

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 |
|---|------|---------|
| 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: <ul style="list-style-type: none"> • 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 | | |

| Immediate (Operational Period 0-2 Hours) | Time | Initial |
|---|-------------|----------------|
| 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 |
|--|-------------|----------------|
| 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 |
|--|-------------|----------------|
| 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. | | |

| Extended (Operational Period Beyond 12 Hours) | Time | Initial |
|---|-------------|----------------|
| 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 |
|---|-------------|----------------|
| 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: <ul style="list-style-type: none"> • 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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| <ul style="list-style-type: none"> • 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 |