



DIETARY SERVICES UNIT LEADER

Mission: Organize, provide, and safeguard food and water stores to allow for the facility's self-sufficiency for at least one week. Implement the facility's emergency menu. Provide Incident Command with inventory levels and projected needs. Supervise dietary personnel.

Date:	Start:	End:	Position Assigned to:	Initial:
Positions Reports to: Infrastructure Branch Director - Signature: _____				
Nursing Home Command Center (NHCC) Location: _____				
Phone:	Fax:	Email:		
Radio Title: _____				

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment from Operations Chief or Infrastructure Branch Director. Obtain this position's Job Action Sheet.		
Read this entire Job Action Sheet. Put on position identification (i.e. vest, cap, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Obtain a briefing from Operations Chief or Infrastructure Branch Director.		
Meet with and brief Dietary Services staff.		
Determine if/when the emergency menu will be implemented.		
Estimate the number of meals which can be served utilizing existing food stores.		
Inventory the current emergency drinking water supply and estimate time when re-supply will be necessary.		
Report inventory levels of emergency drinking water and food stores to Infrastructure Branch Director or Operations Section Chief, as appropriate, and recommend conservation/ rationing strategy if indicated.		
Place order for additional nutritional supplies as needed.		
Prepare alternative cooking equipment if indicated (e.g. barbeques, battery operated blenders, etc.).		

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
<p>In an evacuation scenario:</p> <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 		

ON-GOING	Time	Initial
Provide quality nutritional services on a daily basis.		
Maintain a clean, safe, and sanitary dietary department.		
Meet with Staffing/Scheduling Unit Leader to discuss location of personnel refreshment and nutritional break areas.		
Meet with Dependent Care Unit Leader to discuss location of 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.		
Meet regularly with Infrastructure Branch Director to evaluate Dietary Services Unit status and project needs.		
Observe all staff, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to Staffing/Scheduling. Provide for staff rest periods and relief.		
Document all key activities, actions, and decisions.		
Report unexpected problems and unresolved issues immediately.		

DOCUMENTS/TOOLS
<ul style="list-style-type: none"> • NHICS Form 207: Incident Management Team Chart • NHICS Form 213: Incident Message Form

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