



### ENVIRONMENTAL SERVICES UNIT LEADER

**Mission:** Ensure proper cleaning and disinfection of nursing home environment. Supervise housekeeping activities and laundry department.

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 Section Chief or Infrastructure Branch Director. Obtain this position's Job Action Sheet.		
Read this entire Job Action Sheet. Put on Position identification (e.g. vest, cap, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Obtain a briefing from Operations Chief or Branch Director.		
Meet with and brief Environmental Services Unit staff.		
Ensure the safety and health of environmental services personnel; provide personal protective equipment to appropriate staff and review their response to exposures.		
Ensure disinfection of surfaces and reusable equipment, according to the appropriate method of equipment disinfection, per its intended use, manufacturer's recommendations, and existing facility policies.		
If indicated, activate water conservation measures identified in emergency plan (e.g. lining toilet bowls with trash bags to decrease need to flush, use pre-moistened wipes for surface cleaning, etc.).		
Inventory supply of laundry/linen and report on adequacy to meet the needs of the residents.		
Ensure prioritization of problems when multiple issues are presented.		
Determine need for additional staff and request additional staffing according to instructions given by Branch Director.		



**Infrastructure | Job Action Sheet**  
**ENVIRONMENTAL SERVICES UNIT LEADER**

<b>IMMEDIATE (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
Report resource issues and needs to the Logistics Section’s Unit Leaders and Infrastructure Branch Director.		
If evacuating the building, ensure clean linen is prepared and organized for transport sufficient to meet the needs of the residents.		

<b>ON-GOING</b>	<b>Time</b>	<b>Initial</b>
Continue to ensure the facility is maintained in a clean and comfortable manner to the extent possible.		
Continue to monitor supply of laundry/linen and cleaning supplies to meet the needs of the residents.		
Meet regularly with Infrastructure Branch Director to evaluate Environmental Services Unit status and project needs.		
Participate in cleanup/recovery projects as directed to by Infrastructure Branch Director.		
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.		

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

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