

DECON TRIAGE UNIT LEADER

Mission: Establish and maintain control of Decon Triage Unit. Sort contaminated patients according to priority considering gender, ability to ambulate and level of contamination.

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.		
Appoint Decon Triage 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 Decon Triage Unit.		
Review hand signals along with Decon Triage Unit members.		
Assure that Decon Triage Unit members have appropriate PPE including being labeled with employees name on PPE.		
Initiate and maintain communications with Victim Decon Unit Leader and Setup/Support Unit Leader.		
Take a position that ensures contact with patients before Contamination Reduction Corridor.		
Establish and maintain visual/verbal contact with other Victim Decon Unit members.		
Visually and verbally triage patients to establish decon priority.		
Segregate patients into ambulatory/non-ambulatory, male/female, and self-decon/assisted-decon/no decon.		
Send patients to Safe Refuge as needed to await decontamination.		

Immediate (Operational Period 0-2 Hours) [Operational Periods are arbitrary and may vary by incident.] Tasks are not in order of execution.	Time	Initial
Verbally and/or physically guide contaminated patients to Stripper/Bagger position within Contamination Reduction Corridor.		
Report patient census and status to Site Access Control Leader.		
Inform Victim Decon Unit Leader of correct safe work practices.		
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 Site Access Control 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.		
Advise Site Access Control Leader immediately of any operational issue you are not able to correct or resolve.		

Demobilization/System Recovery	Time	Initial
At deactivation, or fatigue rotation, report through Contamination Reduction Corridor and be decontaminated by Washer/Rinser or perform self decon.		
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 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.		

Demobilization/System Recovery	Time	Initial
Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Site Access Control Leader or Victim Decon Unit Leader as appropriate.		
<ul style="list-style-type: none"> • 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
<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 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

