

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.

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)	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 Safety Officer.		
Ensure hospital's internal spill response plan is activated, as appropriate.		
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.		
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		



Immediate (Operational Period 0-2 Hours)	Time	Initial
Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		
Ensure patient valuables are collected and secured; 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; 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.		
Advise Operations Section Chief immediately of any operational issue you are not able to correct or resolve.		



Extended (Operational Period Beyond 12 Hours)	Time	Initial
Monitor levels of all supplies, equipment, and needs relevant to all hazardous material incident response operations, in collaboration with Supply Unit Leader.		
Address patient valuables issues; coordinate with the Security Branch Director.		
Brief the Operations Section Chief regularly on current condition; communicate needs in advance.		
Continue to monitor facility operations and personnel reports impacting Branch status.		
Continue communication with appropriate external authorities; coordinate with the Liaison Officer.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

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 waste 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.		

Demobilization/System Recovery	Time	Initial
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
<ul style="list-style-type: none"> • 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 • OSHA First Receiver’s Checklist • Decontamination area drawings, procedures, and documentation logs