

ENVIRONMENTAL SERVICES UNIT LEADER

Mission: Ensure proper cleaning and disinfection of ACS environment.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____	
Position Reports to: Infrastructure Branch Director Signature: _____	
Incident Command Post (ICP) Location: _____	Telephone: _____
Fax: _____	Other Contact Info: _____ Radio Title: _____

Activation (Immediate)	Time	Initial
Receive appointment, briefing, and any appropriate materials from the Infrastructure Branch Director.		
Read this entire Job Action Sheet and review incident management team chart (HICS Form 207).		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Appoint additional Environmental Services Unit members as needed, and complete the Branch Assignment List (HICS Form 204) for ACS operations.		
Ensure that an area has been identified for storage of non bio-hazard refuse.		
Work with logistics to ensure that adequate numbers waste receptacles are made available for ACS personnel.		
Ensure that a waste removal service has been secured and scheduled.		
Ensure that a covered lockable area has been identified and secured for storage of bio-hazard waste.		
Work with logistics to ensure that adequate numbers of bio-hazard waste receptacles, sharps containers, and bio-hazard spill kits are made available for ACS personnel.		
Ensure that a bio-hazard waste removal service has been secured and scheduled.		
Ensure that areas have been identified for storage of clean and soiled linens.		
Work with logistics to ensure that adequate linens are made available for ACS patients.		
Ensure that a laundry service has been secured and scheduled.		
Ensure that areas have been identified for storage of housekeeping supplies.		
Work with logistics to ensure that adequate cleaning supplies are made available for ACS staff (e.g. brooms, mops, towels, soaps, bleach, etc.).		
Ensure that a process for obtaining housekeeping services has been identified, including consideration for risks of exposure to blood/body fluids.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the		

Activation (Immediate)	Time	Initial
Documentation Unit.		
Complete the Branch Assignment List (HICS Form 204) for the next shift or operational period.		

Operations (Intermediate/Extended)	Time	Initial
Receive appointment, briefing, and any appropriate materials from the Infrastructure Branch Director.		
Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Appoint Environmental Services Unit members and complete the Branch Assignment List (HICS Form 204).		
Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
Ensure Unit members comply with safety policies and procedures.		
Ensure the safety and health of environmental services personnel; provide personal protective equipment to appropriate staff and coordinate with Employee Health & Well-Being Unit for medical surveillance for exposed workers.		
Ensure disinfection of reusable equipment, according to the appropriate method of equipment disinfection, per its intended use, manufacturer's recommendations, and existing hospital policies.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		
Meet regularly with the Infrastructure Branch Director for status reports, and relay important information to Unit members.		
Ensure prioritization of problems when multiple issues are presented.		
Determine need for additional staff and request additional staffing from the Labor Pool and Credentialing Unit Leader.		
Report resource issues and needs to the Logistics Section's Unit Leaders and Infrastructure Branch Director.		
Coordinate activities with other Operations Section Branches and Units.		
Coordinate use of external resources.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct or resolve.		
Report situation and resource status, and resource needs to Infrastructure		

Operations (Intermediate/Extended)	Time	Initial
Branch Director and Logistics Section's Units.		
Report hazardous incidents and coordinate mediation efforts with Hazardous Materials Branch.		
Continue to monitor Unit personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Coordinate orientation of external personnel sent to assist.		
Work with Infrastructure Branch Director on the assignment of external resources.		
Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief.		
Rotate staff on a regular basis.		
Ensure staff health and safety issues being addressed; resolve with Safety Officer, Infrastructure Branch Director and Employee Health and Well-Being Unit when appropriate.		
Develop and submit an action plan to Infrastructure Branch Director when requested.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for Environmental Services Unit staff decrease, return staff to their normal jobs and combine or deactivate positions in a phased manner.		
Notify Infrastructure Branch Director when clean-up/restoration is complete.		
Assist with restoration of ACS resources to normal operating condition.		
Ensure all documentation and Operational Logs (HICS Form 214) are submitted to Infrastructure Branch Director or Operations Section Chief, as appropriate.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Infrastructure Branch Director or Operations Section Chief, as appropriate.		
Upon deactivation of your position, brief the Infrastructure Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Infrastructure Branch Director for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists 		

Demobilization/System Recovery	Time	Initial
<ul style="list-style-type: none"> • Recommendations for procedure changes and mitigation efforts • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • ACS Action Plan • HICS Form 204 – Branch Assignment List • HICS Form 213 – Incident Message Form • HICS Form 214 – Operational Log • Radio/satellite phone