Staff Food & Water Unit Leader

**Mission:** Organize food and water stores and prepare for rationing during periods of anticipated or actual shortage.

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| Date: Start: End: Position Assigned to: Initial: Position Reports to: **Service 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 Service 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 Staff Food and Water Unit team members and in collaboration with the Service Branch Director, complete the Branch Assignment List (HICS Form 204). |  |  |
| Brief Unit members on current situation; outline Unit action plan and designate time for next briefing. |  |  |
| Inventory and estimate the number of meals that can be served utilizing existing food stores and report to the Service Branch Director. Implement rationing if situation dictates. |  |  |
| Inventory the current emergency drinking water supply and estimate time when re-supply will be necessary and report to the Service Branch Director. Implement rationing if situation dictates. |  |  |
| Participate in damage assessment meeting between the Incident Commander and Logistics Chief to ascertain water supply status, if situation warrants. |  |  |
| Make external requests for assistance as needed, coordinating with the Liaison Officer and the Supply Unit Leader. |  |  |
| Coordinate Unit activities with the Operations Section’s Food Services Unit Leader to insure appropriate monitoring and allocation of patient and staff food and water needs. |  |  |
| 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 with the Labor Pool & Credentialing Unit Leader and Support Branch Director to discuss location of personnel refreshment and nutritional break areas for the HCC, Labor Pool and all staff. |  |  |
| Notify the Service Branch Director of incoming food deliveries; coordinate supply arrivals with the Staging Manager. |  |  |
| Communicate facility status with food and water vendors as appropriate, to alert them to a possible need for supplies. |  |  |
| Prepare to receive donated food items from vendors, restaurants, and others. Consider appointment of a Unit staff member to manage donations. |  |  |
| Secure nutritional and water inventories with the assistance of the Security Branch Director. |  |  |
| Advise the Service 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 the Staff Food and Water Unit’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Maintain normal food service if possible for staff and implement rationing if indicated. |  |  |
| Continue to coordinate external food service support and supplies and communicate with external vendors and suppliers, as necessary. |  |  |
| Continue to project food and water needs and coordinate requests and procurement with the Service Branch Director. |  |  |
| Continue to provide regular situation updates to the Service Branch Director. |  |  |
| Continue food service support to the HCC, family support center, Labor Pool, and staff as appropriate. |  |  |
| Continue to document actions and decisions on an Operational Log (HICS Form 214) and send to the Service Branch Director at assigned intervals and as needed.  |  |  |
| 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 the Staff Food and Water Unit staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner. |  |  |
| Coordinate return to normal food and water service and operations. |  |  |
| Reorder food and supplies to restore normal inventory. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Repair/replace used or broken items. |  |  |
| 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 Service Branch Director or Logistics Section Chief, as appropriate. |  |  |
| Upon deactivation of your position, brief the Service Branch Director or Logistics Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. |  |  |
| Submit comments to the Service Branch 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
* Hospital emergency operations plan
* Hospital organization chart
* Hospital telephone directory
* Radio/satellite phone
* Food inventory
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