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.			

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**.			

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.			

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 residents from **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.			

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.			

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.			

EVENT
Stay on Alert

Immediately Following Event

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**.			

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**.			

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.			