

Incident Command System at a Healthcare Facility



*This position can be broken down to sub categories of Transportation Area Staging Manager and Assistant, Personnel Staging Area Manager and Assistant, Response Vehicle Staging area and Assistant as available staff allows.

Incident Command Position Descriptions

Healthcare Facility Incident Commander: Give overall strategic direction for facility incident management and support activities, including emergency response and recovery. (Example: Administrator, Nursing Supervisor)

Public Information Officer: 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. (Example: Marketing Director, Resident Relations)

Liaison Officer: Function as the incident contact person in the Healthcare Facility Command Center or Unified Command Post for representatives from other agencies. (Example: Risk Management, Community Relations)

Safety Officer: Ensure safety of staff, residents, and visitors, monitor and correct hazardous conditions. Have authority to halt any operation that poses immediate threat to life and health. (Example: Building Engineer, Nursing Supervisor)

Operations Chief: Develop and implement strategy and tactics to carry out the objectives established by the Incident Commander or Unified Command. Organize, assign, and supervise Staging, Medical Care, Infrastructure, Security, Hazardous Materials, and Business Continuity Branch resources. (Example: Administrator, Director of Nursing)

Staging Area Manager: Organize and manage the deployment of supplementary vehicle resources.

Medical Group Supervisor: Responsible for the triage, treatment, transport or discharge of residents.

Triage Task Force Leader: Organize, coordinate and conduct triage and assign Evacuee Acuity Levels

Treatment Task Force Leader: Organize and coordinate the treatment of residents until transportation assets are available to transport off site.

Discharge Task Force Leader: Oversee the discharge of residents as appropriate.

Transport Task Force Leader: Organize and coordinate the transportation of all ambulatory and non-ambulatory residents. Arrange for the transportation of human and material resources within or outside the facility.

Planning Chief: Oversee all incident-related data gathering and analysis regarding incident operations, assigned resources, develops alternatives for tactical operations, and conduct planning meetings. (Example: CEO, Office Manager)

Logistics Chief: 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. (Example: Building Engineer, Office Manager, Administrator)

Finance Chief: Monitor the utilization of financial assets and the accounting for financial expenditures. Supervise the documentation of expenditures and cost reimbursement activities. (Example: Chief Operations Officer, Office Manger)

Note: These are only suggestions of appropriate personal to fill these positions. Depending on staff availability and incident size, one person may fill more then one function as needed.