

INCIDENT COMMANDER

Mission: Organize and direct the Long Term Care Facility Command Center (FCC). Give overall strategic direction for facility incident management and support activities, including emergency response and recovery. Authorize total facility evacuation if warranted.

Date: _____ Start: _____ End: _____ Position Assigned to: _____	
Signature: _____ Initial: _____	
Facility Command Center (FCC) Location: _____ Telephone: _____	
Fax: _____ Other Contact Info: _____ Radio Title: _____	

Immediate (Operational Period 0-2 Hours)	Time	Initial
Assume role of Incident Commander (IC) and activate the Incident Command System (ICS)		
Read this entire Job Action Sheet (If your facility uses ID vests or tags, put on position identification.)		
Notify your supervisor of the incident, activation of the ICS and your ICS assigned position.		
Capture initial events to prepare for an "Incident Briefing" which may include the following information: <ul style="list-style-type: none"> • Nature of the problem (incident type, victim count, injury/illness type, etc.) • Emergent /Critical needs • Safety actions for staff, residents and visitors • Risks to personnel and need for protective equipment • Risks to the facility • Need for decontamination • Estimated duration of incident • Need for modifying daily operations • Organizational assignments required to manage the incident • Location/Activation of a Facility Command Center (FCC) • Overall community response actions being taken • Status of local, county, and state Emergency Operations Centers (EOC) 		
Initiate the facilities emergency operations plan.		
Determine needs and appropriately appoint organizational staff Distribute corresponding Job Action Sheets Complete an organizational chart		
Provide an "Incident Briefing" to the organizational staff and provide the designated time for next briefing.		
Assign clerical staff to function as a recorder.		
Advise staff to track time and submit incident related time sheets to the Finance/Administration Section.		
When responders arrive, form a Unified Command and merge Incident Management Structure.		
Receive status reports and request the Planning Section develop an Incident Action Plan* with Section Chiefs and Command Staff to determine appropriate response and recovery levels. <small>*An Incident Action Plan may be a formal plan using ICS Forms or a simpler version that is either written or verbal depending on the complexity of the Incident. Your plan should include the management structure, objectives and plan of action for your facility. If response agencies are present they may assist you with the development of an Incident Action Plan.</small>		

Immediate Continued (Operational Period 0-2 Hours)	Time	Initial
<p>During initial briefing/status reports, discover the following:</p> <ul style="list-style-type: none"> • Request a facility damage survey report from the Logistics Section Chief • Evaluate the need for evacuation. • Obtain resident census and status from Planning Section Chief • Request the Planning Section prepare a facility-wide projection report for 4, 8, 12, 24 & 48 hours from time of incident onset. Adjust projections as necessary. • Identify an operational period (most often 12 hours) and consider future staffing needs. • If additional beds are needed, authorize a resident prioritization assessment for the purposes of designating appropriate early discharge. • Request the Liaison Officer contact outside agencies, provide facility status and provide information regarding resource needs. • Seek information from Section Chiefs regarding current “on-hand” resources of personnel, medical equipment, supplies, medications, food, and water as indicated by the incident. • Review security and facility plans as appropriate. 		
Document all key activities, actions, and decisions (Operational Log) on a continual basis.		
Document all communications (internal and external).		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Authorize resources as needed or requested by Command Staff.		
<p>Designate regular briefings with Command Staff and General Staff to identify and plan for:</p> <ul style="list-style-type: none"> • Updates of current situation and response efforts • Status of the community, other affected area facilities and hospitals • Consider deploying a Liaison Officer to local Emergency Operation Center • Consider deploying a Public Information Officer to the local Joint Information Center • Public information, risk communication and education needs • Media relations and briefings • Facility and patient care issues • Facility operational support issues • Risk communication and situation updates to staff • Coordinate with alternate facilities and hospitals • Ensure patient tracking system established and linked with appropriate outside agencies and/or local Emergency Operation Center • Appropriate use and activation of safety practices and procedures • Enhanced staff protection measures as appropriate • Staff and family support, inquiry lines, family information processes • Development, review, and/or revisions to the Incident Action Plan 		
Oversee and approve revisions of the Incident Action Plan* developed by the Planning Section Chief. Ensure that the approved plan is communicated to all Command Staff and Section Chiefs.		
Regularly provide situation status reports and verbal updates to facility executives.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Ensure staff, patient, and media briefings are being conducted regularly.		
Evaluate/re-evaluate need for deploying a Liaison Officer to the local EOC.		
Evaluate/re-evaluate need for deploying a PIO to the local Joint Information Center.		
Make certain an updated incident action plan is developed and distributed by the Planning Section for each operational period.		

Extended Continued (Operational Period Beyond 12 Hours)	Time	Initial
Schedule regular briefing to keep Command and General Staff updated.		
Evaluate overall facility operational status, and ensure critical issues are addressed.		
Ensure continued communications with local, regional, and state response coordination centers and other facilities through the Liaison Officer and others.		
Assess your physical readiness, and that of the Command Staff and Section Chiefs (Proper nutrition, water intake, rest periods and relief, and stress management techniques). Report any concerns to the Safety Officer.		
Upon shift change, brief your replacement on the status of all ongoing operations, critical issues, relevant incident information and Incident Action Plan* for the next operational period.		

Demobilization/System Recovery	Time	Initial
<p>Assess the plan developed by the Planning Section for the gradual demobilization of the Facility Command Center (FCC) and emergency operations according to the progression of the incident and facility/Facility status. Demobilize positions and return personnel to their normal duties as appropriate until the incident is resolved and there is a return to normal operations.</p> <ul style="list-style-type: none"> • Brief staff, facility executives, outside agencies on the demobilization efforts. • Approve announcement of "ALL CLEAR" when incident is no longer a critical safety threat or can be managed using normal Facility operations 		
<p>Restock supplies, as appropriate including:</p> <ul style="list-style-type: none"> • Return of borrowed equipment to appropriate location • Replacement of broken or lost items • Environmental clean-up as warranted 		
<p>Ensure that after-action activities are coordinated and completed including:</p> <ul style="list-style-type: none"> • Collection of all documentation by the Planning Section Chief • Coordination and submission of response and recovery costs, and reimbursement documentation by the Finance/Administration and Planning Section Chiefs • Conduct of staff debriefings to identify accomplishments, response gaps and improvement issues. • Identify needed revisions to the Emergency Plans, Job Action Sheets, operational procedures, records, and/or other related items. • Develop an After Action Report and Improvement Plan. • Participation in external (community and governmental) meetings and other post-incident discussion and after-action activities. • Post-incident media briefings and facility/facility status updates • Post-incident public education and information • Stress management activities and services for staff 		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • Job Action Sheets • Facility emergency operations plan • Facility organization chart • Facility telephone directory • Emergency Contact Numbers