



INFRASTRUCTURE BRANCH DIRECTOR

Mission: Organize and manage the services required to sustain and repair the nursing home’s infrastructure operations including: power/lighting, water/sewer, HVAC, buildings and grounds, medical gases, medical devices, structural integrity, environmental services (cleaning, disinfection, housekeeping, and laundry), and food services.

Name of Person

Date: _____ Start: _____ End: _____ Assigned to Position: _____

Phone: _____ Signature: _____ Initial: _____

NHCC Location: _____ Email: _____

Immediate Response (0-2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> Receive appointment from the Incident Commander Put on position identification (e.g., vest, cap, etc.) Read this entire Job Action Sheet Notify your usual supervisor that you have been assigned to the Incident Management Team (IMT) Report to the Incident Commander until demobilized 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> Support the Operations Section Chief in the initial assessment of the situation and overall status including any identified capabilities and limitations 		
<p>Activities</p> <ul style="list-style-type: none"> Participate in briefings and Incident Action Plan preparation/meetings as requested: Gather and share critical incident and resident status information In coordination with the Safety Officer participate in the assessment of the incident’s impact on the facility (see NHICS 251) and its structural integrity Assess Infrastructure Branch capacity to deliver needed: <ul style="list-style-type: none"> Nutrition/Hydration – determine if/when to implement facility’s emergency menu Facility heating and air conditioning (HVAC) Power and lighting Telecommunications Potable and non-potable water Medical gas delivery Sanitation Road clearance Damage assessment and repair Facility cleanliness Vertical transport/Airlift 		



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<ul style="list-style-type: none"> ○ Facility access ○ Security systems ● Initiate repairs to facility, if needed. Activate contingency plans. ● Anticipate immediate and short-term events and subsequent impacts to facility status (e.g., storm surge, earthquake aftershocks). Make recommendations regarding partial or complete evacuation to Operations Section Chief ● Ensure prioritization of problems when multiple issues are presented <p><u>Dietary</u></p> <ul style="list-style-type: none"> ● Organize, provide, and safeguard food and water stores to allow for the facility’s self-sufficiency for at least one week ● Maintain communications with the Operations Section Chief to update overall status, identify critical issues, inventory levels and resource needs including: <ul style="list-style-type: none"> ○ Number of meals which can be served utilizing existing food stores ○ Current emergency drinking water supply (estimate time when re-supply will be necessary) ○ Additional nutritional supplies needed ○ Alternative cooking equipment if indicated (e.g. barbeques, battery operated blenders, etc) ○ Recommendations for conservation/rationing strategy if indicated ● In an evacuation scenario: <ul style="list-style-type: none"> ○ Supervise the movement and separation of food and water stores to staging area as directed by Logistics Section ○ Prepare and pack snacks and drinks for residents and staff during the trip ○ Supervise the closing of the kitchen, storing all equipment, and securing the area <p><u>Environmental</u></p> <ul style="list-style-type: none"> ● Ensure the safety and health of environmental services personnel by providing personal protective equipment (PPE) to appropriate staff and review their response to exposures ● Ensure disinfection of surfaces and reusable equipment, according to the appropriate method of equipment disinfection, per its intended use, manufacturer’s recommendations, and existing facility policies ● If indicated, activate water conservation measures identified in emergency plan ● Inventory supply of laundry/linen and report on adequacy to meet the needs of the residents ● In an evacuation scenario, ensure clean linen is prepared and organized for transport to meet the needs of the residents <p><u>Physical Plant</u></p> <ul style="list-style-type: none"> ● Evaluate, organize and manage the critical services required to sustain and repair the facility’s buildings and grounds including power, lighting, water, and waste disposal ● Ensure operations and security of the generator in conjunction with the Safety Officer ● Provide power/lighting support to resident care areas and alternate care sites ● Repair/correct hazards, leaks or contamination with the assistance of the Safety Officer ● Provide HVAC support to resident care areas, alternate treatment sites, and other critical areas ● Anticipate air flow response needs for internal and external environmental hazards (e.g., climate, air plume, spills, etc.) 		
Documentation		



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Immediate Response (0-2 hours)	Time	Initial
<ul style="list-style-type: none"> NHICS 214: Document all key activities, actions, communications, and decisions in a Activity Log on a continual basis NHICS 251: Complete an assessment of the incident’s impact on the facility using Facility System Status Report NHICS 252: Submit Time Sheet to the Finance/Administration Time Unit Leader at end of shift or operational period as determined 		
<p>Resources</p> <ul style="list-style-type: none"> Evaluate and report on-hand equipment, supply, and nutrition/hydration inventories and staff needs Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed, coordinating with Logistics Section Chief 		
<p>Communication</p> <ul style="list-style-type: none"> Routinely touch bases with Logistics Section Chief to order supplies and request personnel (i.e., physical plant repair, structural or seismic engineer) Communicate with the Finance/Administration Section Chief to activate Memorandums of Understanding as needed for generator and fuel support, water and sewage services, and medical gas deliveries 		

