

FOOD AND NUTRITION UNIT LEADER

Mission: Organize food and water stores for staff and patients. Manage preparation of food. Coordinate rationing during periods of anticipated or actual shortage.

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

| Immediate (Operational Period 0-2 Hours) | Time | Initial |
|---|-------------|----------------|
| Receive assignment and briefing from Logistics Chief. Obtain packet containing Food/Nutrition Job Action Sheet. | | |
| Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided). | | |
| Appoint team members to assigned positions and brief members on current situation; 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. | | |
| Estimate the number of meals that can be served using existing food stores; implement rationing if situation dictates. | | |
| If possible identify an outside catering source and order food to meet the needs of the TMTS. | | |
| Inventory the current emergency drinking water supply and estimate time when resupply will be necessary. Implement rationing if situation dictates. | | |
| Ensure that hand washing stations are located near the food service areas. | | |
| Report inventory levels of emergency drinking water and food stores to Logistic Chief. | | |
| Receive assigned radio and establish two-way communications with the Communications 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 with Staffing/Accountability Unit Leader to discuss location of personnel refreshment and nutritional break areas. | | |
| Secure nutritional and water inventories with the assistance of the Security/Safety Unit Leader. | | |
| Communicate facility status with food and water vendors as appropriate, to alert them to a possible need for supplies. | | |
| Prepare to receive donated food items from vendors, restaurants, and others. | | |
| Secure nutritional and water inventories with the assistance of the Security Unit Leader. | | |
| Submit an anticipated need list of water and food to the Logistics Chief. Request should be based on current information concerning emergency events as well as projected needs for patient, staff, and dependents. | | |
| Advise the Logistics Chief immediately of any operational issues you are not able to correct or resolve. | | |

| Extended (Operational Period Beyond 12 Hours) | Time | Initial |
|--|-------------|----------------|
| Meet with the Logistics Chief regularly to keep informed of current status. | | |
| Ensure your physical readiness through proper nutrition, water intake, and rest. | | |
| Continue to coordinate external food service support and supplies and communicate with external vendors and suppliers, as necessary. | | |
| Maintain normal food service if possible for staff and implement rationing if indicated. | | |
| Continue to project food and water needs and coordinate requests and procurement with Logistics Chief. | | |
| Continue to provide regular situation updates to the Logistics Chief. | | |
| Continue to document actions and decisions on the HICS Form 214 and send copies to Planning Chief as designated. | | |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information. | | |

| Demobilization/System Recovery | Time | Initial |
|--|-------------|----------------|
| Reorder food and supplies to restore normal inventory. | | |
| Ensure return/retrieval of equipment and supplies and return all assigned equipment. | | |
| Debrief team members on lessons learned and procedural/equipment changes needed. | | |
| Upon deactivation of your position, brief the Incident Commander or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | | |
| Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Planning Chief/MST. | | |
| 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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| <input type="checkbox"/> HICS Form 213 – Incident Message Form <input type="checkbox"/> HICS Form 214 – Operational Log <input type="checkbox"/> TMTS organization chart <input type="checkbox"/> TMTS telephone directory <input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments <input type="checkbox"/> Local resources. |