READY TO RESPOND DISASTER STAFFING TOOLKIT

Building Protection Team Leader
Job Description
Acknowledgments

Enterprise thanks all the affordable housing organizations which were inspired by Superstorm Sandy to improve disaster preparedness. Thank-you too, to these individuals and organizations for helping to develop the Ready to Respond: Disaster Staffing Toolkit.

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Leslie Stivale, Triple C Housing

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Disaster Response Staffing Roles

EMERGENCY PREPAREDNESS COORDINATOR

INCIDENT COMMANDER

COMMAND LEVEL ADMINISTRATOR
OPTIONAL

EXTERNAL COMMUNICATIONS LIAISON

BUSINESS CONTINUITY CHIEF

LOGISTICS CHIEF

HOUSING CHIEF

IT TEAM LEADER

HUMAN RESOURCES TEAM LEADER

RESIDENT ENGAGEMENT TEAM LEADER

BUILDING PROTECTION TEAM LEADER
Getting Started

The Building Protection Team Leader takes all actions necessary to protect infrastructure within an assigned building, including electrical, mechanical, water, steam, gas and elevator systems.

When a disaster strikes, the main functions include:

» Shutting down a building under tight deadlines.
» Anticipating the need for additional resources and requesting them in a timely manner.
» Working closely with the Resident Engagement Team Leader.
» Assisting with evacuations.
» Conducting damage assessments.

Qualifications may include:

» Certifications and licenses required for building management.
» Knowledge of building systems.
» Ability to direct staff.

A likely staff member to fill this role may be:

» A building manager, superintendent or facilities manager.

During the planning phase, the Building Protection Team Leader should:

» Understand the vulnerabilities of buildings and critical systems.
» Review relationships with vendors and complete the Critical Vendor Contact List.
» Assemble emergency kits using the Building Emergency Kit Guide and Building Emergency Kit Worksheet.
» Complete the Building Equipment Inventory Worksheet.
» Complete the Building Readiness Report.
» Review the Building Shutdown and Re-open Checklist.
Click here to access the Tools and Video for this role:

TO GET READY, WATCH THIS VIDEO NOW!

Housing Section Video

TOOLS

Building Protection Team Leader Job Description

Building Protection Team Leader Job Action Sheet

Additional Tools

Building Readiness Report

Building Emergency Kit Worksheet

Building Shutdown and Reopen Checklist

Critical Vendor Contact List

Building Equipment Inventory Worksheet

Building Emergency Kit Guide
Job Action Sheet

A Job Action Sheet includes specific tasks to be completed by the Disaster Response Role over eight operational periods before, during and after a disaster.

Operational Periods

<table>
<thead>
<tr>
<th>Pre-Event Preparedness</th>
<th>Event Response</th>
<th>Post-Event Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>96 hours</td>
<td>Immediately</td>
<td>12 hours</td>
</tr>
<tr>
<td>72 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 hours</td>
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</tr>
</tbody>
</table>

Pre-Event Preparedness
In this Toolkit, pre-event preparedness begins 96 hours ahead of an emergency event so an organization can best prepare for emergency response and recovery. The Job Action Sheet specifies tasks that should be completed 96, 72, 48, 24 and 12 hours before a disaster.

Event Response
During the event period, Job Action Sheets instruct all Disaster Response Roles to stay on alert.

Post-Event Response
Activities and tasks to be completed after the disaster is over.
**Building Protection Team Leader**

*Job Description*
A general description of the Disaster Response Role.

*Main Functions*
The primary responsibilities of the Disaster Response Role.

*Notes*
Information needed to help complete tasks or to report during meetings.

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**Sample Job Action Sheet**

**Disaster Response Role**

The **Building Protection Team Leader** takes all actions necessary to protect the infrastructure of an assigned building, including electrical, mechanical, water, steam, gas and elevator systems.

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**Main functions include:**
- Shutting down a building under tight deadlines.
- Anticipating the need for additional resources and requesting them in a timely manner.
- Working closely with the **Resident Engagement Team Leader**.
- Assisting with evacuations as needed.
- Conducting damage assessments.

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**96 Hours Pre-Event**

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Notes</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive Section Meeting announcement from Housing Chief.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Read entire Job Action Packet with tools and fill gaps as needed.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Update all supplemental materials including Building Shutdown and Re-open Checklist, Building Equipment Inventory Worksheet, Building Emergency Kit Worksheet, Critical Vendor Contact List and Building Readiness Report.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send Building Readiness Report to Housing Chief.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm current contact information of staff with Housing Chief</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Operational Period**
Specific time periods before, during, and after a disaster during which meetings are held and tasks are completed.

**Actions**
Important tasks to be completed during each operational period.

**Additional Information**
Space to include contact and updated document information.