

SAFETY OFFICER

Mission: Ensure health and safety of patients, hospital personnel, and visitors; identify, monitor and mitigate hazardous conditions.

Position Reports to: Incident Commander		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 Incident Commander 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 Safety Officer • 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"> • Initiate environmental monitoring as indicated by the incident or hazardous condition 		
<p>Determine the incident objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Establish contact with local public safety agencies as well as other hospitals, as appropriate to access any pertinent safety information • Provide information to the Incident Commander including safety-related capabilities and limitations 		
<p>Activities</p> <ul style="list-style-type: none"> • Determine safety risks of the incident and response activities to patients, hospital personnel, and visitors as well as to the hospital and the environment • Advise the Hospital Incident Management Team (HIMT) of any unsafe conditions and corrective recommendations • Evaluate the building or incident hazards and identify vulnerabilities • Specify the type and level of personal protective equipment (PPE) to be used by hospital personnel to ensure their protection, based on the incident or hazard • Post non-entry signage around unsafe or restricted areas, as needed • Attend all briefings and Incident Action Plan (IAP) meetings to gather and share incident and hospital safety requirements 		



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<ul style="list-style-type: none"> • Monitor operational safety of decontamination operations, if applicable • Ensure that safety team members, if assigned, identify and report all hazards and unsafe conditions • Assess hospital operations and practices of staff; terminate and report any unsafe operation or practice; recommend corrective actions to ensure safe service delivery 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 203: Review the Organization Assignment List • HICS 204: Appoint team members, if assigned, and complete the 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 215A: Complete the Incident Action Plan (IAP) Safety Analysis; document identified safety issues, mitigation strategies and assignments 		
<p>Resources</p> <ul style="list-style-type: none"> • Obtain non-entry signage around unsafe or restricted areas, as needed • Request one or more recorders as needed from the Logistics Section Labor Pool and Credentialing Unit Leader, if activated, to perform documentation and tracking 		
<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"> • Determine safety risks of the incident and response activities to patients, staff and visitors as well as to the hospital and the environment • Advise Hospital Incident Management Team (HIMT) staff of any unsafe conditions and corrective recommendations • Evaluate building or incident hazards and identify vulnerabilities • Specify type and level of personal protective equipment (PPE) to be utilized by staff to ensure their protection, based on the incident or hazardous condition 		

Intermediate Response (2 – 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Safety Officer 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) • Continue to assess safety risks of the incident to all personnel, the hospital, and the environment • Ensure proper equipment needs are met and equipment is properly functioning throughout the response • Attend all command briefings and Incident Action Plan (IAP) meetings to gather and share incident and hospital information • Contribute safety issues, activities, and goals to the IAP • Advise Hospital Incident Management Team (HIMT) staff of any unsafe conditions and corrective recommendations 		

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<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: Continue to document all actions and observations on the Activity Log on a continual basis • HICS 215A: Continue to update the Incident Action Plan (IAP) Safety Analysis for inclusion in the hospital IAP 		
<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"> • Continue to assess safety risks of the incident to all personnel, the hospital, and the environment • Ensure proper equipment needs are met and equipment is properly functioning throughout the response 		

Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Safety Officer 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) • Continually reassess the safety risks of the extended incident to patients, hospital staff, and visitors and to the hospital and the environment • Identify corrective actions and revise the HICS 215A: Incident Action Plan (IAP) Safety Analysis • Attend all briefings and IAP meetings to gather and share incident and hospital information • Advise Hospital Incident Management Team (HIMT) staff of any unsafe conditions and corrective recommendations • Observe hospital personnel and volunteers for signs of stress and inappropriate behavior • Respond to any reports of stress or inappropriate behavior in conjunction with the Logistics Section Employee Health and Well-Being Unit Leader • Contribute safety issues, activities, and goals to the IAP as needed beyond HICS 215A: Incident Action Plan (IAP) Safety Analysis 		
<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: Continue to document all actions and observations on the Activity Log on a continual basis • HICS 215A: Continue to update the Incident Action Plan (IAP) Safety Analysis for inclusion in the hospital IAP 		

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<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"> • Continue to assess hospital operations and practices of staff, and terminate and report any unsafe operation or practice, recommending corrective actions to ensure safe service delivery • 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 • Respond to any reports of stress or inappropriate behavior in conjunction with the Logistics Section Employee Health and Well-Being Unit Leader 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Safety Officer 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) • As objectives are met and needs for incident related safety decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner, as applicable • Ensure the return or retrieval of equipment and supplies used during the response • Participate in stress management and after action debriefings • Participate in other briefings and meetings as required • Brief the Incident Commander on current problems, outstanding issues, and follow-up requirements • Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position activities and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 221: Demobilization Check-Out • Ensure all documentation is submitted to Planning Section Documentation Unit 		

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Documents and Tools

- Incident Action Plan
- HICS 203 - Organization Assignment List
- HICS 204 - Assignment List
- HICS 205A - Communications 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
- Hospital Emergency Operations Plan
- Incident Specific Plans or Annexes
- Material safety data sheets (MSDS) or other information regarding involved chemicals (ATSDR, CHEMTREC, NIOSH handbook)
- Hospital organization chart
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication