Incident Commander

Mission
Organize and direct the Hospital Command Center (HCC). Give overall strategic direction for hospital management and support activities, including emergency response and recovery.

Primary HICS Forms:
- 213 - Message Form
- 202 - Incident Objectives
- 201 - Incident Briefing
- 214 - Operational Log

Incident Action Planning Process:
1. Understand Situation
2. Set Operational Period
3. Determine Priorities
4. Establish specific, measurable objectives
5. Select strategies and tactics
6. Identify needed resources
7. Develop and issue assignments
8. Direct, monitor and evaluate response
9. Initiate corrective actions

Authorize total facility evacuation if warranted.
Public Information Officer

Incident Action Planning Process:
1. Understand Situation
2. Set Operational Period
3. Determine Priorities
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5. Select strategies and tactics
6. Identify needed resources
7. Develop and issue assignments
8. Direct, monitor and evaluate response
9. Initiate corrective actions

Primary HICS Forms:
- 213 - Message Form
- 203 - Assignment List
- 212 - Incident Objectives
- 201 - Incident Briefing
- 204 - Operational Log
- 205 - Communications Log (Int/Ext)

Mission:
Serve as the conduit for information to internal and external stakeholders, including staff, visitors, families, and the news media, as approved by the Incident Commander.

Primary HICS Forms:
- 213 - Message Form
- 203 - Assignment List
- 212 - Incident Objectives
- 201 - Incident Briefing
- 204 - Operational Log
- 205 - Communications Log (Int/Ext)
Incident Action Planning Process:

1. Understand Situation
2. Set Operational Period
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Mission:

Ensure safety of staff, patients, and visitors.

Have authority to halt any operation that poses an immediate threat to life and health.

Monitor and correct hazardous conditions.

Ensure safety of staff, patients, and visitors.

Primary HICS Forms:

- 213 - Message Form
- 261 - IAP Safety Analysis
- 202 - Incident Objectives
- 201 - Incident Briefing
- 214 - Operational Log
Incident Action Planning Process:

1. Understand Situation
2. Set Operational Period
3. Determine Priorities
4. Establish specific, measurable objectives
5. Select strategies and tactics
6. Identify needed resources
7. Develop and issue assignments
8. Direct, monitor and evaluate response
9. Initiate corrective actions

Mission

Function as the incident contact person in the Hospital Command Center for representatives from other agencies.

Primary HICS Forms:

- 213 - Message Form
- 205 - Communications Log (Int/Ext)
- 202 - Incident Objectives
- 201 - Incident Briefing
- 214 - Operational Log
- 213 - Message Form

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Liaison Officer
Incident Action Planning Process:

1. Understand Situation
2. Set Operational Period
3. Determine Priorities
4. Establish specific, measurable objectives
5. Select strategies and tactics
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7. Develop and issue assignments
8. Direct, monitor and evaluate response
9. Initiate corrective actions

Primary HICS Forms:

- 214 - Operational Log
- 202 - Incident Objectives
- 201 - Incident Briefing
- 213 - Message Form

Mission

Advise the Incident Commander and/or Operations Section Chief, as assigned, on issues related to an emergency response.

Primary HICS Forms:

- 214 - Operational Log
- 202 - Incident Objectives
- 201 - Incident Briefing
- 213 - Message Form
Operations Section Chief

Incident Action Planning Process:

1. Understand Situation
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Mission

Develop and implement strategy and tactics to carry out the objectives established by the Incident Commander. Organize, assign, and supervise Staging, Medical Care, Infrastructure, Security, Hazardous Materials, and Business Continuity Branch resources.

Primary HICS Forms:

- 213 - Message Form
- 204 - Branch Assignment List
- 220 - Incident Objectives
- 201 - Incident Briefing
- 214 - Operational Log

Primary HICS Forms:

- 213 - Message Form
- 204 - Branch Assignment List
- 220 - Incident Objectives
- 201 - Incident Briefing
- 214 - Operational Log

Operations Section Chief
Planning Section Chief

Incident Action Planning Process:
1. Understand Situation
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8. Direct, monitor and evaluate response
9. Initiate corrective actions

Mission

Primary HICS Forms:
213 - Message Form
204 - Branch Assignment List
203 - Assignment List
202 - Incident Objectives
201 - Incident Briefing
204 - Operational Log
214 - Operational Log

Primary HICS Forms:
213 - Message Form
204 - Branch Assignment List
203 - Assignment List
202 - Incident Objectives
201 - Incident Briefing
204 - Operational Log

Mission

Planning Section Chief
Logistics Section Chief

Mission

Organize and direct those operations associated with maintenance of the physical environment and with the provision of human resources, materiel, and services to support the incident activities. Participate in Incident Action Planning.

Participate in Incident Action Planning:

Incident Action Planning Process:

1. Understand Situation
2. Set Operational Period
3. Determine Priorities
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7. Develop and issue assignments
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Primary HICS Forms:

213 - Message Form
204 - Branch Assignment List
202 - Incident Objectives
201 - Incident Briefing
204 - Operational Log

Logistics Section Chief
Finance Section Chief

Incident Action Planning Process:

1. Understand Situation
2. Set Operational Period
3. Determine Priorities
4. Establish specific, measurable objectives
5. Select strategies and tactics
6. Identify needed resources
7. Develop and issue assignments
8. Direct, monitor and evaluate response
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Mission:
Monitor the utilization of financial assets and the accounting for financial expenditures.
Supervise the documentation of expenditures and the accounting for financial expenditures.
Monitor the utilization of financial assets and

Primary HICS Forms:
213 - Message Form
204 - Branch Assignment List
202 - Incident Objectives
201 - Incident Briefing
214 - Operational Log
203 - Branch Assignment List
201 - Incident Briefing
213 - Message Form
Primary HICS Forms:

- 213 - Message Form
- 204 - Branch Assignment List
- 202 - Incident Objectives
- 201 - Incident Briefing
- 214 - Operational Log

Mission

Incident Action Planning Process:

1. Understand Situation
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4. Establish specific, measurable objectives
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8. Direct, monitor and evaluate response
9. Initiate corrective actions