

# Incident Action Planning

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## 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

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## Public Information 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
6. Identify needed resources
7. Develop and issue assignments
8. Direct, monitor and evaluate response
9. Initiate corrective actions

### 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

# Safety Officer

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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
6. Identify needed resources
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
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:

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

# Medical / Technical Specialist

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## Medical / Technical Specialist

### 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

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:

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

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

### Incident Action Planning Process:

1. **Understand Situation**
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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**

### 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:

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 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

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## 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**
9. **Initiate corrective actions**

### Mission

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

### Primary HICS Forms:

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



**Incident Action Planning Process:**

1. Understand Situation
2. Set Operational Period
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8. Direct, monitor and evaluate response
9. Initiate corrective actions

**Mission**

**Primary HICS Forms:**

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