Facilities UNIT LEADER

**Mission:** Organize, manage and support building systems, equipment and supplies. Ensure proper cleaning and disinfection of hospital environment.

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| Date: Start: End: Position Assigned to: Initial: **Position Reports to:** **Support Branch Director** Signature: Hospital Command Center (HCC) Location: Telephone: Fax: Other Contact Info: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive appointment and briefing from the Support Branch Director. Obtain packet containing the Unit’s Job Action Sheets. |  |  |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification. |  |  |
| Notify your usual supervisor of your HICS assignment. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Appoint Facilities Unit team members and in collaboration with the Support Branch Director, complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing. |  |  |
| Receive a comprehensive facility status report as soon as possible from the Infrastructure Branch Director and obtain a copy of the Facility System Status Report (HICS Form 251). |  |  |
| Ensure monitoring and evaluation of isolation rooms/areas, including filter inspections, airflow rate checks, and room pressurization monitoring, if indicated, in coordination with the Operations Section’s HVAC Unit Leader. |  |  |
| Determine on hand inventory of the following:* Gasoline and other fuels
* Medical gases
* Power generators
* Water (non-potable)
 |  |  |
| Coordinate activities and inventories with the Operations Section’s Unit Leaders including Power/Lighting, HVAC, Medical Gases and Environmental Services.  |  |  |
| Place emergency orders for the above items, or other critical supplies and equipment with the Supply Unit Leader, as needed. Notify the Support Branch Director.  |  |  |
| Meet regularly with and brief the Materiel Tracking Manager and Supply Unit Leader. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Work through the Support Branch Director, Logistics Section Chief and Liaison Officer to request assistance with external resource acquisition. |  |  |
| Closely monitor building system status, equipment and supply usage. |  |  |
| Restock facility management and support areas per request and at least every 8 hours. |  |  |
| Receive updated reports from the Infrastructure Branch Director. |  |  |
| Advise the Support Branch Director immediately of any operational issue you are not able to correct or resolve. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor Unit personnel’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Continue to monitor facility operations data and reports on hospital functional status. |  |  |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Support Branch Director at assigned intervals and as needed.  |  |  |
| Continue to provide periodical situational updates to the Support Branch Director. |  |  |
| Continue communication with appropriate external vendors, suppliers and agencies. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques. |  |  |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| As needs for Facilities Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner. |  |  |
| Coordinate orders for supply and restocking for hospital building systems and equipment. |  |  |
| Repair/replace broken facility equipment. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Upon deactivation of your position, brief the Support Branch Director or Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Support Branch Director or Logistics Section Chief, as appropriate.  |  |  |
| Submit comments to the Support Branch Director for discussion and possible inclusion in the After-Action Report; topics include:* Review of pertinent position descriptions and operational checklists
* Recommendations for procedure changes
* Section accomplishments and issues
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| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| * Incident Action Plan
* HICS Form 204 – Branch Assignment List
* HICS Form 207 – Incident Management Team Chart
* HICS Form 213 – Incident Message Form
* HICS Form 214 – Operational Log
* HICS Form 251 – Facility System Status Report
* Hospital emergency operations plan
* Hospital organization chart
* Hospital telephone directory
* Radio/satellite phone
* PC with internet access, as available
* Facility equipment inventory
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