**RESPONDER HEALTH & WELLBEING**

**Mission:** Ensure the availability of medical and mental healthcare for injured or ill staff. Coordinate mass prophylaxis/vaccination/immunization of staff, if required. Coordinate medical surveillance program for responders.

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| Date: Start: End: Position Assigned to: Initial: Position Reports to: **Safety Officer** Signature: Initial: 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 Office. Obtain packet containing the Responder Health & Well-Being Unit Leader Job Action Sheet. |  |  |
| Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided).  |  |  |
| Assign and brief Unit team 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. |  |  |
| Assess current capability to provide medical care and mental health support to staff members. Project immediate and prolonged capacities to provide services based on current information and situation.  |  |  |
| Ensure staff are using recommended PPE and following other safety recommendations. |  |  |
| Implement staff prophylaxis plan if indicated. Steps to include:* Determine medication, dosage and quantity.
* Prioritize of staff to receive medication or immunization.
* Point of Distribution (POD) location preparation.
* Acquire/distribute medication.
* Documentation.
* Educational materials for distribution.
* Track side effects and efficacy.
* Augmentation of Unit staffing to provide services.
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| Prepare for the possibility that a staff member or their family member may be a victim and anticipate a need for psychological support. |  |  |
| Ensure prioritization of problems when multiple issues are presented. |  |  |
| Anticipate increased Responder Health & Well-Being services needs created by additional patients, longer staff work hours, exposure to sick persons, and concerns about family welfare initiate actions to meet the needs.  |  |  |
| Meet with Medical Operations Chief/Chief Nurse to discuss plan of action and staffing patient care areas requiring assistance. |  |  |
| Notify Safety Officer of any health risks or other clinical problems related to staff. |  |  |
| Receive, coordinate, and forward requests for personnel to the Staffing/Accountability Unit Leader and supplies to the Logistics Chief. |  |  |
| Receive assigned radio and establish two-way communications with the Communications Unit Leader. Receive just-in-time training for the radio if needed.  |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS 213) and provide a copy for the Planning Chief/MST. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Coordinate continuing support to staff members. |  |  |
| Assign mental health personnel to visit patient care areas and evaluate staff needs. |  |  |
| Coordinate external request for resources with the Logistics Chief; follow community plan if available; develop plan for using outside mental and responder health services. |  |  |
| Notify Logistics Chief of special medications needs.  |  |  |
| Continue to plan for a marked increase in responder health and wellness service needs for staff/family; announce options and program to staff. |  |  |
| Monitor exposed staff for signs of illness or injury including infectious disease and exposure to other physical agents such as chemicals or radiation. |  |  |
| Assign staff to support personnel in TMTS and provide mental health intervention/advice; contact Staffing/Accountability for additional personnel, if needed.  |  |  |
| Ensure medical records of staff receiving services are prepared correctly and maintain confidentiality of records. |  |  |
| Meet routinely with Unit members for status reports, and relay important information to Operations Chief. |  |  |
| Address Security issues as needed with the Security Unit Leader. |  |  |
| Report equipment and supply needs to the Logistics Chief. |  |  |
| Ensure staff health and safety issues are being addressed; resolve with Safety Officer as needed. |  |  |
| Develop and submit an action plan to the Planning Chief when requested |  |  |
| Advise the Medical Operations Chief /CNO of any operational issue you are not able to correct or resolve. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor the Unit staff’s ability to meet workload demands, staff health and safety, security and resource needs, and documentation practices. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, and rest. |  |  |
| Continue to monitor exposed staff for signs of illness or injury including infectious disease and exposure to other physical agents such as chemicals or radiation. |  |  |
| Continue to document actions and decisions on HICS Form 214 and send to the Planning Chief. |  |  |
| Continue to provide the Medical Operations Chief/Chief Nurse with periodic updates. |  |  |
| Continue to provide Unit members with regular situation briefings. |  |  |
| 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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| Coordinate long term support needs with external resources including local, state and federal mental health officials. |  |  |
| In coordination with the Mental Health Unit Leader, identify staff at high risk for post-incident traumatic stress reactions and provide debriefing/stress management programs and activities. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Compile and finalize responder patient information and records and report the Planning Chief. Ensure confidentiality of medical and mental health records.Upon deactivation of your position, brief the Medical Operations Chief/Chief Nurse, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, ensure all documentation and HICS Forms are completed and submitted to the Planning Chief/MST. |  |  |
| Submit comments to the after action report. |  |  |
| Participate in stress management and after-action briefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| HICS Form 207 – Incident Management Team ChartHICS Form 213 – Incident Message FormHICS Form 214 – Operational LogTMTS organization chartTMTS telephone directoryRadio/satellite phone – phone numbers and radio assignmentsLocal resources |