HVAC UNIT LEADER

**Mission:** Maintain heating and air conditioning to the facility and adjacent facilities.

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| Date: Start: End: Position Assigned to: Initial:  **Position Reports to: Infrastructure 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, briefing, and any appropriate materials from the Infrastructure Branch Director. |  |  |
| 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 HVAC Unit members and 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. |  |  |
| Ensure Unit members comply with safety policies and procedures. |  |  |
| Ensure security of HVAC in conjunction with Security Branch. |  |  |
| Establish and communicate the operational status of the HVAC to the Infrastructure Support Branch Director. |  |  |
| Initiate emergency repair order(s) for the HVAC systems as indicated; advise Infrastructure Branch Director of issues. |  |  |
| Provide HVAC support to patient care areas and alternate treatment sites, and other critical areas. |  |  |
| Evaluate positive and negative pressure status of isolation rooms, in collaboration with the Facilities Unit Leader. |  |  |
| Anticipate air flow response needs for internal and external environmental hazards (e.g., climate, air plume, spills, etc.) |  |  |
| Coordinate with Infrastructure Branch Director to request external resource assistance. |  |  |
| 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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| Meet regularly with the Infrastructure Branch Director for status reports, and relay important information to Unit members. |  |  |
| Continue to closely monitor HVAC operations. |  |  |
| Respond to and correct HVAC shortage/failure using appropriate emergency procedure(s). |  |  |
| Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct or resolve. |  |  |
| Maintain operability of isolation rooms in collaboration with the Facilities Unit Leader. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to provide regular situation briefings to Unit members. |  |  |
| Continue effective HVAC management measures. |  |  |
| Continue to maintain operational status of isolation rooms, in collaboration with Facilities Unit Leader. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, rest and stress management techniques. |  |  |
| Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to 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 HVAC Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner. |  |  |
| Notify Infrastructure Branch Director when clean-up/restoration is complete. |  |  |
| Coordinate resupply ordering and restocking of used equipment. |  |  |
| Repair/replace broken equipment. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Coordinate reimbursement issues with Finance/Administration Section Chief. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Infrastructure Branch Director or Operations Section Chief, as appropriate. |  |  |
| Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to the Infrastructure 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 and mitigation efforts * Section accomplishments and issues |  |  |
| 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 * Hospital emergency operations plan * Hospital organization chart * Hospital telephone directory * Radio/satellite phone * PC with internet access, as available * HVAC schematics * Inventory list and vendor supply list |