**WATER/SEWER UNIT LEADER**

**Mission:** Evaluate and monitor the availability and quality of existing water, sewage, and sanitation systems. Enact pre-established alternate methods of supply when needed.

Position Reports to: **Infrastructure Branch Director**

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<th>Command Location:</th>
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Position Contact Information: Phone: (____) - Radio Channel: _____________

| Hospital Command Center (HCC): Phone: (____) - Fax: (____) - |

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<th>Position Assigned to: Date: / /</th>
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Immediate Response (0 – 2 hours)

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**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 Water/Sewer 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 water and sewer systems
- Assess critical issues and water, sewer, sanitation and waste disposal 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 Water/Sewer 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 water and sewer systems with the Buildings/Grounds Unit Leader
WATER/SEWER UNIT LEADER

- Activate the hospital Water Disruption and Conservation Plan, if necessary
- Place emergency repair orders for water and sewer as indicated; advise the Infrastructure Branch Director of issues
- Repair or correct hazards, leaks, or contamination with the assistance of the Safety Officer, the Buildings/Grounds Unit Leader, and contractors
- Provide water, sewer, sanitation, and waste disposal support to patient care areas, critical service areas, and alternate care sites, etc.
- Implement pre-established Alternative Waste Disposal and Collection Plan, if necessary
- Position portable toilets in accessible areas, away from patient care and food preparation, as necessary
- Anticipate and react to recognized shortages or failures using appropriate emergency procedures
- Coordinate with the Infrastructure Branch Director to request external resource assistance, if needed
- Coordinate with the Liaison Officer for contacting external authorities (e.g., public health, water, or environmental services), as appropriate
- Inform all sections and areas of the hospital when implementing the Alternative Waste Disposal and Collection Plan; notify infection control personnel of actions, and enlist assistance where necessary
- Ensure the security of water and sewer 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
- 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
- HICS 252: 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
**WATER/SEWER UNIT LEADER**

**Intermediate Response (2 – 12 hours)**

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**Activities**
- Transfer the Water/Sewer 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 to monitor and evaluate water, sewage, sanitation, and waste disposal needs, usage, and supply
- Ensure portable toilets are adequate in number and location
- Ensure portable toilets are emptied and needed supplies are regularly replaced
- Continue to anticipate and react to recognized shortages or failures using appropriate emergency procedures
- Continue Alternative Waste Disposal and Collection Plan, if necessary
- Meet regularly with the Infrastructure Branch Director for status reports
- Advise the Infrastructure Branch Director immediately of any operational issue you are not able to correct
- Relay important information and updates to 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 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

**Extended Response (greater than 12 hours)**

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**Activities**
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## WATER/SEWER UNIT LEADER

- 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 Water/Sewer Unit supervision including monitoring, documentation and safety practices
- Continue to provide effective water, sewer, sanitation, and waste disposal sustainment measures, as needed
- 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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  - 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)
- Ensure the return, retrieval, and restocking of equipment and supplies
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.

- Notify the Infrastructure Branch Director when demobilization and restoration is complete.
- Coordinate reimbursement issues with the Finance/Administration Section.
- Upon deactivation of your position, brief the Infrastructure Branch Director on current problems, outstanding issues, and follow up requirements.
- Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed.
- 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 225 - 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
- Water Disruption and Conservation Plan
- Alternative Waste Disposal and Collection Plan
- 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