**INFECTION CONTROL UNIT LEADER**

**Mission:** Advise the Safety Officer on issues related to biological/infectious disease emergency response.

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| Date: Start: End: Position Assigned to: Initial:  **Position Reports to:** **Safety Officer** Signature:  TMTS Command Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:  Fax: Other Contact Info: Radio Title: |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive assignment and briefing from the Safety Officer. Obtain packet containing Infection Control Unit Leader Job Action Sheet. |  |  |
| Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided). |  |  |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Ensure Unit members comply with safety policies and procedures. |  |  |
| Report the following information to the Safety Officer, Operations Chief, and the Medical Director:   * Number and condition of patients affected, including the non-symptomatic. * Type of biological/infectious disease involved. * Medical problems present in addition to biological/infectious disease involved. * Measures taken (e.g., cultures, supportive treatment) * Potential for industrial, chemical, or radiological material exposure expected in addition to biological/infectious disease exposure and scope of practice. |  |  |
| Collaborate with the Public Health Department in developing a case definition. Ensure that the case definition is communicated to the Medical Operations Chief/Chief Nurse, Safety Officer, Operations Chief, and Medical Director and all patient care areas. |  |  |
| Communicate with Operations Section Chief and Safety Officer regarding disease information and staff protection. |  |  |
| Ensure that appropriate standard of isolation precautions are being used in all patient care areas. Arrange for just-in-time training regarding isolation precautions as required. |  |  |
| Meet regularly with Safety Officer, Operations Chief, and Medical Operations Chief/Chief Nurse to plan and project patient care needs. |  |  |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested. |  |  |
| Recommend input for PIO press releases as requested. |  |  |
| Contact the Public Health Department, in collaboration with the Operations Section Chief, as required, for notification, support, and investigation resources. |  |  |
| Assist the Medical Operations Section in organizing Mass Dispensing or Point of Dispensing for antibiotic prophylaxis or mass vaccination, as indicated and if recommended by the Public Health Department. |  |  |
| Receive assigned radio and establish two-way communication with the Communications Unit Leader. Receive just-in-time training if needed. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Planning Chief/MST. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Establish regular schedule with the Operations Chief and Safety Officer for updates on the situation regarding TMTS operation’s needs. |  |  |
| Notify Logistics Chief of special medications needs. |  |  |
| Maintain communications with the Medical Operations Section and other Sections Chiefs to co-monitor development of the incident and maintain information resources availability. |  |  |
| Direct collection of samples for analysis or evidence. |  |  |
| Monitor and ensure all samples are correctly packaged for shipment to the most appropriate testing location/laboratory. |  |  |
| Continue to recommend and maintain appropriate isolation precautions and staff protection as the incident evolves. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Meet regularly with Operations Chief and Safety Officer to update current status and conditions. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, and rest. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, brief the Safety Officer on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Chief/MST. |  |  |
| Submit comments to the after action report. |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| Incident Action Plan  HICS Form 213 – Incident Message Form  HICS Form 214 – Operational Log  TMTS organization chart  TMTS telephone directory  Radio/satellite phone – phone numbers and radio assignments  Local public health department reporting forms. |