INFRASTRUCTURE BRANCH DIRECTOR

**Mission:** Organize and manage the services required to sustain and repair the hospital’s infrastructure operations, including: power/lighting, water/sewer, HVAC, buildings and grounds, medical gases, medical devices, structural integrity, environmental services, and food services.

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| Date: Start: End: Position Assigned to: Initial:  **Position Reports to:** **Operations Section Chief** 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 Operations Section Chief. Obtain packet containing Infrastructure Branch 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. |  |  |
| Appoint Infrastructure Branch Unit Leaders and complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief the Infrastructure Branch on current situation, incident objectives and strategy; outline Branch action plan and designate time for next briefing. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Assess Infrastructure Branch capacity to deliver needed:   * Facility heating and air conditioning * Power * Telecommunications * Potable and non-potable water * Medical gas delivery * Sanitation * Road clearance * Damage assessment and repair * Facility cleanliness * Vertical transport * Facility access |  |  |
| Assess problems and needs in Branch area; coordinate resource management. |  |  |
| Ensure Branch personnel comply with safety policies and procedures. |  |  |
| Instruct all Unit Leaders to evaluate on-hand equipment, supply, and medication inventories and staff needs, in collaboration with Logistics Section’s Service and Support Branches or Units, as appropriate; report status to the Operations Section Chief and the Support Branch or Supply Unit Leader, as appropriate. |  |  |
| Meet regularly with the Operations Section Chief to discuss plan of action and staffing. |  |  |
| Initiate facility damage assessment in collaboration with Logistics Section’s Facilities Unit, if warranted; repair problems encountered, and update the Operations Section Chief of the situation. Assist in completion of the Facility System Status Report (HICS Form 251) |  |  |
| 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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| Continue coordinating facility support services. |  |  |
| Ensure prioritization of problems when multiple issues are presented. |  |  |
| Ensure documentation records are completed correctly and collected. |  |  |
| Coordinate use of external resources to assist with maintenance and repairs. |  |  |
| Report equipment needs to the Supply Unit Leader. |  |  |
| Supervise salvage operations with the Operations Section Chief, if indicated. |  |  |
| Ensure staff health and safety issues are being addressed; resolve with Infrastructure Branch Director, Safety Officer and Employee Health and Well-Being Unit Leader. |  |  |
| Develop and submit a Branch action plan to the Operations Section Chief when requested. |  |  |
| Advise the Operations Section Chief immediately of any operational issue you are not able to correct or resolve. |  |  |
| Meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff. |  |  |
| Continue coordinating facility support services. |  |  |
| Ensure documentation and records are being completed correctly and collected. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor the Infrastructure Branch’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Rotate staff on a regular basis. |  |  |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Operations Section Chief at assigned intervals and as needed. |  |  |
| Continue to provide the Operations Section Chief with regular situation updates. |  |  |
| 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 Infrastructure Branch staff decrease, return staff to their usual jobs, and combine or deactivate positions in a phased manner. |  |  |
| Assist the Operations Section Chief and Branch Directors with restoring hospital infrastructure services to normal operating condition. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, brief the Operations Section Chief 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 Operations Section Chief. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed |  |  |
| Submit comments to the Operations Section Chief 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 |  |  |
| 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 * Facility maps and ancillary services schematics * Vendor support and repair directory |