

## SAFETY OFFICER

**Mission:** Ensure safety of staff, residents, 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: _____ Initial: _____
Positions Reports to: <b>Incident Commander</b> - Signature: _____
Nursing Home Command Center (NHCC) Location: _____
Phone: _____ Fax: _____ Email: _____
Radio Title: _____

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander.		
Read this entire Job Action Sheet and review Incident Management Team Chart (see NHICS Form 207). Put on position identification (e.g. cap, vest, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Work with the Medical Director/Specialist, the Physical Plant/Security Unit Leader and others to determine safety risks of the incident to personnel, the physical plant, and the environment. Advise the Incident Commander and Section Chiefs of any unsafe condition and corrective recommendations.		
Work with Incident Command staff in designating restricted access areas and providing signage.		
Ensure the following activities are initiated as indicated by the incident/situation: <ul style="list-style-type: none"> <li>• Evaluate building and/or incident hazards and identify vulnerabilities (see NHICS Form 251)</li> <li>• Specify type and level of Personal Protective Equipment (PPE) to be utilized by staff to ensure their protection, based upon the incident or hazardous condition (with medical consultation if possible)</li> <li>• Monitor operational safety of resident services and/or decontamination operations if applicable</li> <li>• Identify and report all hazards and unsafe conditions to the Incident Commander</li> </ul>		
Assess nursing home 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 (see NHICS Form 261).		

<b>IMMEDIATE (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
Ensure implementation of all safety practices and procedures in the 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 facility safety requirements.		
Document all key actions, and decisions in Operational Log (see NHICS Form 201) on a continual basis.		
Document all key communications (internal and external) on an Incident Message Form (see NHICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

<b>INTERMEDIATE (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Attend all Command briefings and incident action planning meetings to gather and share incident and facility information. Contribute safety issues, activities, and goals to the Incident Action Plan.		
Coordinate translation of critical communications into languages for residents and/or staff as necessary to safety.		
In conjunction with the Physical Plant/Security Unit leader, continue to assess safety risks of the incident to personnel, the facility, and the environment. Advise the Incident Commander 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 (see NHICS Form 201) on a continual basis.		

<b>EXTENDED (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Continue to reassess the safety risks of the extended incident to personnel, the facility, and the environment, and report appropriately. Advise the Incident Commander and Section Chiefs of any unsafe condition and corrective recommendations.		
Continue to update the Incident Action Plan Safety Analysis (see NHICS Form 261) for possible inclusion in the nursing home Incident Action Plan.		
Continue to attend all Command briefings and incident action planning meetings to gather and share incident and nursing home 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.		

EXTENDED (Operational Period Beyond 12 Hours)	Time	Initial
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 Incident Commander on current problems, outstanding issues, and follow-up requirements.		
Upon deactivation of your position, submit Operational Logs (see NHICS Form 201) 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: <ul style="list-style-type: none"> <li>• Accomplishments and issues</li> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> </ul>		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

DOCUMENTS/TOOLS
<ul style="list-style-type: none"> <li>• Incident Action Plan</li> <li>• NHICS Form 201: Incident Briefing Form</li> <li>• NHICS Form 207: Incident Management Team Chart</li> <li>• NHICS Form 213: Incident Message Form</li> <li>• NHICS Form 251: Facility Infrastructure Status Report</li> <li>• NHICS Form 261: Incident Action Plan Safety Analysis</li> <li>• Facility emergency operations plan</li> <li>• Facility organizational chart</li> <li>• Facility telephone directory</li> <li>• Radio/satellite phone</li> <li>• Material Safety Data Sheets (MSDS) or other information regarding involved chemicals (ATSDR, CHEMTREC, NIOSH handbook)</li> </ul>

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System by the American Health Care Association (AHCA) Disaster Preparedness Committee