HAZARDOUS MATERIALS BRANCH DIRECTOR

**Mission:** Organize and direct hazardous material incident response activities: detection and monitoring; spill response; victim, technical, and emergency decontamination; and facility and equipment decontamination.

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| Date: Start: End: Position Assigned to: Initial:  **Position Reports to:** **Operations Section Chief** 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 Operations Section Chief. Obtain packet containing Hazardous Materials Branch Job Action Sheets. |  |  |
| 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. |  |  |
| Determine need for and appropriately appoint Hazardous Materials Branch  Unit Leaders; distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204). |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Brief the Hazardous Materials Branch on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing. |  |  |
| Ensure Branch personnel comply with safety policies and procedures. |  |  |
| Obtain hazardous materials agent information and notify Hazardous Materials Branch Unit Leaders, hospital emergency department, and other treatment areas. |  |  |
| Evaluate special response needs to include:   * coordination with local or area external hazardous materials teams * level and type of decontamination needed (e.g., dry, radiological, technical, gross) |  |  |
| Ensure hazard monitoring in open and enclosed spaces; coordinate with the Safety Officer. |  |  |
| Ensure hospital's internal spill response plan is activated, as appropriate. |  |  |
| Ensure the set-up and staffing of decontamination areas, as appropriate to incident. |  |  |
| Ensure mass decontamination system is functional and meets decontamination needs. |  |  |
| Ensure appropriate antidote supplies are delivered to the decontamination area. Coordinate with the Supply Unit Leader and Clinical Support Services Unit. |  |  |
| Review antidote administration procedure(s) with decontamination personnel, if needed. |  |  |
| Establish medical monitoring of decontamination team members; coordinate with the Employee Health & Well-Being Unit Leader. |  |  |
| 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. |  |  |
| Ensure patient valuables are collected and secured; coordinate with the Security Branch Director. |  |  |
| Determine special equipment and supply needs; request from the Supply Unit Leader and report of Operations Section Chief. |  |  |
| Notify local water authority of situation, as appropriate, and determine if containment of any run-off is required. |  |  |
| Ensure proper wastewater collection and disposal, in compliance with recommendations from water authority, emergency management, and/or local hazardous material team/fire department. |  |  |
| Make requests for external assistance as needed, in coordination with the Liaison Officer. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff. |  |  |
| Ensure staff are rotated and replaced as needed. |  |  |
| Track results of medical monitoring of staff, in collaboration with the Employee Health and Well-Being Unit Leader. |  |  |
| Activate supplemental staffing plan as indicated. |  |  |
| Ensure hazard monitoring continues and issues are addressed; coordinate with the Safety Officer. |  |  |
| Continue to maintain chain of custody of all patient valuables and contaminated clothing in coordination with the Security Branch Director. |  |  |
| Ensure decontamination supplies and PPE are replaced as needed. |  |  |
| Ensure contaminated materials are disposed of properly. |  |  |
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| Prepare for the possibility of evacuation and/or the relocation of the decontamination area as needed. |  |  |
| Receive regularly updated reports from Hazardous Materials Branch Team Leaders. |  |  |
| Consult with Medical/Technical Specialist as needed to provide updated clinical management information to appropriate areas as available. |  |  |
| Communicate status with external authorities, as appropriate, in coordination with the Liaison Officer. |  |  |
| Coordinate internal repair activities, consulting when needed with Infrastructure Branch Director. |  |  |
| Develop and submit a Branch action plan to the Operations Section Chief when requested. |  |  |
| Advise Operations Section Chief 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 hazardous material incident response operations, in collaboration with Supply Unit Leader. |  |  |
| Address patient valuables issues; coordinate with the Security Branch Director. |  |  |
| Brief the Operations Section Chief regularly on current condition; communicate needs in advance. |  |  |
| Continue to monitor facility operations and personnel reports impacting Branch status. |  |  |
| 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 Hazardous Material Branch staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |  |  |
| Manage and secure patient belongings and valuables according to hospital policy; consult with Safety officer, Security Branch Director and local fire and law enforcement, as appropriate. |  |  |
| Ensure the Hazardous Materials Branch Units are notified to terminate operations. |  |  |
| Ensure the decontamination equipment is cleaned, repaired, and replaced as needed. |  |  |
| Ensure proper disposal of waste material; coordinate cost issues with the Finance/Administration Section. |  |  |
| Ensure disposable materials and waste are properly managed. |  |  |
| Address the return of patient valuables with the Security Branch Director, local law enforcement, fire department, and hazardous materials teams. |  |  |
| Ensure the decontamination areas are decontaminated, commensurate with agent and regulatory guidelines. |  |  |
| Ensure medical monitoring data is collected and submitted to Employee Health & Well-Being Unit for review and entry into personnel health files. |  |  |
| Ensure medical surveillance of staff is initiated as needed and/or per recommendations of internal/external experts, in collaboration with Employee Health & Well-Being Unit. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Notify Operations Section Chief 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 Operations Section Chief. |  |  |
| Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to the Operations Section Chief 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 |  |  |
| 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 Sheet * 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 * OSHA First Receiver’s Checklist * Decontamination area drawings, procedures, and documentation logs |