

FOOD AND WATER UNIT LEADER

Mission: The Food and Water Unit determines the types and amounts of food and water that are needed and are en route, and it arranges for receiving ordered items at the Family Assistance Center (FAC). The Food and Water Unit Leader reports to the Facilities Group Supervisor.

PRE-ACTIVATION

- Working with FAC Command Staff, determine the number of staff anticipated and the food and water needed for the FAC for the first operational period.
- Survey the facility's kitchen or food prep area and identify food and water needs based on infrastructure (for example, is there a full chef's kitchen, or just a breakroom with microwave and TV).
- From own resources, or through vendors, arrange for the acquisition and transport of food and water needs based on existing infrastructure.
- Identify if any specific communities are impacted who will require specific dietary requirements.

ACTIVATION

- Upon arrival at the FAC site, check in at the personnel check-in station in the reception area. Receive assignment, reporting location/station, reporting time, and any special instructions.
- Obtain and display the appropriate badge provided by FAC staff and your agency identification.
- Obtain an incident command system (ICS) 214 Activity Log Form and begin to document activity.
- Attend just-in-time training, if required. Review position checklists for and become familiar with the mission of your unit.
- Review your unit's position checklist(s) with your staff, familiarize staff with the layout of their area, and review any key processes or documentation that may be helpful in accomplishing their mission.
- Ensure that staff are familiar with the location of key resources, including the Family Assistance Plan and FAC forms.
- Brief subordinate staff and make task/job assignments.
- Monitor and provide direction as needed.
- Request additional staff and resources as needed.

OPERATION

- Work with FAC leadership to identify meal times in coordination with other ongoing FAC services.
- Prepare food distribution area for meal times.
- Coordinate with food service providers regarding meal times and delivery/preparation information.
- Coordinate meal times with leadership and ensure all FAC staff are aware of them.
- Ensure all dietary needs of staff and victims have been met to the greatest extent possible.
- Coordinate with the Facility Liaison to support any food and water needs.
- Inform Resources Branch Director and Facilities Group Supervisor of activities.
- Maintain Unit/Activity Log (ICS Form 214).

- Attend family briefings, as requested and appropriate.
- Participate in meetings and briefings as needed.
- Brief incoming Equipment and Supplies Unit Leader if a subsequent operational period is scheduled.
- Conduct briefings to ensure understanding of the current Incident Action Plan.

DEMobilIZATION

- Ensure all food and water distribution areas are returned to their original state.
- Ensure all vendors are aware of demobilization efforts.
- Ensure the Facility Liaison is aware of the state of the food and water area prior to demobilization.
- Conduct demobilization briefing with staff assigned to you.
- Return equipment and unused supplies issued by the FAC to the Logistics Section.
- Arrange for the return of any agency-owned equipment (computers, etc.).
- Collect activity logs (ICS Form 214) of your subordinates and complete your own. Turn in all activity logs to the Documentation Unit.
- Sign out at the personnel check-out station. Turn in all documentation to include position checklists and evaluation forms. Turn in your radio.

Supply Guidelines

Area	Resource	Quantity
Family Dining Area	Tables	1 per 2 family members receiving a meal (for rectangular tables) or 1 per 8 family members receiving a meal (for round tables) at any given time
	Chairs	2 per table (for rectangular tables) or 8 per table (for round tables)
	Hand sanitizer	1 bottle per table
	Janitorial supplies	Disinfecting wipes, paper towels
	Food	3 meals per day for duration of operation; special dietary items should be requested as needed; water, coffee, tea, and snacks should be made available
	Signage	Directional signage as needed