

## VICTIM DECON UNIT SAFETY OFFICER

**Mission:** Monitor and have authority over the safety of decontamination operations and hazardous conditions. Organize and enforce worker protection and overall Unit safety.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
<b>Position Reports to: Victim Decon Unit Leader</b> Signature: _____	
Hospital Command Center (HCC) Location: _____ Telephone: _____	
Fax: _____ Other Contact Info: _____ Radio Title: _____	

<b>Immediate (Operational Period 0-2 Hours) [Operational Periods are arbitrary and may vary by incident.] Tasks are not in order of execution.</b>	<b>Time</b>	<b>Initial</b>
Receive appointment, briefing, and any appropriate materials from the Victim Unit Decon 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.		
Initiate and maintain Safety Plan.		
Initiate and maintain communications with Victim Decon Unit Leader, Decon Set Up/Support Unit Leader, Decon Site Access Control Leader, and HICS Safety Officer.		
Coordinate medical baseline on Victim Decon Unit Team members.		
Retain medical baseline information and continue to monitor Decon Resource Team		
Ensure that proper PPE is selected and donned correctly.		
Continue to monitor PPE protective ability to hazardous substances.		
Establish and maintain verbal contact with Victim Decon Unit Team members. Review emergency communications such as hand signals.		
Monitor Victim Decon Unit Team members for stress (including physical, chemical, environmental, and psychological stress). Report immediately any change in status to Victim Decon Team Leader.		
In conjunction with Decon Set Up / Support Unit Leader, establish environmental monitoring of the Contamination Reduction Corridor (if appropriate and available).		
Inform Victim Decon Unit Leader of correct safe work practices.		
Establish communications and coordinate operations with Technical Specialist as needed and if available.		
Establish communications with resources such as Poison Control, CHEMTREC, County Health, Hospital Lab, County Lab, Local Fire Department and Hazmat Team, National Response Team, State Agricultural Authorities, on-site responders, etc as appropriate.		

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Review multiple sources of reference material.		
If the contaminant is known, identify and report hazards, signs and symptoms, and characteristics of the hazardous material to team and Victim Decon Unit Leader.		
Convey findings and other pertinent information to interested organizations as appropriate either directly or via the Liaison Officer.		
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 Victim Decon Unit Team members from physical, environmental, biological, chemical hazards or exposures.		
In conjunction with the Victim Decon Unit Leader, the Decon Safety Officer has the authority to alter, suspend, or terminate any activity that may be judged unsafe.		
Assess resource inventory and needs, report to Victim Decon Unit Leader.		
Based on information available determine whether the Decon Unit is in a “go,” “no-go,” or “modify to go” circumstance based on contaminant, staffing, PPE, and response equipment. Convey determination to Victim Unit Decon Leader.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Meet regularly with the Victim Decon Unit 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 Hazardous Victim Decon Unit Leader immediately of any operational issue you are not able to correct or resolve.		
File Safety Plan with Victim Decon Unit Leader or HazMat Branch Director as appropriate.		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
As needs for the Unit’s staff decrease, return staff to their usual jobs following medical assessment and rehabilitation 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.		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
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.		
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 Victim Decon Unit Leader or HazMat Branch Director, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Victim Decon Unit Leader for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> </ul>		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

<b>Documents/Tools</b>
<ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• HICS Form 207 – Incident Management Team Chart</li> <li>• HICS Form 213 – Incident Message Form</li> <li>• HICS Form 214 – Operational Log</li> <li>• Hospital emergency operations plan</li> <li>• Hospital patient decontamination plan (e.g., decontamination area drawings, procedures, and documentation logs)</li> <li>• Material Safety Data Sheets (MSDS)</li> <li>• Hospital organization chart</li> <li>• Hospital telephone directory</li> <li>• Radio/satellite phone</li> </ul>

