

SET-UP/SUPPORT UNIT LEADER

Mission: Ensure the Decontamination Reduction Corridor is set up and fully prepared to accepted and clean contaminated patients.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Victim Decon Unit 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 Victim Decon Unit 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 Set-Up/Support Unit members. Decon Equip. Setup Team: _____ Stripper/Bagger: _____ Washer/Rinser: _____ Dryer/Dresser: _____		
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 appropriate use of personal protective equipment.		
Ensure all appropriate equipment is delivered to the Decontamination Reduction Corridor site.		
Set up appropriate decontamination equipment considering the type and duration of expected decon activities.		
Ensure all decon equipment is functional and ready to accept contaminated patients.		
Ensure there are sufficient reserves readily available to replace any used or faulty supplies or equipment.		
Position Unit members in appropriate positions before first contaminated patient presents.		
Monitor Unit members' activities and ensure they have adequate support throughout the incident.		
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
Meet regularly with the Victim Decon Unit Leader for status reports, and relay important information to Unit Members.		
Regularly obtain information about progress on assigned tasks from Unit members and report important information to Victim Decon Unit Leader.		
Communicate with the Victim Unit Decon Unit Leader to secure and post non-entry signs around secure and unsafe areas.		
Monitor use of personal protective equipment and any potential adverse impacts.		
Identify need for assistance or equipment and report to the Victim Decon Unit Leader.		
Develop and submit an action plan to the Victim Decon Unit Leader when requested.		
Advise Victim Decon Unit 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 return/retrieval of equipment and supplies and return all assigned incident command equipment.		
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 Victim Decon Unit Leader or HazMat Branch Director, 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 or HazMat Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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 • Hospital emergency operations plan