Intermediate Response (2-12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> Continue to implement the Operations Section action plan items related to infrastructure (i.e. dietary, environmental, and physical plant) and report resource needs to Section Chief Meet regularly with the Operations Section Chief and others as needed to update status of the response Report unexpected problems and unresolved issues immediately Maintain knowledge of the current number of persons being maintained in the facility, including residents, staff, and dependents. Communicate number to Logistics Section Chief Continue to coordinate with Logistics Section Chief to provide service support as needed to residents, employees, and dependents as appropriate as well as physical plant or equipment needs <p><u>Dietary</u></p> <ul style="list-style-type: none"> Provide quality nutritional services on a daily basis Maintain a clean, safe, and sanitary dietary department Determine location of personnel refreshment and nutritional break areas for staff dependents Secure nutritional and water inventories with the assistance of the Safety Officer Monitor food and water supplies. Update rationing recommendations as indicated <p><u>Environmental</u></p> <ul style="list-style-type: none"> Continue to ensure the facility is maintained in a clean and comfortable manner to the extent possible Continue to monitor supply of laundry/linen and cleaning supplies to meet the needs of the residents Meet regularly with the Operations Section Chief to evaluate environmental services status and 		



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<p>project needs</p> <p><u>Physical Plant</u></p> <ul style="list-style-type: none"> • In consultation with the Safety Officer consider security protection for the following, as indicated based on the nature/severity of the incident: <ul style="list-style-type: none"> ○ Food ○ Water ○ Medical resources ○ Resident Valuables ○ Pharmaceutical resources ○ Fuel ○ Personnel and visitors • Anticipate and prepare for the possibility of evacuation and/or the relocation/expansion of clinical services outside of existing structure, if appropriate • Implement pre-established alternative waste disposal/collection plan, if necessary, and inform all departments • Position portable toilets in accessible areas; away from resident care and food preparation • Ensure an adequate number of hand washing areas are operational near resident care/food preparation areas, and adjacent to portable toilet facilities • Coordinate internal repair activities, consulting when needed with external experts • Continue to monitor and evaluate power/lighting usage and supply • Anticipate and react to recognized shortage/failure using appropriate emergency procedure(s). • Confer with Liaison/PIO to establish areas for the media 		
<p>Documentation</p> <ul style="list-style-type: none"> • NHICS 214: Continue documentation of key activities, actions, communications, and decisions on an Activity Log • NHICS 251: Update the Facility System Status Report as conditions change, or more frequently as indicated by the situation 		
<p>Resources</p> <ul style="list-style-type: none"> • Continue to evaluate and report on-hand equipment, supply, and nutrition/hydration inventories and staff needs 		
<p>Communication</p> <ul style="list-style-type: none"> • Continue touching bases with the Logistics and Finance Section Chiefs to place orders for additional supplies, physical plant repairs, and follow up on Memorandums of Understanding (MOUs) 		

Extended Response (greater than 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Continue to implement the Operations Section action plan items related to infrastructure (i.e. dietary, environmental, and physical plant) and report resource needs to Section Chief • Continue to consult with the Safety Officer on issues related to safety and security • Meet regularly with the Operations Section Chief and others as needed to update status of the response 		



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Extended Response (greater than 12 hours)	Time	Initial
<ul style="list-style-type: none"> Report unexpected problems and unresolved issues immediately Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information 		
Documentation <ul style="list-style-type: none"> NHICS 214: Continue documentation of key activities, actions, communications, and decisions on an Activity Log NHICS 251: Update the Facility System Status Report as conditions change, or more frequently as indicated by the situation 		
Resources <ul style="list-style-type: none"> Continue to evaluate and report on-hand equipment, supply, and nutrition/hydration inventories and staff needs 		

Demobilization/System Recovery	Time	Initial
Activities <ul style="list-style-type: none"> Upon deactivation of your position, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> Review of pertinent position descriptions and operational checklists Recommendations for procedure changes Section accomplishments and issues Participate in after-action meetings and debriefings as required 		
Documentation <ul style="list-style-type: none"> NHICS 214: Upon deactivation of your position, submit Activity Logs and all completed documentation NHICS 251: Submit a final Facility System Status Report NHICS 252: Submit Time Sheet to the Finance/Administration Section Chief at end of shift or operational period as determined 		

Documents and Tools
<input type="checkbox"/> NHICS 200: Incident Action Plan (IAP) Quick Start <input type="checkbox"/> NHICS 207: Incident Management Team (IMT) Chart <input type="checkbox"/> NHICS 214: Activity Log <input type="checkbox"/> NHICS 251: Facility System Status Report <input type="checkbox"/> NHICS 252: Section Personnel Time Sheet <input type="checkbox"/> Facility emergency operations plan <input type="checkbox"/> Facility organizational chart <input type="checkbox"/> Facility telephone directory



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Documents and Tools

- Master inventory control lists
- Utility contingency plans
- Business Continuity Plan
- Memorandums of Understanding

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System 5th Edition (2014) Guidebook by the American Health Care Association (AHCA) Disaster Preparedness Committee