



JOB ACTION SHEET: Texas Emergency Medical Task Force (TX EMTF) Infectious Disease Response Unit (IDRU) Safety Officer (SOF)

Mission: The IDRU SOF is responsible for monitoring the overall operation of an incident from a risk management perspective and providing recommendations to mitigate hazards in order to provide for the welfare of assigned resources. The IDRU SOF may function as a member of the Command Team or may be a single resource.

Immediate Response (0 – 2 hours)
<p>Receive appointment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing from the Task Force Leader, Group Supervisor and/or EMTF State Coordination Office (SCO) on: <ul style="list-style-type: none"> • Size and complexity of incident • Stakeholder expectations • Incident objectives • Involvement of outside agencies, stakeholders, and organizations • The situation, incident activities, and any special concerns <input type="checkbox"/> Assume the role of Safety Officer <input type="checkbox"/> Review this Job Action Sheet <input type="checkbox"/> Review common responsibilities from Deployment Resource Guide
<p>Assess the operational situation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Brief Command Team on objectives and issues, including: <ul style="list-style-type: none"> • Size and complexity of the incident • Expectations • Involvement of outside agencies, stakeholders, and organizations • The situation, incident activities, and any special concerns <input type="checkbox"/> Seek feedback and further information
<p>Determine the incident objectives, tactics, and assignments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participate in any development of travel plan with EMTF Coordinator and MMU Group Supervisor. <input type="checkbox"/> Establish contact with impacted jurisdiction(s), as appropriate to access any pertinent safety information. <input type="checkbox"/> Provide information to the Command Staff including safety-related capabilities and limitations.



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Activities

- Determine safety risks of the incident and response activities to patients, EMTF personnel, and public as well as to the environment.
- Advise the Command Team of any unsafe conditions and corrective recommendations.
- Obtain team roster and verify IDRU qualifications.
- Be prepared to implement just-in-time training and verifying competencies in donning and doffing of PPE.
- Evaluate the operational site for incident hazards and identify vulnerabilities.
- Specify the inventory, type, and level of personal protective equipment (PPE) to be used by personnel to ensure their protection, based on the incident or hazard.
- Attend all briefings and Incident Action Plan (IAP) meetings to gather and share incident and hospital safety requirements.
- Ensure that safety team members, if assigned, identify, and report all hazards and unsafe conditions.
- Assess operations and practices of staff; terminate and report any unsafe operation or practice; recommend corrective actions to ensure safe service delivery.
- Participate in any development of travel plan with EMTF Coordinator and MMU Group Supervisor.
- Participate in any pre-departure safety briefings.
- Verify all vehicle safety checks have been completed prior to departing the mustering site.
- Complete any additional pre-departure assignments from MMU Group Supervisor.

Documentation

- ICS 203: Review the Organization Assignment List
- ICS 208: Assign or complete a Safety Briefing
- ICS 213: Document all communications on a General Message Form
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
- ICS 215A: Complete the Incident Action Plan (IAP) Safety Analysis; document identified safety issues, mitigation strategies and assignments

Resources

- Request additional resources, as needed.

Communication

- Maintain communication with TX EMTF Command Team

Safety and security

- Ensure that appropriate safety measures and risk reduction activities are initiated.
- Determine safety risks of the incident and response activities to patients, TX EMTF personnel and visitors as well as to the hospital and the environment.
- Advise Command Team of any unsafe conditions and corrective recommendations.
- Evaluate facility 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.



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Intermediate Response (2 – 12 hours)

Activities

- Transfer the Safety Officer role, if appropriate:
 - 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 jurisdiction.
 - 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 ICS Forms 203, 204, 214, and 215A).
- Continue to assess safety risks of the incident to all personnel, the operational site, 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 operational site information.
- Assign roles of Donning and Doffing Officer and ensure all designates have clearly defined roles, responsibilities, and all necessary documentation.
- Provide quality assurance during donning and doffing processes.
- Contribute safety issues, activities, and goals to the IAP.
- Advise Command Team of any unsafe conditions and corrective recommendations.

Documentation

- ICS 204: Document assignments and operational period objectives on Assignment List.
- ICS 208: Modify ICS Incident Safety Briefing as needed.
- ICS 213: Document all communications on a General Message Form.
- ICS 214: Continue to document all actions and observations on the Activity Log on a continual basis.
- ICS 215A: Continue to update the Incident Action Plan (IAP) Safety Analysis for inclusion in the IAP.

Communication

- Maintain communication with TX EMTF Command Team.

Safety and security

- Continue to assess safety risks of the incident to all personnel, the operational site, and the environment.
- Ensure proper equipment needs are met and equipment is properly functioning throughout the response.



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Extended Response (greater than 12 hours)

Activities

- Transfer the Safety Officer role, if appropriate:
 - 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 jurisdiction.
 - 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 ICS Forms 203, 204, 214, and 215A).
- Continually reassess the safety risks of the extended incident to patients, EMTF personnel, and public and to the environment.
- Identify corrective actions and revise the ICS 215A: Incident Action Plan (IAP) Safety Analysis.
- Attend all briefings and IAP meetings to gather and share incident and operational site information.
- Advise Command Team of any unsafe conditions and corrective recommendations.
- Observe EMTF personnel and volunteers for signs of stress and inappropriate behavior.
- Respond to any reports of stress or inappropriate behavior.
- Contribute safety issues, activities, and goals to the IAP as needed beyond ICS 215A: Incident Action Plan (IAP) Safety Analysis

Documentation

- ICS 204: Document assignments and operational period objectives on Assignment List.
- ICS 208: Modify ICS Incident Safety Briefing as needed.
- ICS 213: Document all communications on a General Message Form.
- ICS 214: Continue to document all actions and observations on the Activity Log on a continual basis.
- ICS 215A: Continue to update the Incident Action Plan (IAP) Safety Analysis for inclusion in the IAP.

Communication

- Maintain communication with EMTF Command Team

Safety and security

- Continue to assess EMTF 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.



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Demobilization/System Recovery

Activities

- Transfer the Safety Officer role, if appropriate:
 - 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 jurisdiction.
 - 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 ICS 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 TFL on current problems, outstanding issues, and follow-up requirements.
- Submit comments to the Planning Manager for discussion and possible inclusion in an After Action Report and Corrective Improvement Plan. Topics include:
 - Review of pertinent position activities and operational checklists.
 - Recommendations for procedure changes.
 - Accomplishments and issues.

Documentation

- Ensure all documentation is submitted to Planning Section Documentation Unit



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Links

- [Resource Folder](#)
- [WebEOC](#)
- [Asset Trak](#)
- [NOAA/NWS TX Briefing Graphics](#)
- [NOAA/NWS Forecast Maps](#)
- [NOAA/NWS Hurricane Center](#)
- [NOAA/NWS Storm Prediction Center](#)
- [TX EMTF Website](#)
- [TDEM Situation Reports](#)
- [TDEM Region Map](#)

Notes