



# Building Protection Team Leader Job Action Sheet

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.

**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.



**96 Hours**  
Pre-Event

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



# 72 Hours Pre-Event



## Building Protection Team Leader Job Action Sheet Page 2 of 8

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



72 Hours  
Pre-Event



Building Protection Team Leader  
Job Action Sheet  
Page 3 of 8

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



# 48 Hours Pre-Event



## Building Protection Team Leader Job Action Sheet Page 4 of 8

| Action  | Date | Notes | Done |
|---|------|-------|------|
| Attend Housing Section Meeting.   |      |       |      |
| Assess need for additional staff or volunteers and communicate to <b>Housing Chief</b> . Set up building check-in location for volunteers.  |      |       |      |
| Verify that staff understand roles in helping protect equipment in <i>Building Equipment Inventory Worksheet</i> and tasks to be performed on <i>Building Shutdown and Re-open Checklist</i> .                            |      |       |      |
| 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 <b>Resident Engagement Team Leader</b> . |      |       |      |



# 24 Hours Pre-Event



## Building Protection Team Leader Job Action Sheet Page 5 of 8

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



# 12 Hours Pre-Event



## Building Protection Team Leader Job Action Sheet Page 6 of 8

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



## EVENT Stay on Alert



## Immediately Following Event

| 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 <b>Housing Chief</b> .   |      |       |      |
| Get update from <b>Resident Engagement Team Leader</b> on status of remaining residents.  |      |       |      |
| Attend Housing Section Meeting, via conference call if necessary.   |      |       |      |
| Work with <b>Resident Engagement Team Leader</b> to plan for residents to return or extend their evacuation.                                  |      |       |      |



# 12 Hours Post-Event



## Building Protection Team Leader Job Action Sheet Page 8 of 8

| Action   | Date | Notes | Done |
|--|------|-------|------|
| Attend Housing Section Meeting.  |      |       |      |
| Receive update from <b>Housing Chief</b> on visits from contractors or insurance inspectors.   |      |       |      |
| Continue repairs as and call in necessary vendors and support resources. Work closely with <b>Housing Chief</b> 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 <b>Resident Engagement Team Leader</b> on assessment of damages and infrastructure and receive update on remaining residents.   |      |       |      |
| If needed, open check-in area to take in volunteers and supplies.  |      |       |      |