

VICTIM DECONTAMINATION UNIT LEADER

Mission: Coordinate the onsite patient decontamination activities related to hazardous materials (HazMat) incident response.

Position Reports to: HazMat Branch Director		Command Location: _____
Position Contact Information: Phone: (_____) - _____		Radio Channel: _____
Hospital Command Center (HCC): Phone: (_____) - _____		Fax: (_____) - _____
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from the Hazardous Materials (HazMat) Branch Director on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Victim Decontamination Unit Leader • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Determine the hazardous agent involved and the type of decontamination required • Provide information to the HazMat Branch Director on the status 		
<p>Determine the incident objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Document unit objectives, tactics, and assignments on the HICS 204: Assignment List • Based on the incident objectives for the response period consider the issues and priorities: <ul style="list-style-type: none"> ○ Appoint Victim Decontamination Unit personnel in collaboration with the HazMat Branch Director ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing 		
<p>Activities</p> <ul style="list-style-type: none"> • Oversee the setup of decontamination areas to perform technical and emergency decontamination for all ambulatory and non-ambulatory patients 		

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<ul style="list-style-type: none"> • Ensure medical monitoring of decontamination team personnel through the Logistics Section Employee Health and Well-Being Unit or other designated personnel • Ensure identification of hazardous agent through signs and symptom recognition, and HazMat team methodology • Ensure needed clinical management information including antidote usage is obtained from reference texts, Poison Control Center, and websites; share information with decontamination team personnel • Ensure timely processing of patients through decontamination per medical treatment and decontamination guidelines • Designate teams as needed and provide for the process of: <ul style="list-style-type: none"> ○ Prioritizing order of decontamination ○ Scanning for radiation ○ Undressing, valuables collection, and security ○ Washing and rinsing ○ Redressing, gowning, and rescanning • Determine rotation time for decontamination team personnel • Collect and secure patient valuables; coordinate with the Security Branch • Ensure appropriate antidote supplies are delivered; coordinate with the Clinical Support Unit and the Logistics Section Supply Unit Leader • Manage adverse environmental conditions per the Decontamination Plan • Ensure proper wastewater collection and disposal, in compliance with recommendations from the water authority, environmental protection authority, emergency management, local hazardous materials team, or fire department • Collaborate with appropriate Medical-Technical Specialists to discuss decontamination operations and any special considerations or needs • Provide status updates to the HazMat Branch Director regularly, advising of accomplishments and problems encountered • Provide regular updates to unit personnel and inform of strategy changes as needed • Consider development of a unit action plan; submit to the HazMat Branch Director if requested 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period 		
<p>Resources</p> <ul style="list-style-type: none"> • Determine equipment and supply needs; request from the Logistics Section Supply Unit Leader and report to the HazMat Branch Director • Assess issues and needs in unit areas; coordinate resource management 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and Security</p> <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions • Ensure personal protective equipment (PPE) is available and utilized appropriately 		

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Intermediate Response (2 – 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Victim Decontamination Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Track results of medical monitoring of unit personnel, coordinate with the Logistics Section Employee Health and Well-Being Unit • Ensure hazard monitoring continues and issues are addressed; coordinate with the Safety Officer • Ensure security and chain of custody of personal belongings; coordinate with the Security Branch • Prepare for the possibility of evacuation or the relocation of the decontamination area • Rotate staff and replace, activate staffing plan utilizing Labor Pool personnel as needed • Meet regularly with the HazMat Branch Director for status reports • Advise the HazMat Branch Director immediately of any operational issue you are not able to correct • Relay important information and updates to unit personnel 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis 		
<p>Resources</p> <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and Security</p> <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit • Ensure personal protective equipment (PPE) is available and utilized appropriately 		
Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Victim Decontamination Unit Leader role, if appropriate 		

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<ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) ● Continue Victim Decontamination Unit supervision including monitoring, documentation, and safety practices ● Provide updates to the Hazardous Materials (HazMat) Branch Director and unit personnel 		
<p>Documentation</p> <ul style="list-style-type: none"> ● HICS 204: Document assignments and operational period objectives on Assignment List ● HICS 213: Document all communications on a General Message Form ● HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis 		
<p>Resources</p> <ul style="list-style-type: none"> ● Assess issues and needs in unit areas; coordinate resource management ● Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
<p>Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> ● Ensure that all unit personnel continue to comply with safety procedures and instructions ● Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader ● Provide for staff rest periods and relief ● Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques ● Ensure personal protective equipment (PPE) is available and utilized appropriately 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> ● Transfer the Victim Decontamination Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) ● Ensure disposable materials, waste, and wastewater are properly managed 		

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<ul style="list-style-type: none"> • Address return of patient belongings with the Security Branch, law enforcement, fire department, and hazardous materials (HazMat) team • Ensure the decontamination area is decontaminated, commensurate with agent risks • Ensure medical surveillance of decontamination personnel is initiated per recommendations in collaboration with the Logistics Section Employee Health and Well-Being Unit • Notify the water authority when operations are terminated • Notify the hazardous waste hauler that services are no longer needed; obtain final documentation from hazardous waste hauler • Ensure medical monitoring data on decontamination personnel is collected and submitted to the Logistics Section Employee Health and Well-Being Unit for review and entry into personnel health files • Ensure the return, retrieval, and restocking of equipment and supplies • As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader • Notify the Hazardous Materials (HazMat) Branch Director when demobilization and restoration is complete • Coordinate reimbursement issues with the Finance/Administration Section • Upon deactivation of your position, brief the HazMat Branch Director on current problems, outstanding issues, and follow up requirements • Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed • Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues • Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to the Planning Section Documentation Unit 		

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Documents and Tools

- HICS 203 - Organization Assignment List
- HICS 204 - Assignment List
- HICS 213 - General Message Form
- HICS 214 - Activity Log
- HICS 215A - Incident Action Plan (IAP) Safety Analysis
- HICS 221 - Demobilization Check-Out
- HICS 252 - Section Personnel Time Sheet
- HICS 258 - Hospital Resource Directory
- Hospital Emergency Operations Plan
- Hospital Incident Specific Plans or Annexes
- Hospital Hazardous Materials (HazMat) Incident Response Plan
- Hospital Hazardous Materials (HazMat) Spill Response Plan
- Hospital Security Plan
- Hospital Decontamination Plan
- HazMat agent reference materials
- Material Safety Data Sheets (MSDS)
- Hospital blueprints and maps
- Hospital organization chart
- External resource directory (Poison Control Center, the Agency for Toxic Substances and Disease Registry [ATSDR], the CHEMTREC hotline, etc.)
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication