**APPENDIX 1**

*Appendix 1*. Job Action Sheet for the HEOC Health and Safety Officer position in the Arizona Department of Health Services. Acronyms include ADHS = Arizona Department of Health Services; Appendix P: A collection of lived experiences during the response; CDC = Centers for Disease Control and Prevention; FEMA = Federal Emergency Management Agency; HEOC: Health Emergency Operations Center; HSO = Health and Safety Officer; IAP: Incident Action Plan; ICS: Incident Command System; OSHA = Occupational Safety and Health Administration.

| **Position Title: Health and Safety Officer Section: Incident Command Reports to: Incident Commander** | |
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| **Objective:**  To monitor and recommend measures for ensuring HEOC personnel physical, mental, emotional and occupational safety, and to assess and/or anticipate and prevent hazardous and unsafe situations. | |
| **IMMEDIATE ACTIONS (0-2 HOURS)** | |
| * Prepare initial health and safety briefing that will be given to HEOC personnel * Ask HEOC Logistics to print and hang sign “Your Health and Safety Takes Priority Over These Events” in the physical space * Review materials in the HEOC Health and Safety Officer Folder * Participate in planning meetings and work with HEOC Planning to Complete ICS 206 Forms and 208 * Establish a weekly cadence of meeting with all Health and Safety Officers * Establish a HSO bench to rotate out every operational period * Reach out to HEOC Medical Director to confer on recommendations for physical safety * Collaborate with Operations assigned to time tracker, determine alarm thresholds and actions to be taken (use Time Tracker and follow up system) * Collaborate with OSHA and other authorities in case of anticipated occupational hazards, vaccinations and exposures * Identify hazardous situations associated with the incident, assess the risk and report them to the Incident Commander * Review previous activations’ *Appendix P* or personnel lessons learned to apply to this new activation | |
| **ONGOING RESPONSE ACTIONS** | |
| * Ensure regular (weekly, biweekly, monthly) check-ins with HEOC (email or video) * Communicate instances or concerns of injury, illness or exposure to the HEOC Manager * Ensure regular touchpoints with Operations tracking time * Maintain Activity Tracker of all activities per week * Review the IAP/ICP for safety implications for each operational period * Make predictions about responder safety that could arise during the incident If applicable, prepare ICS form 208 Health and Safety Message * In conjunction with the Operations Section, review, distribute and report on health and safety protocols released by CDC/FEMA, other resources for safety * Present relevant safety messages on briefing, as indicated and as appropriate * Exercise emergency authority to stop and prevent unsafe acts, remove personnel from HEOC response if indicated * Plan for the possibility of extended deployment and impact on HEOC staff safety and wellness * Host quarterly emotional debriefings * Present trends and pulse of safety and wellness to the Incident Commander | |
| **DEMOBILIZATION ACTIONS** | |
| * Participate in Section and HEOC Hotwash * Send final email, which reminds team members they can still reach out to the HSO bench, acknowledges the work that was done and reiterates the health and safety impact can continue post HEOC * Create special reports/narratives(e.g *Appendix P*) and lessons learned for After Action Reports or stand alone documentation * Host a debriefing or send email or slides on safety and wellbeing after demobilization to HEOC participants | |