Mission: Maintain heating, ventilation, and air conditioning (HVAC) to the hospital and campus facilities.

Immediate Response (0 – 2 hours)

Receive appointment
- Obtain briefing from the Infrastructure Branch Director on:
  - Size and complexity of incident
  - Expectations of the Incident Commander
  - Incident objectives
  - Involvement of outside agencies, stakeholders, and organizations
  - The situation, incident activities, and any special concerns
- Assume the role of Heating, Ventilation, and Air Conditioning (HVAC) Unit Leader
- Review this Job Action Sheet
- Put on position identification (e.g., position vest)
- Notify your usual supervisor of your assignment

Assess the operational situation
- Determine the operational status of HVAC systems
- Assess critical issues that may impact the HVAC needs
- Provide information to the Infrastructure Branch Director on the status

Determine the incident objectives, tactics, and assignments
- Document unit objectives, tactics, and assignments on the HICS 204: Assignment List
- Based on the incident objectives for the response period consider the issues and priorities:
  - Appoint HVAC Unit personnel in collaboration with the Infrastructure Branch Director
  - Determine strategies and how the tactics will be accomplished
  - Determine needed resources
- Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing

Activities
- Coordinate the inspection of the hospital’s HVAC systems, coordinating with the Buildings/Grounds Unit Leader
HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) UNIT LEADER

- Place emergency repair orders for HVAC systems as indicated; advise the Infrastructure Branch Director of issues
- Correct or repair hazards to HVAC systems with the assistance of the Safety Officer, the Building/Grounds Unit Leader, and the Logistics Section Supply Unit Leader
- Provide HVAC support to patient care areas and alternate care sites, etc.
- Evaluate positive and negative pressure status of isolation rooms
- Anticipate airflow response needs for internal and external environmental hazards (climate, air plume, spills, etc.)
- Anticipate and react to recognized shortages or system failures using appropriate emergency procedures
- Coordinate with the Infrastructure Branch Director to request external resource assistance
- Ensure the security of HVAC systems in conjunction with the Security Branch
- Determine staffing needs and place requests with the Infrastructure Branch Director
- Provide status updates to the Infrastructure Branch Director regularly to discuss the Incident Action Plan (IAP), advising of accomplishments and issues encountered
- Consider development of a unit action plan; submit to the Infrastructure Branch Director if requested
- Provide regular updates to unit personnel and inform them of strategy changes as needed

Documentation
- Document assignments and operational period objectives on Assignment List
- Document all communications on a General Message Form
- Document all key activities, actions, and decisions in an Activity Log on a continual basis
- Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period

Resources
- Determine equipment and supply needs; request from the Logistics Section Supply Unit Leader and report to the Infrastructure Branch Director
- Assess issues and needs in unit areas; coordinate resource management

Communication
  Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners

Safety and security
- Ensure that all unit personnel comply with safety procedures and instructions
- Ensure personal protective equipment (PPE) is available and utilized appropriately

Intermediate Response (2 – 12 hours)

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<thead>
<tr>
<th>Activities</th>
<th>Time</th>
<th>Initial</th>
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<td>- Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</td>
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### Extended Response (greater than 12 hours)

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#### Activities
- Transfer the Heating, Ventilation, and Air Conditioning (HVAC) Unit Leader role, if appropriate
  - Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  - Address any health, medical, and safety concerns
  - Address political sensitivities, when appropriate
  - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
- Continue HVAC Unit supervision including monitoring, documentation, and safety practices
- Continue to provide effective HVAC sustainment measures

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### Documentation
- HICS 204: Document assignments and operational period objectives on Assignment List
- HICS 213: Document all communications on a General Message Form
- HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

### Resources
- Assess issues and needs in unit areas; coordinate resource management
- Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed

### Communication
*Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

### Safety and security
- Ensure that all unit personnel comply with safety procedures and instructions
- Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
- Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit
- Ensure personal protective equipment (PPE) is available and utilized appropriately
## HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) UNIT LEADER

- Provide updates to the Infrastructure Branch Director and unit personnel

### Documentation
- HICS 204: Document assignments and operational period objectives on Assignment List
- HICS 213: Document all communications on a General Message Form
- HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

### Resources
- Assess issues and needs in unit areas; coordinate resource management
- Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed

### Communication
*Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

### Safety and security
- Ensure that all unit personnel continue to comply with safety procedures and instructions
- Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader
- Provide for staff rest periods and relief
- Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
- Ensure personal protective equipment (PPE) is available and utilized appropriately

### Demobilization/System Recovery

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<td>Ensure the return, retrieval, and restocking of equipment and supplies</td>
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<td>As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader</td>
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<td>Notify the Infrastructure Branch Director when demobilization and restoration is complete</td>
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<td>Coordinate reimbursement issues with the Finance/Administration Section</td>
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<td>Upon deactivation of your position, brief the Infrastructure Branch Director on current problems, outstanding issues, and follow up requirements</td>
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<tr>
<td>Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed</td>
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HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) UNIT LEADER

- Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:
  - Review of pertinent position descriptions and operational checklists
  - Recommendations for procedure changes
  - Accomplishments and issues
- Participate in stress management and after action debriefings

**Documentation**
- HICS 221: Demobilization Check-Out
- Ensure all documentation is submitted to the Planning Section Documentation Unit

**Documents and Tools**
- HICS 203 - Organization Assignment List
- HICS 204 - Assignment List
- HICS 213 - General Message Form
- HICS 214 - Activity Log
- HICS 215A - Incident Action Plan (IAP) Safety Analysis
- HICS 221 - Demobilization Check-Out
- HICS 252 - Section Personnel Time Sheet
- Hospital Emergency Operations Plan
- Hospital Incident Specific Plans or Annexes
- Utility Failure Incident Response Guide
- Laptop with internet access, as available
- HVAC schematics
- Inventory and vendor supply lists
- Hospital policies and procedures
- Hospital organization chart
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication