

**READY TO RESPOND** DISASTER STAFFING TOOLKIT

Housing Chief

Job Action Sheet

The **Housing Chief** directs the **Building Protection** and **Resident Engagement Team Leaders** to focus their efforts on emergency preparedness, response and recovery actions at each of the organization’s properties.

**Main functions include:**

• Advising on the need to evacuate, shut down and reopen buildings.

• Overseeing damage assessments.

• Holding meetings with the **Building Protection** and **Resident Engagement Team Leaders**.

• Reporting vital information to the **Incident Commander**.



96 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Receive Command Level Meeting announcement from **Incident Commander**. |  |  |  |
| Read entire *Job Action Packet* with tools and fill gaps as needed. |  |  |  |
| Schedule Section Meetings with **Team** **Leaders** before Command Level Meetings over next three operational periods. Invite **Logistics Chief** to attend. |  |  |  |
| Communicate any staffing gaps to **Business Continuity Chief.** |  |  |  |
| Communicate with **Team Leaders** to update all critical checklists and information. |  |  |  |

Enterprise Community Partners, Inc.

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



96 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Verify current staff contact information with **Building Protection** and **Resident Engagement Team Leaders**. Send to **Business Continuity Chief**. |  |  |  |
| Confirm appropriate messaging for emergency update flyers with **Resident Engagement Team Leader**. |  |  |  |



Enterprise Community Partners, Inc.

72 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Hold first Housing Section Meeting with **Team Leaders** and **Logistics Chief**. |  |  |  |
| Attend Command Level Meeting. |  |  |  |
| Request updated *Building Equipment Inventory Worksheet* from **Building Protection Team Leader** and send to **Business Continuity Chief**. |  |  |  |
| If evacuation is called by **Incident Commander**, instruct **Building Protection** **Team Leader** to initiate shutdown and provide updates using *Building Shutdown and Reopen Checklist.* |  |  |  |
| Determine the need for stay-teams to support residents sheltering in place and review plans with **Team Leaders**. |  |  |  |
| Request updates on high-priority residents from **Resident Engagement Team Leader**. |  |  |  |
| Collect updated *Building* *Readiness Report, Building Emergency Kit Worksheet*, *Critical Vendor Contact List* and *Building Shutdown and Reopen Checklist* from **Building Protection** **Team Leader**. Track information for each building using Excel, database or other method. |  |  |  |
| Coordinate with **Logistics Chief** on need for additional supplies. |  |  |  |



Enterprise Community Partners, Inc.

48 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Hold Housing Section Meeting and invite **Logistics Chief.** |  |  |  |
| Attend Command Level Meeting. |  |  |  |
| Review *Building Readiness Report* with **Building Protection** **Team Leader**. |  |  |  |
| Request updates on high-priority residentsfrom **Resident Engagement Team Leader**. Notify **Incident Commander** of any residents refusing to evacuate. |  |  |  |
| Coordinate with **Building Protection** and **Resident Engagement Team Leaders** to assess need for additional staff and volunteers and report to **Business Continuity Chief**. |  |  |  |
| Coordinate with **Logistics Chief** on need for additional supplies. |  |  |  |
| If evacuating, make sure **Building Protection** **Team Leader** provides updates using *Building Shutdown and Reopen Checklist.* |  |  |  |
| If evacuating make sure **Resident Engagement Team Leader** provides updates using *Evacuation Tracking Sheet*. |  |  |  |
| If using stay-teams, confirm safety at each building. |  |  |  |



Enterprise Community Partners, Inc.

24 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Hold Housing Section Meeting and invite **Logistics Chief**. |  |  |  |
| Attend Command Level Meeting. |  |  |  |
| Identify all last-minute supply needs and coordinate with **Logistics Chief**. |  |  |  |
| Review progress of building preparations including shutdown and security with **Building Protection Team** **Leader**. |  |  |  |
| If using stay-teams, confirm safety at each building. |  |  |  |
| If evacuating make sure **Resident Engagement Team Leader** provides updates using *Evacuation Tracking Sheet*. |  |  |  |
| Remind **Building Protection** **Team Leader** that an insurance adjuster will need to inspect damage from the disaster before repairs can begin. Ensure that **Building Protection Team Leader** takes before-damage and after-damage photographs. |  |  |  |

Enterprise Community Partners, Inc.



12 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Receive update from **Resident Engagement** **Team Leader** on residents sheltering in place. |  |  |  |
| Receive updates from **Building Protection** **Team Leader** on building shutdown. |  |  |  |

Enterprise Community Partners, Inc.



EVENT/

Immediately Following Event

EVENT

Stay on Alert

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Obtain updates from **Building Protection** and **Resident Engagement Team Leaders** on status of buildings and residents. |  |  |  |
| If using stay-teams, confirm safety at each building. |  |  |  |
| Coordinate with **Logistics Chief** if assistance is required with equipment, supplies or transportation. |  |  |  |
| Hold Housing Section Meeting at Emergency Operations Center (EOC) or via conference call if necessary and invite **Logistics Chief**. |  |  |  |
| Attend Command Level Meeting at (EOC) or via conference call. |  |  |  |
| Assess ability to reopen buildings with **Building Protection** **Team Leader**. |  |  |  |

Immediately

Following Event

Enterprise Community Partners, Inc.



Immediately Following

Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Coordinate with **Business Continuity Chief** to schedule inspections by adjusters. Work with **Building Protection Team Leader** to ensure documentation is available. |  |  |  |
| Communicate need for volunteers or additional staff to **Business Continuity Chief**. |  |  |  |

Enterprise Community Partners, Inc.

12 Hours

Post-Event



|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Hold Housing Section Meeting. Review status of each building; if buildings have been evacuated, work with **Building Protection** and **Resident Engagement Team Leaders** on timing for residents’ return. |  |  |  |
| Attend Command Level Meeting. |  |  |  |
| Confirm that insurance guidance and documentation for immediate repairs is available to **Building Protection Team Leader** to begin immediate repairs. |  |  |  |
| Get updates from **Building Protection** and **Resident Engagement Team Leaders** on building damage, reopening plans and efforts to return evacuated residents. |  |  |  |
| Coordinate with **Building Protection Leader** to hire appropriate vendor and engineers to assess building damage and secure approvals to reopen. Direct **Building Protection Team Leader** to deploy engineering consultant and licensed contractors as needed. |  |  |  |
| Schedule additional Housing Section Meetings as needed. |  |  |  |

Enterprise Community Partners, Inc.