ENVIRONMENTAL SERVICES UNIT LEADER

**Mission:** Evaluate and monitor the cleanliness of the Alternate Care Site. Properly dispose of waste, paying particular attention to biohazard materials.

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| Date: Start: End: Position Assigned to: Initials: **Position Reports to:** **Safety Officer** Signature: ITMTS Command Location: Telephone: Fax: Other Contact Info: Radio Title:  |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive assignment and briefing from the Safety Officer. Obtain packet containing Environmental Services Unit Leader Job Action Sheet. |  |  |
| Read this entire Job Action Sheet and review organizational chart. Put on position identification (if provided).  |  |  |
| Brief unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Ensure Unit members comply with safety policies and procedures. |  |  |
| Ensure the safety and health of environmental service personnel; provide personnel protective equipment to appropriate staff and coordinate with Medical Operations Chief/Chief Nurse for medical surveillance for exposed workers. |  |  |
| Inspect the hazardous waste collection area(s) to ensure patency of contamination measures. Lock unsafe areas with the assistance of the Safety Officer. |  |  |
| Control observed hazards, leaks, or contamination with the assistance of the Safety Officer. |  |  |
| Set up environmental service area. |  |  |
| In collaboration with the TMTS infection control personnel, ensure disinfection of reusable equipment, according to the appropriate method of equipment disinfection, per its intended use, manufactures recommendations, and existing hospital/facility policies. |  |  |
| Receive assigned radio and establish two-way communications with the Communication Unit Leader. Receive just-in-time training for the radio if needed. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Planning Chief/MST. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Meet regularly with the Safety Officer for status reports, and relay important information to Unit members. |  |  |
| Ensure prioritization of problems when multiple issues are presented. |  |  |
| Ensure the adequate number of hand washing stations is operational near patient food preparation areas, patient treatment areas, staff and volunteer food areas, and adjacent to the toilet facilities. |  |  |
| Inform Infection Control personnel of actions and enlist assistance where necessary. |  |  |
| Coordinate use of external resources. |  |  |
| Report resources issues and needs to the Logistics Chief. |  |  |
| Ensure your physical readiness through proper nutrition, water intake and rest. |  |  |
| Advise Safety Officer immediately of any operational issue you are unable to correct or resolve. |  |  |
| Report situation, resource status needs to Safety Officer and Logistics Chief. |  |  |
| Report hazardous incidents and coordinate mediation efforts with Safety Officer. |  |  |
| Ensure Unit health and safety issues are being addressed; resolve with Safety Officer and Medical Operations Chief/Chief Nurse. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor Unit personnel’s ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Brief Safety Officer routinely on current condition of all sanitation operations; communicate needs in advance. |  |  |
| Obtain support staff from Staffing/Accountability Unit Leader. |  |  |
| Continue to document actions and decisions on an HICS 214 and send a copy as assigned intervals to the Planning Chief/MST. |  |  |
| Continue to regularly report and submit situation and resource status updates to the Planning Chief/MST |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Section Chief/MST. |  |  |
| Upon deactivation of your position, brief the Logistics Section Chief on current problems, outstanding issues, and follow-up requirements. |  |  |
| Notify the Planning Chief when clean-up/restoration is complete. |  |  |
| Assist restoration of TMTS resources to normal operating condition. |  |  |
| Debrief staff on lessons learned and procedural/equipment changes needed. |  |  |
| Submit comments to the after action report. |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| HICS Form 213 – Incident Message FormHICS Form 214 – Operational LogTMTS decontamination planTMTS spill response planTMTS organization chartTMTS telephone directoryRadio/satellite phone – phone numbers and radio assignmentsMaterial safety data sheets |