DECON INITIAL CONTACT UNIT LEADER

Mission: Establish and maintain control of Decon Initial Contact Unit. Work with Decon Triage Unit members to greet contaminated patients and provide them with information and direction as to the decontamination process. Provide escort to the Contamination Reduction Corridor if necessary.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____

Position Reports to: Site Access Control Leader Signature: _____

Hospital Command Center (HCC) Location: _____ Telephone: _____

Fax: _____ Other Contact Info: _____ Radio Title: _____

Immediate (Operational Period 0-2 Hours) [Operational Periods are arbitrary and may vary by incident.] Tasks are not in order of execution.	**Time**	**Initial**
Receive appointment, briefing, and any appropriate materials from the Site Access Control Leader.		
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 Initial Contact Unit members. Unit Member(s): _____ Unit Member(s): _____ Unit Member(s): _____		
Report for medical baseline.		
Don appropriate PPE.		
Don appropriate unique identifier.		
Monitor and supervise the operations of the Initial Contact Unit.		
Review hand signals along with Initial Contact Unit members.		
Assure that Initial Contact Unit members have appropriate PPE including being labeled with employees name on PPE.		
Initiate and maintain communications with Site Access Control Leader and Triage Unit Leader.		
Assume position as point “greeter” outside the ED at the Contamination Reduction Corridor.		
Establish and maintain visual/verbal contact with Initial Contact Unit members.		
Establish and maintain visual/verbal contact with other Victim Decon Unit members.		

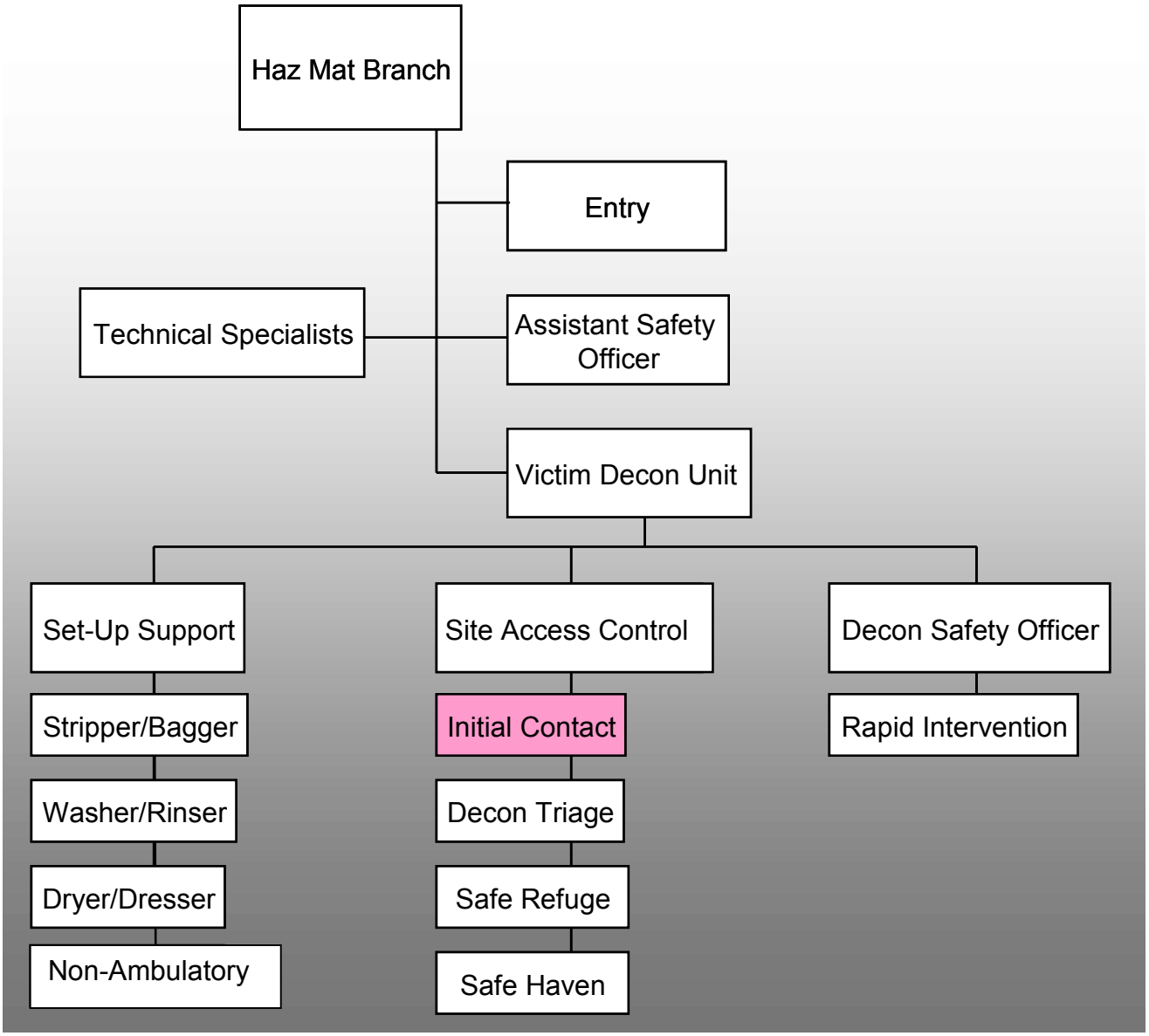
Immediate (Operational Period 0-2 Hours) [Operational Periods are arbitrary and may vary by incident.] Tasks are not in order of execution.	**Time**	**Initial**
Inform Victim Decon Unit Leader of correct safe work practices.		
Initiate and maintain communications with Decon Site Access Control Unit Leader.		
May assist Stripper/Bagger or Washer/Rinser if census allows. At deactivation, or fatigue rotation, report through Contamination Reduction Corridor and be decontaminated by Washer/Rinser or perform self decon.		
Continuously evaluate and recommend facility / staff protective action options to Victim Decon Unit Leader.		
Advise the Victim Decon Unit Leader of deviations from safe work practices or of any dangerous situations.		
Ensure the protection of the Initial Contact Unit members from physical, environmental, biological, chemical hazards or exposures.		

