

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) [Operational Periods are arbitrary and may vary by incident.] Tasks are not in order of execution. | Time | Initial |
|--|-------------|----------------|
| 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: <ul style="list-style-type: none"> • 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 HICS Safety Officer. | | |
| Ensure hospital's internal spill response plan is activated, as appropriate. | | |
| Appoint and brief the Victim Decon Unit Leader | | |
| 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. | | |
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| Immediate (Operational Period 0-2 Hours) [Operational Periods are arbitrary and may vary by incident.] Tasks are not in order of execution. | Time | Initial |
|--|-------------|----------------|
| 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 and 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 |
|---|-------------|----------------|
| 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 and 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. | | |
| 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. | | |

| Intermediate (Operational Period 2-12 Hours) | Time | Initial |
|--|-------------|----------------|
| Advise Operations Section Chief immediately of any operational issue you are not able to correct or resolve. | | |

| Demobilization/System Recovery | Time | Initial |
|---|-------------|----------------|
| 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 wastes 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: <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

- 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
- Decontamination area drawings, procedures, and documentation logs

