

**Oregon Disaster Medical Team
Standard Operating Procedure
First Edition / January 1999**

Application

Potential team members will be healthcare providers such as physicians, physician's assistants, nurse practitioners, nurses, paramedics, emergency medical technicians, pharmacists, and mental health professionals. Special membership may be granted to non-healthcare professionals who have special expertise and donate their services to the team in such areas as communications, legal and accounting services, chaplainry and logistics support.

Acceptance of members to the team is based upon interest, experience, references and need for personnel in the applicant's area of expertise. ODMT does not discriminate on the basis of age, race, religion, sex or sexual orientation. Members are required to keep their application and credentials information current. An application form is located in Appendix C at the end of the handbook.

Standby / Pre-Deployment Procedures

Discuss your team membership and need for possible rapid deployment in the event of a disaster with your family and your employer. Know how to contact your team leader and be sure that they know how to best contact you.

Acquire gear using the Personal Equipment List. There are required items and suggested items on the list. Update and document your immunizations. These expenses are not covered by ODMT, but may be tax deductible as allowable by law.

Check with your professional liability carrier if applicable. ODMT does not provide any type of insurance. You may be covered as a federalized public health system employee on NDMS deployments only. Also check your other insurance policies (i.e. medical, dental, homeowners) for details of using them out of your home area.

Acquire required documentation of credentials, immunizations, health clearance and necessary forms. It is your responsibility to see that they are updated and current along with your address, phone and pager numbers.

In order to function as a team, it is important for members to gather at regular meetings and to attend scheduled drills.

Remember that ODMT is a non-profit organization. Encourage financial support and donations of needed equipment and supplies from your contacts. ODMT needs your medical and non-medical skills. Share your skills and experience.

Alert Procedures

When the ODMT officer on-call receives information, which may result in the activation and/or deployment of the team, the unit commander and members of the executive committee will be contacted. Once the decision to deploy has been made, members will be alerted by an all-page and individually by their team leader to assess their availability.

Team members must have an updated copy of their application, credentials, immunization record, address, phone and pager numbers on file with ODMT. Other paperwork may also be required at the time of deployment. Some missions require a current passport.

Upon notification by ODMT of possible impending deployment, each team member should notify your family and employer of the deployment. Anticipate being gone for at least 3-5 days for Oregon deployments and at least 7 days, usually 10-14 days, for NDMS missions.

Make tentative arrangements (i.e.: trading work days or taking vacation time, child or pet care) so that you can clearly state your availability for deployment to your team leader.

Review personal gear and make adjustments for expected climate issues or other specific adjustments to the Personal Equipment List as directed by your team leader. Be prepared to bring food and water to be self-sustaining for 72 hours if requested.

The team to deploy will be tailored to meet the specific needs of the mission. The final team configuration and personnel to deploy will be decided by ODMT Incident Command. These decisions are final. Team members chosen for deployment will be notified by their team leader.

Team members being deployed will be notified where and when to report. Members should be able to ready themselves for departure within 12 hours of activation. If an emergency should arise at home while a team member is deployed, family should contact ODMT at (541) 342-0463.

Team members who cannot deploy should still respond to the mobilization site if their schedule permits to assist in logistical preparations as requested. Stay in contact with ODMT in case additional members are required at a later time during deployment.

State Activation

The decision to request deployment of ODMT for a disaster by the State of Oregon will be made by the Oregon Health Division. Final decision to deploy will be made by the unit commander and members of the executive committee. At this time, deployments requested by the state of Oregon will be on a volunteer basis. There will be no financial compensation or insurance coverage provided to members activated for in-state deployments.

Federal Activation

ODMT will be activated and deployed under the terms specified by the Memorandum of Understanding (MOU) between the National Disaster Medical System and ODMT.

The team roster will be tailored to meet the specific needs of the mission. Activated team members will become federal employees of the US Public Health Service and will be financially compensated depending on Government Service Level job classification and will be covered under federal liability insurance.

Independent Activation

ODMT may choose to participate in drills and deployments not requested by the state or federal government.

Procedures Enroute and On Site

- Specific regulations of transportation providers, sponsors or host sites (i.e.: hazardous cargo, seat belts, ear protection) will be strictly followed.
- Use of alcohol or drugs while enroute, on call, on scene or on duty is prohibited.
- Tobacco use will only be allowed in areas designated by the scene commander. Smoking is never permitted within 50 feet of any aircraft, on the flight line, on flights less than 6 hours, in team tents or patient care areas.
- Hazardous materials must be declared to the logistics officer before entering any vehicle, airport or military base. Firearms are never permitted.
- Do not drink water or eat food supplied by those outside ODMT unless specifically cleared on arrival by the safety officer.

-Place trash at designated collection points only.

-Team area boundaries will be designated upon arrival. The "passport" system will be in use at all times. Always report to your designated leader when leaving or returning from the group.

-Due to the high profile nature of disaster missions, leisure activities and leave from the Team area must be coordinated through ODMT scene command. Dress and behavior while off-site will be in accordance with the local laws and customs.

-Members will be assigned shifts for patient care, sleeping location and site duties. You are responsible for knowing the location and usage of the fire extinguisher, exits, and ODMT equipment in your area. Respect the posted sleeping/quiet hours schedule.

-Comments to the media about our team, our mission or our patients should take place only under the direction of the Public Information Officer.

Patient Care

A standard of care exists even during disaster. Team members will perform professional duties for which they are currently licensed in the state of Oregon.

All patient care interventions, diagnosis, treatments and visits, however minor, will be documented. All visits will be logged and 12 hour shift reports will be made to Scene Command.

Personnel Responsibilities

Safety and professional behavior are important. You represent ODMT and should act accordingly.

Patient care will not be your only duty. All team members should expect to be assigned to non-medical operational duties. Examples include moving, unpacking and repacking containers, erecting tents, food and sanitation preparation or cleanup. There will also be members assigned on a rotating basis i.e.: to medical response, sick bay and safety duties.

Communications

During deployment, you may be assigned a radio, cell phone or other communications or operational equipment. Encrypted radios may be used with federal agencies. You are personally responsible for their safe return. Proper radio etiquette is required. HAM radio licensure is encouraged.

You are expected to be available to be contacted at all times. When not deployed, ODMT needs to be provided current home, work, cell phone and pager numbers. At some point, pagers will likely be required. Check this web page for ODMT's current status .

Team Member Illness

In general, a deployed team member who becomes ill will be treated by the team. If specialized care is indicated, the Incident Commander will make arrangements for early transport to the nearest appropriate medical facility or back home. Medical insurance coverage is the responsibility of the individual team member. Keep ODMT apprised of medical problems that may affect your ability to deploy safely.

In the unlikely event of death of a team member, arrangements will be made for return of remains on the first appropriate transportation. If the body is not recoverable, map coordinates will be turned over to Incident Command for further attempts at recovery by the US military or other appropriate agencies. Notification of next of kin will be the responsibility of the Unit Commander.

Deactivation

All team members, not just those deployed, will be needed to inventory, clean, reorganize and return equipment to storage when the mission is completed. A stated goal is to return to a standby state of readiness within 2 weeks.

Suggestions for improving the ODMT activation, mobilization, deployment and deactivation process as well as suggestions relating to patient care and site issues should be submitted to your team leader. These will be compiled and an operational debriefing will be scheduled.

Critical Incident Stress Debriefing will also be conducted for team members as soon after deactivation as is practical.