

## Facilities Section Chief

### Responsibilities

- Reports to EST Manager.
- Direct reports include:
  - \_\_\_\_\_ (Maintenance Branch Leader);
  - \_\_\_\_\_ (Construction Branch Leader);
  - \_\_\_\_\_ (Operations Branch Leader); and
  - \_\_\_\_\_ (Design Branch Leader).
- Organizes and directs operations associated with maintenance of physical environment.
- Advises EST Manager.
- Oversees all areas identified in operations chain of command.
- Communicates and coordinates information with Section Chiefs from Logistics, Student Services, Finance, and Human Resources.
- Assumes duties of subordinates to provide staff coverage.
- Reports to EOC as incident conditions warrant.

### Immediate Actions (initiated within first hour of the emergency)

- \_\_\_ Checks in on arrival with EST Manager.
- \_\_\_ Wears position identification badge.
- \_\_\_ Obtains briefings on the current situation.
- \_\_\_ Appoints Branch Leaders as noted above (Operations Section Chief has discretion to fill some positions depending on developments).
- \_\_\_ Briefs Branch Leaders (direct reports) on current situation and instructs them to conduct initial assessments of their responsibilities.
- \_\_\_ Provides identification badges for each position.
- \_\_\_ Attends status/action meeting convened by EST Manager. Initial assessments by Branch Leaders are reported at this time.
- \_\_\_ Meets with Branch Leaders to outline Section action plan; designates schedule for future meetings.
- \_\_\_ Provides EST Manager with initial facility damage survey report, if applicable.
- \_\_\_ Ensures that directives from EST Manager are carried out in timely and appropriate fashion.
- \_\_\_ Adopts a proactive attitude. Thinks ahead. Anticipates situations, problems before they occur.

### Intermediate Actions (normally taken after 1st hour of emergency and over the next four–six hours)

- \_\_\_ Issues requests to EST Manager to fulfill resource requirements for Branch Leaders.
- \_\_\_ Obtains status reports from other Section Chiefs.
- \_\_\_ Receives hourly status reports from Branch Leaders
- \_\_\_ Attends briefings with EST Manager and provides status reports and recommendations for updating action plans regarding continuance and termination of plans
- \_\_\_ Assures that Branch Leaders document actions and decisions on a continuous basis.

**Extended Actions** (if emergency lasts longer than eight hours and/or the emergency is declared over)

- \_\_\_ Obtains status reports on action plans from Branch Leaders at least every two hours.
- \_\_\_ Confers with EST Manager to discuss recovery and salvage requirements.
- \_\_\_ Meets with EST Manager as necessary to update Section action plan regarding continuance or termination of the Plan. Meetings should occur at least once every eight hours.
- \_\_\_ Observes Branch Leaders for signs of stress and fatigue. Provides relief and rest periods as required.
- \_\_\_ Ensures actions are taken to return Section to normal operations when EST Leader declares the emergency over.
- \_\_\_ Assures that Branch Leaders report to CFO on additional expenses incurred as a result of the emergency. This is provided at the conclusion of the emergency. Documents additional expenses: manpower costs (i.e., overtime); costs of rented equipment; and/or purchase of additional supplies and/or materials. Also, reports financial expenses to HSEMA to substantiate District and Federal emergency or disaster declarations.
- \_\_\_ Provides written summary of related activities performed by the section within 72 hours of the conclusion of the emergency.
- \_\_\_ Coordinates with HSEMA and FEMA personnel to complete post-disaster preliminary and joint damage assessments of affected LEA facilities. Also, assigns project officer for duration of recovery period to collaborate with HSEMA and FEMA regarding emergency repairs and long-term recovery restoration.