hazmat agent reference materials
* External resource directory (e.g., poison control center, ASTDR, Chemtrac, etc.)
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