

DIETARY SERVICES UNIT LEADER

Mission: Organize, provide, and safeguard food and water stores to allow for the facility's self-sufficiency for at least one week. Implement the facility's emergency menu. Provide Incident Command with inventory levels and projected needs. Supervise dietary personnel.

| | | | | |
|--|--------------|------------|-----------------------------|----------------|
| Date: _____ | Start: _____ | End: _____ | Position Assigned to: _____ | Initial: _____ |
| Positions Reports to: Infrastructure Branch Director - Signature: _____ | | | | |
| Nursing Home Command Center (NHCC) Location: _____ | | | | |
| Phone: _____ Fax: _____ Email: _____ | | | | |
| Radio Title: _____ | | | | |

| IMMEDIATE (Operational Period 0-2 Hours) | Time | Initial |
|---|------|---------|
| Receive appointment from Operations Chief or Infrastructure Branch Director. Obtain this position's Job Action Sheet. | | |
| Read this entire Job Action Sheet. Put on position identification (i.e. vest, cap, etc.). | | |
| Notify your usual supervisor of your NHICS assignment. | | |
| Obtain a briefing from Operations Chief or Infrastructure Branch Director. | | |
| Meet with and brief Dietary Services staff. | | |
| Determine if/when the emergency menu will be implemented. | | |
| Estimate the number of meals which can be served utilizing existing food stores. | | |
| Inventory the current emergency drinking water supply and estimate time when re-supply will be necessary. | | |
| Report inventory levels of emergency drinking water and food stores to Infrastructure Branch Director or Operations Section Chief, as appropriate, and recommend conservation/ rationing strategy if indicated. | | |
| Place order for additional nutritional supplies as needed. | | |
| Prepare alternative cooking equipment if indicated (e.g. barbeques, battery operated blenders, etc.). | | |

| IMMEDIATE (Operational Period 0-2 Hours) | Time | Initial |
|---|------|---------|
| <p>In an evacuation scenario:</p> <ul style="list-style-type: none"> • Supervise the movement and separation of food and water stores to staging area as directed by Logistics Section • Prepare and pack snacks and drinks for residents and staff during the trip • Supervise the closing of the kitchen, storing all equipment, and securing the area | | |

| ON-GOING | Time | Initial |
|---|------|---------|
| Provide quality nutritional services on a daily basis. | | |
| Maintain a clean, safe, and sanitary dietary department. | | |
| Meet with Staffing/Scheduling Unit Leader to discuss location of personnel refreshment and nutritional break areas. | | |
| Meet with Dependent Care Unit Leader to discuss location of nutritional break areas for staff dependents. | | |
| Secure nutritional and water inventories with the assistance of the Safety Officer. | | |
| Monitor food and water supplies. Update rationing recommendations as indicated. | | |
| Meet regularly with Infrastructure Branch Director to evaluate Dietary Services Unit status and project needs. | | |
| Observe all staff, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to Staffing/Scheduling. Provide for staff rest periods and relief. | | |
| Document all key activities, actions, and decisions. | | |
| Report unexpected problems and unresolved issues immediately. | | |

| DOCUMENTS/TOOLS |
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| <ul style="list-style-type: none"> • NHICS Form 207: Incident Management Team Chart • NHICS Form 213: Incident Message Form |

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System by the American Health Care Association (AHCA) Disaster Preparedness Committee