

Barren River District Health Department Standard Operating Guideline

Title: Deployment of Personnel and/or volunteers

Guideline: 2015-0011

Affected Section: Logistics Section, Operations Section and Planning Section

This document provides direction on the establishment of guidelines for Deployment of Personnel during an event to ensure accurate expenses are recorded.

The following assumptions are made in developing this SOG:

- There is an ongoing event or incident.
- Teams or personnel are being deployed to support an incident or planned event.
- Teams and personnel have the necessary training and credentials to perform job duties and support stated objectives.

I. Determining need

- 1) Mission of the team
 - a. Define the mission of the team with clear goals and objectives
- 2) Duration of mission
 - a. Define the expected duration of the team assignment
 - b. Define operational period the team will be working
- 3) Necessary skills
 - a. Define the skills needed to perform each assignment of the team
 - i. Certifications
 - ii. Experience
 - iii. Credentials
- 4) Operational Authority
 - a. Authority having jurisdiction (AHJ) shall define the team or personnel's authority
 - i. Medical protocols
 - ii. Regulatory authority to enforce

II. Team assignments- Ensure team members are briefed

- 1) Individual roles
- 2) Incident action plan and their role in the plan
- 3) Any special information regarding deployment

III. Command and Control

- 1) Define position in ICS that the team will work under (Supervisor)
 - 2) Define team leader if necessary
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- IV. Safety
 - 1) Review safety plan for work area
 - 2) Review general conditions to determine if additional safety considerations are necessary
 - 3) Medical screening as determined by event (Ask volunteers. For staff, ask CD nurse)
 - a. Vaccines
 - b. Pre-deployment fitness
 - V. Personal Protective Equipment (PPE)
 - 1) Determine PPE needs based on job duties and special conditions of the deployment and mobilization.
 - 2) Issue and train use of PPE that is needed by the team
 - VI. Equipment
 - 1) Determine equipment needs
 - 2) Issue equipment
 - VII. Accountability
 - 1) Determine accountability requirements for teams
 - a. Minimum – upon arrival to site and upon return home
 - VIII. Credentials
 - 1) Determine if special credentials are necessary to access mission location
 - 2) Issue credentials (Identification or ID badge) to team prior to departure brief checkpoint instructions or special instructions of mobilization site
 - IX. Communication
 - 1) Determine special communications needs examples include radios or satellite radio/phones
 - 2) Issue special communications equipment
 - 3) Ensure team members are trained
 - X. Transportation
 - 1) Determine transportation needs
 - 2) Ensure arrangements
 - XI. Meals and Lodging
 - 1) Determine need for care and feeding plan of team
 - 2) Ensure team is aware of care and feed plan
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- XII. Special considerations- determine if any exist
- 1) Financial support
 - a. Petty cash
 - b. Agency credit card
 - c. Cash
 - 2) Fuel
 - 3) Security
 - 4) Self-sufficiency