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. Approve the Incident Action Plan (IAP) for each operational period.

Position Reports to: **Executive Administration**	Command Location: _____	
Position Contact Information: Phone: ( ) -	Radio Channel: _____	
Hospital Command Center (HCC): Phone: ( ) -	Fax: ( ) - _____	

Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
Receive appointment • Gather intelligence, information and likely impact from the sources providing event notification • Assume the role of Incident Commander and activate the Hospital Incident Command System (HICS) • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor and the Hospital Chief Executive Officer (CEO) of the incident, activation of the Hospital Command Center (HCC), and your assignment		

Assess the operational situation
• Activate the Hospital Emergency Operations Plan (EOP) and applicable Incident Specific Plans or Annexes
• Brief Command Staff on objectives and issues, including:
  o Size and complexity of the incident
  o Expectations
  o Involvement of outside agencies, stakeholders, and organizations
  o The situation, incident activities, and any special concerns
• Seek feedback and further information		

Determine the incident objectives, tactics, and assignments
• Determine incident objectives for the operational period
• Determine which Command Staff need to be activated:
  o Safety Officer
  o Liaison Officer
  o Public Information Officer
• Determine the impact on affected departments and gather additional information from the Liaison Officer
• Appoint a Planning Section Chief to develop an Incident Action Plan (IAP)
• Appoint an Operations Section Chief to provide support and direction to affected areas
• Appoint a Logistics Section Chief to provide support and direction to affected areas		

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• Appoint a Finance Section Chief to provide support and direction to affected areas • Determine the need for, and appropriately appoint or ensure appointment of Medical-Technical Specialists • Make assignments and distribute corresponding Job Action Sheets and position identification • Ensure hospital and key staff are notified of the activation of the Hospital Command Center (HCC) • Identify the operational period and any planned Hospital Incident Management Team (HIMT) staff shift changes • Conduct a meeting with HIMT staff to receive status reports from Section Chiefs and Command Staff to determine appropriate response and recovery levels, then set the time for the next briefing		
Activities • Ensure all activated positions are documented in the Incident Action Plan (IAP) and on status boards • Obtain current patient census and status from the Planning Section Chief • Determine the need to activate surge plans based on current patient status and injury projections • If additional beds are needed, authorize a patient prioritization assessment for the purposes of designating appropriate early discharge • If applicable, receive an initial hospital damage survey report from the Operations Section Infrastructure Branch and evaluate the need for evacuation		
Documentation • Incident Action Plan (IAP) Quick Start • HICS 200: Consider whether to use the Incident Action plan (IAP) Cover Sheet • HICS 201: Initiate the Incident Briefing form • HICS 204: Assign or complete the Assignment List as appropriate • HICS 207: Assign or complete the Hospital Incident Management Team (HIMT) Chart for assigned positions • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 252: Distribute the Section Personnel Time Sheet to Command and Medical-Technical Specialist Staff and ensure time is recorded appropriately		
Resources • Assign one or more clerical personnel from current staffing or make a request for staff to the Logistics Section Chief, if activated, to function as Hospital Command Center (HCC) recorders		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that appropriate safety measures and risk reduction activities are initiated • Ensure that HICS 215A – Incident Action Plan Safety Analysis is completed and distributed • Ensure that a hospital damage survey is completed if the incident warrants		

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Intermediate Response (2 – 12 hours)	Time	Initial

Activities
• Transfer the Incident Commander role, if appropriate
   o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources and the role of external agencies in support of the hospital
   o Address any health, medical, or safety concerns
   o Address political sensitivities, when appropriate
   o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Schedule regular briefings with Hospital Incident Management Team (HIMT) staff to identify and plan to:
   o Ensure a patient tracking system is established and linked with appropriate outside agencies and the local Emergency Operations Center (EOC)
   o Develop, review, and revise the Incident Action Plan (IAP), or its elements, as needed
   o Approve the IAP revisions if developed by the Planning Section Chief, then ensure that the approved plan is communicated to HIMT staff
   o Ensure that safety measures and risk reduction activities are ongoing and re-evaluate if necessary
• Consider deploying a Public Information Officer to the local Joint Information Center (JIC), if applicable		

Documentation • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis		
Resources • Authorize resources as needed or requested by Command Staff or Section Chiefs		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Ensure that patient and personnel safety measures and risk reduction actions are followed		

Extended Response (greater than 12 hours)	Time	Initial

Activities
• Transfer the Incident Commander role, if appropriate
   o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources and the role of external agencies in support of the hospital
   o Address any health, medical, or safety concerns
   o Address political sensitivities, when appropriate
   o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Evaluate or re-evaluate the need for deploying a Public Information Officer to the local Joint Information Center (JIC) and a Liaison Officer to the local Emergency Operations Center (EOC), if applicable
• Ensure that an Incident Action Plan (IAP) is developed for each operational period, approved, and provided to Section Chiefs for operational period briefings
• With Section Chiefs, determine the recovery and reimbursement costs and ensure documentation of financial impact		

• Ensure staff, patient, and media briefings are being conducted regularly		

Documentation • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis		
Resources • Authorize resources as needed or requested by Command Staff and Section Chiefs		
Communication *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*		
Safety and security • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for personnel rest periods and relief • Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques		

Demobilization/System Recovery	**Time**	**Initial**

Activities
• Transfer the Incident Commander role, if appropriate
   o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources and the role of external agencies in support of the hospital
   o Address any health, medical, or safety concerns
   o Address political sensitivities, when appropriate
   o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
• Assess the plan developed by the Planning Section Demobilization Unit and approved by the Planning Section Chief for the gradual demobilization of the Hospital Command Center (HCC) and emergency operations according to the progression of the incident and hospital status
• Demobilize positions in the HCC and return personnel to their normal jobs as appropriate, in coordination with the Planning Section Demobilization Unit
• Brief staff, administration, and Board of Directors
• Approve notification of demobilization to the hospital staff when the incident is no longer active or can be managed using normal operations
• Participate in community and governmental meetings and other post-incident discussion and after action activities
• Ensure post-incident media briefings and hospital status updates are scheduled and conducted
• Ensure implementation of stress management activities and services for staff
• Ensure that staff debriefings are scheduled to identify accomplishments, response, and improvement issues		

Documentation • HICS 221- Demobilization Check-Out • Ensure all Hospital Command Center (HCC) documentation is provided to the Planning Section Documentation Unit		

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Documents and Tools

- ❑ Incident Action Plan (IAP) Quick Start
- ❑ HICS 200 - Incident Action Plan (IAP) Cover Sheet
- ❑ HICS 201 - Incident Briefing form
- ❑ HICS 203 - Organization Assignment List
- ❑ HICS 204 - Assignment List(s)
- ❑ HICS 205A - Communications List
- ❑ HICS 207: Hospital Incident Management Team (HIMT) Chart
- ❑ HICS 213 - General Message Form
- ❑ HICS 214 - Activity Log
- ❑ HICS 215A - Incident Action Plan (IAP) Safety Analysis
- ❑ HICS 221 - Demobilization Check-Out
- ❑ HICS 252 - Section Personnel Time Sheet
- ❑ HICS 258 - Hospital Resource Directory
- ❑ Hospital Emergency Operations Plan (EOP)
- ❑ Incident Specific Plans or Annexes
- ❑ Hospital organization chart
- ❑ Hospital telephone directory
- ❑ Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication