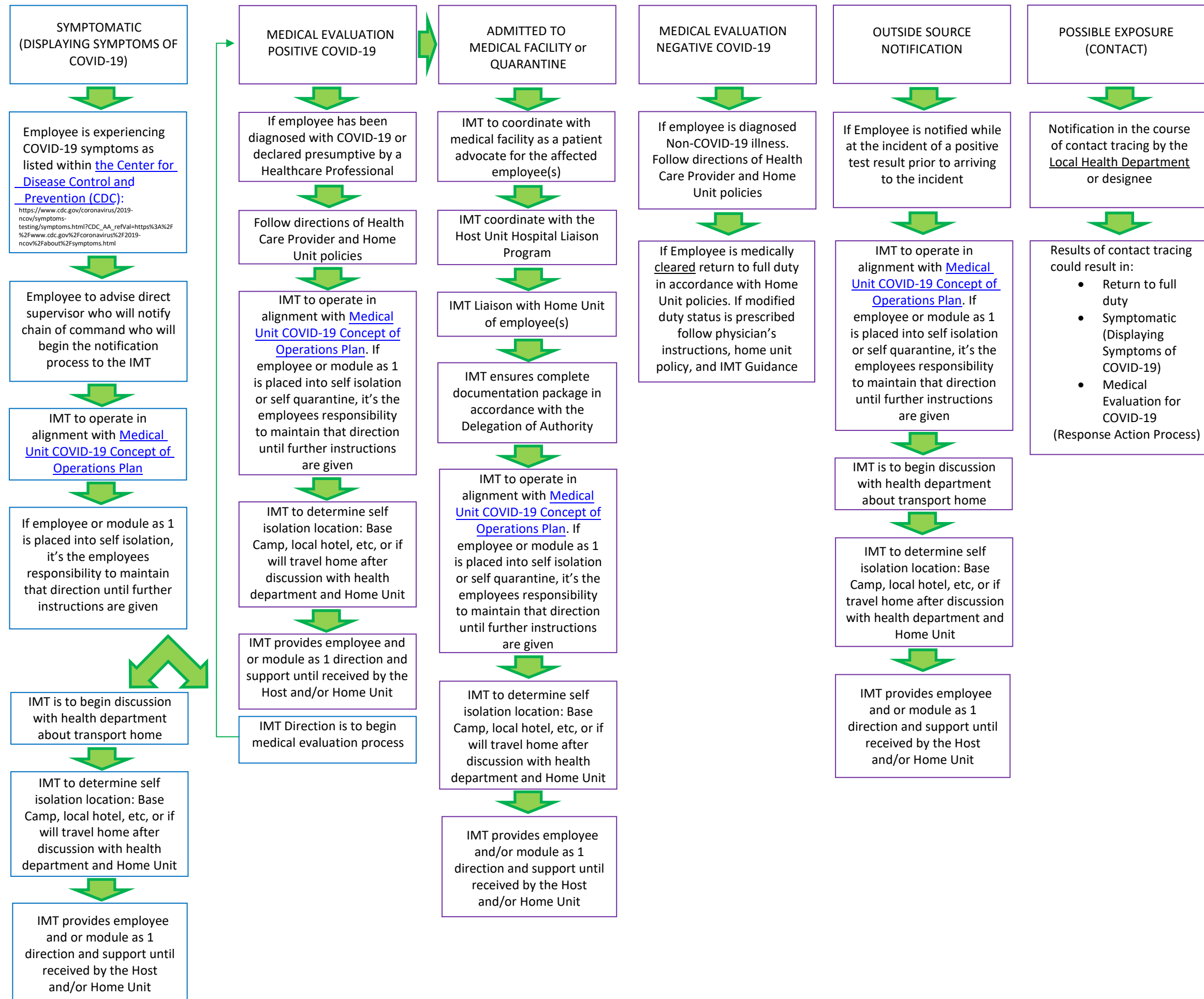


NATIONAL MULTI-AGENCY COORDINATION GROUP



Current as of July 10, 2020

COVID-19 INCIDENT MANAGEMENT TEAM RESPONSE ACTION PROCESS



IMPORTANT NOTES

- Medical Unit COVID-19 Concept of Operations Plan:** <https://www.nwcg.gov/committees/emergency-medical-committee/medical-unit-covid19-cop>
- Notification Process at the Home Unit-** Single resource (affected) employee or Supervisor of affected employee to advise Home Unit direct supervisor and Home Unit Official. The Home Unit Official will notify chain of command at the Home Unit who will begin the notification process in accordance with the local health department guidance.
 - If single resource is unable to make the proper notification to the home unit, the IMT will initiate Home Unit contact.
- Medical Unit Leader (or COVID-19 Incident Management designated Staff)**
 - to advise local Health Department of patient and status
 - evaluates the patient and determines if immediate medical attention is required, self isolation, self quarantine or demob is necessary to the Home Unit in accordance with local health department or agency having jurisdiction
 - Provides incident communication and documentation for patient status.
- Safety-** monitoring efficiency and effectiveness of sectional disciplines for the incident and monitoring for potential enhanced risk to additional resources
- Contact Tracing –**
 - Internal IMT-** to determine the possible exposure to the incident resources
 - Local Health Department- Official Contact Tracing to determine contacts of patient**
- Site decontamination –** In cases of probable/confirmed COVID-19 **Logistics Section** Site Managers should ensure that proper cleaning and appropriate sanitization of fixed/semi-fixed facility sites including equipment and third-party vendors are undertaken in compliance with agency or CDC guidance.
- Public Information Officer-** Control/maintain information flow from IMT to the out-going incident information messaging.
- Logistics Section Chief-** Coordination of supplies and equipment to support any quarantine or isolated facilities including human needs such as food and sanitation including health and comfort items.
- Finance Section Chief-** Coordinates the administrative flow of required forms and processes for the affected employee and/or module of 1 (CA1, CA2, Hospital, Comp and Claims)
- Plans Section Chief-** Ensure proper documentation in accordance with agency policy to provide a complete documentation package for the Host Unit and Agency Administrator. Coordination of demobilization of patient and affected module of 1 to the Home Unit.
- Incident Commander-** Maintains command and control of the IMT. Ensures that proper and timely notifications are made in accordance with the Delegation of Authority.