



Incident Command

Incident Commander

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

Organize and direct the Hospital Command Center (HCC). Give overall strategic direction for hospital incident management and support activities, including emergency response and recovery. Authorize total facility evacuation if warranted.

Primary HICS Forms:

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

Public Information Officer

Public Information Officer

Incident Action Planning Process:

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3. Determine Priorities
4. Establish specific, measurable objectives
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8. Direct, monitor and evaluate response
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Mission

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

Primary HICS Forms:

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

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Safety 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

Mission

Ensure safety of staff, patients, and visitors, monitor and correct hazardous conditions. Have authority to halt any operation that poses immediate threat to life and health.

Primary HICS Forms:

- 214 – Operational Log
- 201 – Incident Briefing
- 202 – Incident Objectives
- 261 – IAP Safety Analysis
- 213 – Message Form

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Liaison Officer

Incident Action Planning Process:

1. Understand Situation
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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:

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

Medical / Technical Specialist

Medical / Technical Specialist

Incident Action Planning Process:

1. Understand Situation
2. Set Operational Period
3. Determine Priorities
4. Establish specific, measurable objectives
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8. Direct, monitor and evaluate response
9. Initiate corrective actions

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
- 201 – Incident Briefing
- 202 – Incident Objectives
- 213 – Message Form

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Operations Section Chief

Incident Action Planning Process:

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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:

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

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Planning Section Chief

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8. **Direct, monitor and evaluate response**
9. **Initiate corrective actions**

Mission

Oversee all incident-related data gathering and analysis regarding incident operations and assigned resources, develop alternatives for tactical operations, conduct planning meetings, and prepare the Incident Action Plan (IAP) for each operational period.

Primary HICS Forms:

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

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Logistics Section Chief

Incident Action Planning Process:

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7. **Develop and issue assignments**
8. **Direct, monitor and evaluate response**
9. **Initiate corrective actions**

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.

Primary HICS Forms:

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

Finance Section Chief

Finance Section Chief

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Mission

Monitor the utilization of financial assets and the accounting for financial expenditures. Supervise the documentation of expenditures and cost reimbursement activities.

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- 204 – Branch Assignment List
- 213 – Message Form



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Mission

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- 213 – Message Form