**SAFETY OFFICER**

**Mission:** Ensure safety of staff, patients, and visitors, monitor and correct hazardous conditions. Have authority to halt any operation that poses immediate threat to life and health.

|  |
| --- |
| Date: Start: End: Position Assigned to: Initials:  **Position Reports to:** **TMTS Administrator** Signature: I  TMTS Command Location: Telephone:  Fax: Other Contact Info: Radio Title: |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Receive appointment and briefing from the TMTS Administrator. |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification. |  |  |
| Establish contact with the Communications Unit Leader and confirm your contact information. |  |  |
| Appoint Safety team members and complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief team members on current situation and incident objectives; develop response strategy and tactics; outline action plan and designate time for next briefing. |  |  |
| Determine safety risks of the incident to personnel, the TMTS facility, and the environment. Advise the TMTS Administrator and Section Chiefs of any unsafe condition and corrective recommendations. |  |  |
| Communicate with the Logistics Chief to procure and post non-entry signs around unsafe areas. |  |  |
| Ensure the following activities are initiated as indicated by the incident/situation:   * Evaluate building or incident hazards and identify vulnerabilities * Specify type and level of PPE to be utilized by staff to ensure their protection, based upon the incident or hazardous condition * Monitor operational safety of decontamination operations * Ensure that Safety staff identify and report all hazards and unsafe conditions to the Operations Section Chief * Identify securable area for medication storage and pharmacy operations |  |  |
| Assess TMTS operations and practices of staff, and terminate and report any unsafe operation or practice, recommending corrective actions to ensure safe service delivery. |  |  |
| Initiate the Incident Action Plan Safety Analysis (HICS Form 261). |  |  |
| Ensure implementation of all safety practices and procedures in the TMTS or facility. |  |  |
| Initiate environmental monitoring as indicated by the incident or hazardous condition. |  |  |
| Attend all command briefings and Incident Action Planning meetings to gather and share incident and hospital/facility safety requirements. |  |  |
| Request one or more recorders as needed to perform documentation and tracking. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| 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. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Attend all command briefings and Incident Action Planning meetings to gather and share incident and TMTS facility information. Contribute safety issues, activities and goals to the Incident Action Plan. |  |  |
| Continue to assess safety risks of the incident to personnel, the hospital/facility, and the environment. Advise the TMTS Administrator and Section Chiefs of any unsafe condition and corrective recommendations. |  |  |
| Ensure proper equipment needs are met and equipment is operational prior to each operational period. |  |  |
| Continue to document all actions and observations on the Operational Log (HICS Form 214) on a continual basis. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
| --- | --- | --- |
| Re-assess the safety risks of the extended incident to personnel, the hospital/facility, and the environment and report appropriately. Advise the TMTS Administrator and Section Chiefs of any unsafe condition and corrective recommendations. |  |  |
| Continue to update the Incident Action Plan Safety Analysis (HICS Form 261) for possible inclusion in the facility Incident Action Plan. |  |  |
| Continue to assess TMTS operations and practices of staff, and terminate and report any unsafe operation or practice, recommending corrective actions to ensure safe service delivery. |  |  |
| Continue to attend all command briefings and incident action planning meetings to gather and share incident and hospital/facility information. Contribute safety issues, activities and goals to the Incident Action Plan. |  |  |
| 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 TMTS Administrator. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
| --- | --- | --- |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, brief the TMTS Administrator on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, submit Operational Logs (HICS Form 214) and all completed documentation to the Planning Section Chief. |  |  |
| Participate in after-action debriefings and document observations and recommendations for improvements for possible inclusion in the After-Action Report. Topics include:   * Accomplishments and issues * Review of pertinent position descriptions and operational checklists * Recommendations for procedure changes |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
| --- |
| Incident Action Plan  HICS Form 207 – Incident Management Team Chart  HICS Form 213 – Incident Message Form  HICS Form 214 – Operational Log  HICS Form 261 – Incident Action Plan Safety Analysis  TMTS emergency operations plan  TMTS organization chart  TMTS telephone directory  Radio/satellite phone  Material safety data sheets (MSDS) or other information regarding involved chemicals (ATSDR, CHEMTREC, NIOSH handbook) |