

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.

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

Immediate (Operational Period 0-2 Hours)	Time	Initial
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
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		



Intermediate (Operational Period 2-12 Hours)	Time	Initial
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
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
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

- HICS Form 213 – Incident Message Form
- HICS Form 214 – Operational Log
- TMTS decontamination plan
- TMTS spill response plan
- TMTS organization chart
- TMTS telephone directory
- Radio/satellite phone – phone numbers and radio assignments
- Material safety data sheets