

Appendix D.4 Incident Command Structure – Extra Job Action Sheets

Below are job action sheets a facility/agency may wish to use. They do not need to be used but are here for your reference. If you wish to use one of these, please double click and it will open on its own page.

DIETARY/FOOD SERVICES UNIT LEADER

Name: _____ Date: _____

Title: _____ Reports to: _____

Management Duties

Completed	Initials	Item
		Oversee kitchen management
		Notify staff if there will be an evacuation
		Ensure gas appliances are turned off before departure
		Contact dietary/food service staff who need to report to duty
		Supervise movement and separation of food stores to designated area(s)
		Supervise loading of food in the event of an evacuation
		Supervise closing of the kitchen
		Ensure preparation of food and water to be transported to the receiving facility
		Ensure disposable utensils, cups, straws, napkins are packed
		Ensure adequate food is available and packed for staff going to receiving facility
		Brief Commander as needed

HOUSKEEPING UNIT LEADER

Name _____ Date: _____

Title _____ Reports to: _____

Staff Duties as assigned by Manager

Completed	Initials	Item
		Brief supervisor as needed
		Ensure cleanliness of resident's environment
		Ensure provision of housekeeping supplies for three days
		Clear corridors of any obstructions such as carts, wheelchairs, etc
		Ensure adequate cleaning supplies and toilet paper is available
		Check equipment (wet/dry vacuums, etc.)
		Secure facility (close windows, lower blinds, etc.)
		Perform clean-up, sanitation and related preparations
		Assist with moving residents to departure areas as needed
		Ensure adequate supplies of linens, blankets, and pillows
		Ensure emergency linens are available for soaking up spills and leaks
		Supervise loading of laundry and housekeeping supplies into transportation vehicles

INFRASTRUCTURE AND MAINTENANCE SERVICES UNIT LEADER

Name _____ Date: _____

Title _____ Reports to: _____

Completed	Initials	Item
		Brief supervisor as needed
		Ensure communications equipment is operational and extra batteries are available
		Check and ensure safety of surrounding areas (secure loose outdoor equipment and furniture)
		Secure exterior doors and windows
		Check/fuel emergency generator and switch to alternative power as necessary
		Alert Department Heads of equipment supported by emergency generator
		If pump or switch on emergency generator is controlled electrically, install manual pump or switch
		Ensure readiness of buildings and grounds
		Call fire department if applicable
		Conduct inventory of vehicles, tools and equipment and report to administrative service
		Fuel vehicles
		Identify shut off valves and switches for gas, oil, water, and electricity and post charts to inform personnel
		Identify hazardous and protective areas of facility and post locations
		Close down/secure facility in event of evacuation

NURSING DEPARTMENT UNIT LEADER

Name: _____ Date: _____

Title: _____ Reports to: _____

Completed	Initials	Item
		Brief supervisor as needed
		Ensure delivery of resident medical needs
		Assess special medical situations
		Coordinate oxygen use
		Relocate endangered residents
		Ensure availability of medical supplies
		Secure patient records
		Maintain resident accountability and control
		Supervise residents and their release to relatives, when approved
		Ensure proper control of arriving residents and their records
		Screen ambulatory residents to identify those eligible for release
		Maintain master list of all residents, including their dispositions
		Contact pharmacy to determine: <ul style="list-style-type: none">● Cancellation of deliveries● Availability of backup pharmacy● Availability of 3-days of medical supplies
		Assist with patient transportation needs
		Supervise emergency care

PATIENT SERVICES UNIT LEADER

Name _____ Date: _____

Title _____ Reports to: _____

Completed	Initials	Item
		Brief supervisor as needed
		Notify resident families/responsible parties of disaster situation and document this notification
		Coordinate information release with senior administrator
		Monitor telephone communication
		Answer telephones and direct questions/requests to appropriate areas
		Order supplies as directed (Coordinate with Nursing/Medical Services)
		Cancel special activities (i.e., trips, activities, family visits, etc.), deliveries and services
		Make arrangements for emergency transportation of residents
		Contact additional staff when authorized
		Monitor and document costs associated with the incident
		Secure non-patient records
		Supervise and/or assist in clearing hallways, exits
		Coordinate movement of residents
		Assist in transport of residents from rooms to departure areas
		Assist in transfer of residents to transportation vehicles
		Ensure adequate trained staff is available for emotional needs of patient and staff