



INFRASTRUCTURE BRANCH DIRECTOR

Mission: Organize and manage the services required to sustain and repair the nursing home’s infrastructure operations including: power/lighting, water/sewer, HVAC, buildings and grounds, medical gases, medical devices, structural integrity, environmental services, and food services.

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

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Operations Section Chief. Obtain packet containing Logistics Section Job Action Sheets (JAS).		
Read this entire Job Action Sheet and review Incident Management Team Chart (see NHICS Form 207). Put on position identification (e.g. vest, cap, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Determine need to appoint Unit Leaders within this branch: <ul style="list-style-type: none"> • Dietary • Environmental • Physical Plant/Security If appointed, distribute corresponding Job Action Sheets and position identification. If a position is needed and not assigned the Branch Director keeps the Job Action Sheet and assumes that function.		
Brief Unit Leaders on current situation (including current census), incident objectives and response strategy. Outline Unit action plan and designate time for next briefing.		
If alternative staff time tracking method is utilized, distribute the Time Sheet (see NHICS Form 252) to personnel and ensure time is recorded appropriately. Submit the Time Sheet to Section Chief at end of shift or operational period as determined.		
Maintain communications with Section Chief and Unit Leaders to identify critical issues and resource needs.		

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Document all key activities, actions, and decisions in an Operational Log (see NHICS Form 201) on a continual basis.		
Document all key communications (internal and external) on an Incident Message Form (see NHICS Form 213). Provide a copy of the Incident Message Form to the Planning Section Chief.		
Ensure Branch personnel comply with safety policies and procedures.		
In coordination with the safety officer and/or the Physical Plant/Security Unit Leader, participate in the assessment of the incident's impact on the facility (see NHICS Form 251).		
Assess Infrastructure Branch capacity to deliver needed: <ul style="list-style-type: none"> • Nutrition/Hydration • Facility heating and air conditioning • Power • Telecommunications • Potable and non-potable water • Medical gas delivery • Sanitation • Road clearance • Damage assessment and repair • Facility cleanliness • Vertical transport/Airlift • Facility access 		
Engage Unit Leaders in evaluating and reporting on-hand equipment, supply, and nutrition/hydration inventories and staff needs.		
Ensure resource ordering procedures are communicated to Logistics Section Chief or Support Unit Leader.		
Initiate facility damage assessment and/or repairs as needed; collaborate with Logistics Section (Support Branch if assigned) for obtaining resources.		

ON-GOING	Time	Initial
Continue to implement the Operations Section action plan items related to infrastructure (i.e. dietary, environmental, and physical plant/security) and report resource needs to Section Chief.		
Meet regularly with the Operations Section Chief and others as needed to update status of the response and relay important information to Branch Staff.		
Continue to meet routinely with Unit Leaders to evaluate status and projected needs.		
Observe all staff and volunteers, for signs of stress and inappropriate behavior. Report concerns to Section Chief or Staffing/Scheduling Unit Leader. Provide for staff rest periods.		

ON-GOING	Time	Initial
Report unexpected problems and unresolved issues immediately.		
Ensure that the Branch is adequately staffed and supplied.		
Maintain knowledge of the current number of persons being maintained in the facility, including residents, staff, and dependents. Communicate number to Supply Unit Leader and Dietary Services Unit Leader.		
Continue to coordinate with Logistics Section (Support Branch if assigned) to provide service support as needed to residents, employees, and dependents as appropriate as well as physical plant or equipment needs.		
Continue to monitor Branch staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Continue to conduct regular situation briefings with Section Chief.		
Continue to document actions and decisions on an Operational Log (see NHICS Form 201) and on an Incident Message Form (see NHICS Form 213).		
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 Safety Officer. 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.		

DOCUMENTS/TOOLS

- Incident Action Plan
- NHICS Form 201: Incident Briefing Form
- NHICS Form 207: Incident Management Team Chart
- NHICS Form 213: Incident Message Form
- NHICS Form 251: Facility Status Report
- NHICS Form 252: Section Personnel Time Sheet
- Facility emergency operations plan
- Facility organizational chart
- Facility telephone directory
- Radio/satellite phone
- Master inventory control lists

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