Incident Commander

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.

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**

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

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

**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

**Primary HICS Forms:**
- 214 - Operational Log
- 213 - Message Form
- 205 - Communications Log (Int/Ext)
- 203 - Assignment List
- 202 - Incident Objectives
Safety Officer

Mission

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
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9. Initiate corrective actions

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

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

Primary HICS Forms:

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

Safety Officer
Liaison Officer

Incident Action Planning Process:

1. Understand Situation
2. Set Operational Period
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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

Other HICS Forms:

- 203 – Operational Log
- 204 – Resource Assignment Log

Primary HICS Forms:

- 214 – Operational Log
- 215 – Resource Assignment Log

Liaison Officer
Medical / Technical Specialist

Incident Action Planning Process:
1. Understand Situation
2. Set Operational Period
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Mission
Advise the Incident Commander and/or Operations Section Chief, as assigned, on issues related to an emergency response.

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

Primary HICS Forms:
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Medical / Technical Specialist
Incident Action Planning Process:

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Primary HICS Forms:

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

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:
Planning Section Chief

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

Incident Action Planning Process:
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Planning Section Chief
Incident Action Planning Process:

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Mission

Logistics Section Chief

Primay HICS Forms:
- 213 - Message Form
- 204 - Branch Assignment List
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- 214 - Operational Log

Participate in Incident Action Planning.

Services to support the Incident activities.

The provision of human resources, materiel, and maintenance of the physical environment and with operations associated with Incident Action Planning Process:

Logistics Section Chief
Finance Section Chief

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

Incident Action Planning Process:

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Primary HICS Forms:
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Mission

Incident Action Planning Process:
1. Understand Situation
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