

FOOD SERVICES UNIT LEADER

Mission: Organize and maintain food preparation and delivery services for patients at an ACS.

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). Put on position identification.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Coordinate all activities with the Logistics Section.		
Assess available food stores and food services capabilities <u>and drinking water supply.</u>		
<u>Consider Food Preparation facilities...MTSJH kitchen, the High School kitchen, and possibly the Senior Center kitchen facilities.</u>		
<u>Identify adequate food storage areas.</u>		
Estimate the number of patient meals which can be served utilizing existing food stores.		
Develop food services plan and strategy in conjunction with the Logistics Section. <u>Consider collaboration with Skilled Nursing Facility food services.</u>		
<u>Consider potential dietary limitations, and communicate limitations to ACS Activation Team Leader.</u>		
Coordinate external food service support <u>delivery and transport needs.</u>		
<u>Implement the standard Disaster Menu (Appendix ??).</u>		
Complete the Branch Assignment List (HICS Form 204) for next shift or operational period.		

Operations (Intermediate / Extended)	Time	Initial
Meet regularly with the Infrastructure Branch Director for status reports, and relay important information to Unit members.		
Coordinate with Labor Pool & Credentialing Unit Leader and Support Branch Director to position personnel refreshment and nutritional areas.		
Advise Infrastructure Branch Director immediately of any operational issue you are not able to correct or resolve.		
Communicate status and potential need for rapid restocking with vendors, as appropriate.		
Maintain normal patient food service if possible.		
Continue to provide regular situation updates to the Infrastructure Branch Director.		
Coordinate with Logistics Section to provide food service support to ICP, family support center, and other areas, as appropriate.		
Ensure your physical readiness through proper nutrition, water intake, rest and stress management		

Operations (Intermediate / Extended)	Time	Initial
techniques.		
Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Infrastructure Branch Director. 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.		

Demobilization/System Recovery	Time	Initial
As needs for Food 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.		
Coordinate return to normal food service.		
Repair/replace used or broken items.		
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 • 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 207 – Incident Management Team Chart • HICS Form 213 – Incident Message Form • HICS Form 214 – Operational Log • Radio/telephone • Food inventory • Standard Disaster Menu