

**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.

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.

**READY TO RESPOND** DISASTER STAFFING TOOLKIT

Building Protection Team Leader

Job Action Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Action  96 Hours  Pre-Event | Date | Notes | Done |
| Receive Section Meeting announcement from **Housing Chief**. |  |  |  |
| Read entire *Job Action Packet* with tools and fill gaps as needed. |  |  |  |
| Update all tools including *Building* *Shutdown and Re-open Checklist, Building Equipment Inventory Worksheet, Building Emergency Kit Worksheet, Critical Vendor Contact List* and *Building Readiness Report*. |  |  |  |
| Send *Building Readiness Report* to **Housing Chief**. |  |  |  |
| Confirm current contact information of staff with **Housing Chief**. |  |  |  |

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Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date last revised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_





72 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Housing Section Meeting. |  |  |  |
| Update *Building Readiness Report* and *Building Equipment Inventory Worksheet* (including photographs) and send to **Housing Chief**. |  |  |  |
| Review *Building Shutdown and Re-open Checklist* and *Building Emergency Kit Worksheet.* |  |  |  |
| Review and update *Critical Vendor Contact List*. Contact vendors as necessary regarding availability of services. (Insurance adjusters will need to inspect damage before repairs can begin.) |  |  |  |
| Obtain Payment Card from **Housing Chief** to purchase necessary supplies within cost limits. For supply needs beyond cost limits, coordinate with **Housing Chief**. |  |  |  |
| Coordinate with **Resident Engagement Team Leader** on flyers to alert and update residents about planning and services. Help distribute flyers. |  |  |  |
| Assess need for additional staff or volunteers and communicate to **Housing Chief**. |  |  |  |



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72 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| If evacuating, prepare timeline for building shutdown and share with **Resident Engagement Team Leader**. If not, coordinate with **Resident Engagement Team Leader** on plans and stay-teams. Communicate plans to **Housing Chief**. |  |  |  |



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48 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Housing Section Meeting. |  |  |  |
| Assess need for additional staff or volunteers and communicate to **Housing Chief**. Set up building check-in location for volunteers. |  |  |  |
| Verify that staff understand roles in helping protect equipment in *Building Equipment Inventory Worksheet* and tasks to be performed on *Building Shutdown and Re-open Checklist*. |  |  |  |
| Begin periodic building walk-throughs, checking for evacuated units. Once verified, mark evacuated units with duct tape across door frame, door and handle when. Coordinate with **Resident Engagement Team Leader**. |  |  |  |



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24 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Housing Section Meeting. |  |  |  |
| Update *Building Shutdown and Re-open Checklist* and *Building Readiness Report.* |  |  |  |
| If not evacuating, confirm stay-team assignments. |  |  |  |
| Request number and location of residents sheltering in place from **Resident Engagement Team Leader**. Assist with apartment checks as needed. |  |  |  |
| Confirm building shutdown time with **Resident Engagement Team Leader** and report to **Housing Chief**. Provide plan to fill in gaps. |  |  |  |

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12 Hours

Pre-Event



|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Update *Building Shutdown and Re-open Checklist* and report to **Housing Chief**. |  |  |  |
| Check in with **Resident Engagement Team Leader** to get final count of residents and staff remaining in building through disaster; report to **Housing Chief**. |  |  |  |
| If applicable, conduct rounds to check on any remaining residents with **Resident Engagement Team Leader**. Alert residents to take necessary precautions. |  |  |  |

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|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Conduct building walk-throughs when safe and appropriate. Assess and document damage and make repairs in accordance with insurance protocols. |  |  |  |
| Assess need for additional staff or volunteers and communicate need to **Housing Chief**. |  |  |  |
| Get update from **Resident Engagement Team Leader** on status of remaining residents. |  |  |  |
| Attend Housing Section Meeting, via conference call if necessary. |  |  |  |
| Work with **Resident Engagement Team Leader** to plan for residents to return or extend their evacuation. |  |  |  |



EVENT

Stay on Alert

Immediately

Following Event

EVENT/

Immediately Following Event

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12 Hours

Post-Event

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|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Housing Section Meeting. |  |  |  |
| Receive update from **Housing Chief** on visits from contractors or insurance inspectors. |  |  |  |
| Continue repairs as and call in necessary vendors and support resources. Work closely with **Housing Chief** to determine documentation needs. |  |  |  |
| Consult with external professionals including engineering and trade specialists. Once external professionals have approved, begin reopening building. If building has sustained extensive damage, this may take weeks or months. |  |  |  |
| Update **Resident Engagement Team Leader** on assessment of damages and infrastructure and receive update on remaining residents. |  |  |  |
| If needed, open check-in area to take in volunteers and supplies. |  |  |  |