Intermediate (Operational Period 2-12 Hours)	**Time**	**Initial**
Meet regularly with the Site Access Control Leader for status reports, and relay important information to Unit Members, if any.		
Ensure staff are rotated and replaced as needed.		
Monitor results of medical monitoring of staff; coordinate with the Employee Health & Well-Being Unit Leader.		
Monitor hazard monitoring continues and issues are addressed.		
Coordinate medical assessment of resource team members when Victim Decon Unit Team deactivates or fatigue rotation.		
Advise Site Access Control Leader immediately of any operational issue you are not able to correct or resolve.		

Demobilization/System Recovery	**Time**	**Initial**
As needs for the Unit's staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Ensure Victim Decontamination Unit members are notified to terminate operations.		
Ensure decontamination equipment is cleaned, repaired, and replaced as warranted.		
Ensure disposable materials and wastes are properly managed.		
Monitor the decontamination area decontamination, commensurate with agent risks.		
Monitor medical monitoring data on decontamination staff being collected and submitted to Employee Health & Well-Being Unit for review and entry into personnel health files.		
Monitor medical surveillance of decontamination staff when initiated as needed and/or per recommendations of internal/external experts, in collaboration with Employee Health & Well-Being Unit.		

Demobilization/System Recovery	**Time**	**Initial**
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 of your position, brief the Site Access Control Leader or Victim Decon Unit Leader, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Site Access Control Leader 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
• 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 patient decontamination plan (e.g., decontamination area drawings, procedures, and documentation logs) • Material Safety Data Sheets (MSDS) • Hospital organization chart • Hospital telephone directory • Radio/satellite phone


Haz Mat Branch
Entry
Technical Specialists
Assistant Safety Officer
Victim Decon Unit
Set-Up Support
Site Access Control
Decon Safety Officer
Stripper/Bagger
Initial Contact
Rapid Intervention
Washer/Rinser
Decon Triage
Dryer/Dresser
Safe Refuge
Non-Ambulatory
Safe Haven