Strike Team Leader

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| **Mission:** | Respond to a long-term care(LTC) facility that has reported a resident testing positive for COVID-19 and support implementation of response procedures. |

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| **This position tasks would be consistent throughout all phases of response** |  |  |
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| **Immediate Response (0-2 hours)** | **Time** | **Initial** |
| **Receive appointment**   * Receive appointment from the Incident Commander * Put on position identification (e.g., vest, cap, etc.) * Read this entire Job Action Sheet * Notify your usual supervisor that you have been assigned to the Incident Management Team (IMT) * Report to the Incident Commander until demobilized |  |  |
| **Assess the operational situation**   * Obtain initial status briefing and information from the Incident Commander, Operations and/or Planning Section Chiefs and identify priority actions which could include: * Triage of injured residents, employees and non-employees on the premises * Resident acuity determinations related to admissions, transfers and/or evacuation * Types of biological, environmental, radiological, chemical and/or infectious hazards involved * Current guidance on the prevention, precautions and treatment of medical problems associated with the identified hazards |  |  |
| **Activities**   * Participate in Incident Action Plan (IAP) preparation, briefings, and meetings with the Incident Commander as needed * Report to the division/group supervisor for situation briefing. * Assign specific work tasks to strike team members. * Inform all team members of reporting relationships, communication procedures, and safety requirements. * Monitor work progress and make changes when necessary. * Ensure team members comply with applicable health and safety requirements. * Submit situation and resource status information to supervisor. * Report special occurrences or events such as accidents or sickness. * Address logistics issues for team members as well as LTC facility. |  |  |
| **Documentation**   * NHICS 214: Document all key activities, actions, communications, and decisions in a Activity Log on a continual basis. |  |  |
| **Communication**   * Keep in communication with all key players of the IRG |  |  |

| **Intermediate Response (2-12 hours)** | **Time** | **Initial** |
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| **Activities**   * Participate in Incident Action Plan (IAP) preparation, briefings, and meetings with the Incident Commander as needed * Report to the division/group supervisor for situation briefing. * Assign specific work tasks to strike team members. * Inform all team members of reporting relationships, communication procedures, and safety requirements. * Monitor work progress and make changes when necessary. * Ensure team members comply with applicable health and safety requirements. * Submit situation and resource status information to supervisor. * Report special occurrences or events such as accidents or sickness. * Address logistics issues for team members as well as LTC facility. |  |  |
| **Documentation**   * NHICS 214: Continue documentation of key activities, actions, communications, and decisions on a Activity Log |  |  |
| **Communication**   * Keep in communication with all key players of the IRG |  |  |

| **Extended Response (greater than 12 hours)** | | **Time** | **Initial** |
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| * Participate in Incident Action Plan (IAP) preparation, briefings, and meetings with the Incident Commander as needed * Report to the division/group supervisor for situation briefing. * Assign specific work tasks to strike team members. * Inform all team members of reporting relationships, communication procedures, and safety requirements. * Monitor work progress and make changes when necessary. * Ensure team members comply with applicable health and safety requirements. * Submit situation and resource status information to supervisor. * Report special occurrences or events such as accidents or sickness. * Address logistics issues for team members as well as LTC facility. |  | |  |
| **Documentation**   * NHICS 214: Continue documentation of key activities, actions, communications, and decisions on a Activity Log * Upon deactivation of your position, submit all documentation to the Planning Section Chief |  | |  |
| **Communication**   * Keep in communication with all key players of the IRG |  | |  |

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| **Documents and Tools** |
| NHICS 200: Incident Action Plan (IAP) Quick Start  NHICS 207: Incident Management Team (IMT) Chart  NHICS 214: Activity Log  NHICS 215A: Incident Action Plan (IAP) Safety Analysis  Facility emergency operations plan  Facility organizational chart  Facility telephone directory |

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| Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System 5th Edition (2014) Guidebook by the American Health Care Association (AHCA) Disaster Preparedness Committee |