

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.

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
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.		
Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.		
Implement staff prophylaxis plan if indicated. Steps to include: <ul style="list-style-type: none"> • 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. 		
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.		

Immediate (Operational Period 0-2 Hours)	Time	Initial
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
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.		
Continue to adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.		
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
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.		

End of Shift/Demobilization/System Recovery	Time	Initial
Coordinate long term support needs with external resources including local, state and federal mental health officials.		
Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines during the demobilization phase.		
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.		