



PHYSICAL PLANT (OR SECURITY) UNIT LEADER

Mission: Evaluate, organize and manage the critical services required to sustain and repair the facility's buildings and grounds including power, lighting, water, and waste disposal. Coordinate all of the activities related to facility security such as access control, crowd and traffic control, and law enforcement interface.

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|--|--------------|------------|-----------------------------|----------------|
| 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 (i.e. vest, cap, etc.). | | |
| Notify your usual supervisor of your NHICS assignment. | | |
| Obtain a briefing from Operations Section Chief or Branch Director. | | |
| Meet with and brief Physical Plant/Security Unit staff if assigned. | | |
| In conjunction with the Safety Officer, ensure the safety and health of environmental services personnel; provide personal protective equipment to appropriate staff and review their response to exposures. | | |
| Ensure operations and security of generator in conjunction with Safety Officer. | | |
| Inspect, evaluate, and report (see NHICS Form 251) to the Infrastructure Branch Director the operational status: <ul style="list-style-type: none"> • Communication systems • Infrastructure • Structural integrity • HVAC system • Security systems • Power/lighting • Water and sewer system | | |
| Work with Liaison Officer to obtain contact information for police with local jurisdiction. Depending on the nature of the event, make initial contact to open communication channels. | | |
| Identify and secure all facility pedestrian and traffic points of entry, as appropriate. | | |

| IMMEDIATE (Operational Period 0-2 Hours) | Time | Initial |
|--|------|---------|
| <p>Consider need for the following, and report findings to the Infrastructure Branch Director and/or the Operations Section Chief and the Safety officer:</p> <ul style="list-style-type: none"> • Emergency lockdown • Security/bomb sweep of designated areas • Providing urgent security-related information to all personnel • Need for security personnel to use personal protective equipment • Removing unauthorized persons from restricted areas • Security of the facility, common areas, resident care, morgue, and other sensitive or strategic areas from unauthorized access • Rerouting of vehicle entry and exit as needed for safety • Security posts in any operational decontamination area • Patrol of parking and shipping areas for suspicious activity • Traffic school | | |
| <p>Address immediate security personnel needs using current staff, surrounding resources (police, sheriff, or other security forces), and communicate need for additional external resources through Infrastructure Branch Director or Operations Section Chief.</p> | | |
| <p>Provide power/lighting support to resident care areas and alternate care sites.</p> | | |
| <p>Repair/correct hazards, leaks or contamination with the assistance of the Safety Officer.</p> | | |
| <p>Provide HVAC support to resident care areas, alternate treatment sites, and other critical areas.</p> | | |
| <p>Anticipate air flow response needs for internal and external environmental hazards (e.g., climate, air plume, spills, etc.).</p> | | |
| <p>Anticipate immediate and short-term events and subsequent impacts to facility status (e.g., storm surge, earthquake aftershocks). Make recommendations regarding partial or complete evacuation to Infrastructure Branch Director or Operations Section Chief.</p> | | |
| <p>Coordinate supply needs with Logistics Section’s Support Branch Director or Facility Supply Unit Leader, as appropriate.</p> | | |
| <p>Coordinate with Infrastructure Branch Director or Operations Section Chief to request external resource assistance.</p> | | |
| <p>Insure all key communications and decisions are reported to Branch Director and/or Operations Chief for documentation purposes.</p> | | |

| ON-GOING | Time | Initial |
|--|------|---------|
| <p>Consider security protection for the following, as indicated based on the nature/severity of the incident:</p> <ul style="list-style-type: none"> • Food • Water • Medical resources • Resident Valuables • Pharmaceutical resources • Fuel • Personnel and visitors | | |

| ON-GOING | Time | Initial |
|--|------|---------|
| Anticipate and prepare for the possibility of evacuation and/or the relocation/expansion of clinical services outside of existing structure, if appropriate. | | |
| Implement pre-established alternative waste disposal/collection plan, if necessary, and inform all departments. | | |
| Position portable toilets in accessible areas; away from resident care and food preparation. | | |
| Ensure an adequate number of hand washing areas are operational near resident care/food preparation areas, and adjacent to portable toilet facilities. | | |
| Coordinate internal repair activities, consulting when needed with external experts. | | |
| Continue to monitor and evaluate power/lighting usage and supply. | | |
| Anticipate and react to recognized shortage/failure using appropriate emergency procedure(s). | | |
| Communicate the need and take actions to secure unsafe areas; post non-entry signs. | | |
| Ensure associated staff identify and report all hazards and unsafe conditions. | | |
| Coordinate activities with local, state, and federal law enforcement, as appropriate; coordinate with the Liaison Officer. | | |
| Confer with Public Information Officer to establish areas for the media. | | |
| Ensure vehicular and pedestrian traffic control measures are working effectively. | | |

| DOCUMENTS/TOOLS |
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| <ul style="list-style-type: none"> • Incident Action Plan • NHICS Form 251: Facility Status Report • Facility emergency operations plan • Facility organizational chart • Facility telephone directory • Radio/satellite phone |

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