

STAFF FOOD & WATER UNIT LEADER

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

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
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
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		



Intermediate (Operational Period 2-12 Hours)	Time	Initial
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
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
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.		



Demobilization/System Recovery	Time	Initial
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: <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
<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 • Food inventory

