

## HVAC UNIT LEADER

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

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: \_\_\_\_\_

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
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.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
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		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
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.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
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.		

<b>Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
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: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes and mitigation efforts</li> <li>• Section accomplishments and issues</li> </ul>		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

### **Documents/Tools**

- 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

