

INCIDENT COMMANDER

Mission: Organize and direct the Incident Command Post (ICP). Give overall strategic direction for ACS management and support activities, including emergency response and recovery.

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

Activation	Time	Initial
Ensure Public Health Officer has met with medical/health Technical Advisory Group to determine: <ul style="list-style-type: none"> • Type of ACS to activate (i.e. Supportive Care vs Acute Care) • Triage Criteria for patients to be received at ACS 		
Determine need for and appropriately appointing team members to develop the initial Action Plan and distribute corresponding Job Action Sheets.		
Schedule initial briefing and communicate meeting time and location with staff.		
Brief all appointed staff of the nature of the problem, immediate critical issues, and initial plan of action. Designate time for next briefing.		
Obtain status reports and resource needs from team members. Develop Action Plan (HICS Forms 202, 203, 204s, 205, 207) for current operational period.		
Provide overall strategic direction and support to team members, including assistance to: <ul style="list-style-type: none"> • <u>Medical Care</u> team member(s) to develop plans for the provision of medical care, patient registration, and clinical support services • <u>Infrastructure</u> team member(s) to develop plans for establishing safe and secure facilities, food services, and environmental services • <u>Security</u> team member(s) to develop plans for securing the ACS • <u>Logistics</u> team member(s) to develop plans for staffing, equipment, and supply for ACS activation 		
Provide regular updates to the Medical/Health Branch Director at the OA EOC regarding Action Planning activities and resource needs.		
Develop Action Plan for next operational period.		
Upon shift change, brief your replacement on the status of all ongoing operations, critical issues, relevant incident information and ACS Action Plan for the next operational period.		

Operations (Intermediate / Extended)	Time	Initial
Assume role of Incident Commander and activate the Hospital Incident Command System (HICS).		
Read this entire Job Action Sheet and put on position identification.		
Brief all appointed staff of the nature of the problem, immediate critical issues and initial plan of action, including target date/time for opening the ACS. Designate time for next briefing.		
Assign one of more clerical personnel from current staffing or make a request for staff to the Labor Pool and Credentialing Unit Leader, if activated, to function as the ICP recorder(s).		
Distribute the Section Personnel Time Sheet (HICS Form 252) to Command Staff and Medical/Technical Specialist assigned to Command, and ensure time is recorded appropriately. Submit the Section Personnel Time Sheet to the Finance/Administration Section's Time Unit Leader at the completion of a shift or at the end of each operational period.		
Initiate the Incident Action Plan Safety Analysis (HICS Form 261) to document hazards and define		

Operations (Intermediate / Extended)	Time	Initial
mitigation.		
Authorize resources as needed or requested by Command Staff.		
<p>Designate regular briefings with Command Staff/Section Chiefs to identify and plan for:</p> <ul style="list-style-type: none"> • Update of current situation/response and status of area hospitals, emergency management/local emergency operation centers, and public health officials and other community response agencies • Critical facility and patient care issues • ACS operational support issues • Risk communication and situation updates to staff • Ensure patient tracking system established and linked with appropriate outside agencies and/or local EOC • Family Support Center operations • Public information, risk communication and education needs • Appropriate use and activation of safety practices and procedures • Enhanced staff protection measures as appropriate • Public information and education needs • Staff and family support • Development, review, and/or revision of the ACS Action Plan, or elements of the ACS Action Plan 		
Oversee and approve revision of the ACS Action Plan developed by the Planning Section Chief. Ensure that the approved plan is communicated to all Command Staff , Section Chiefs, Public Health Department.		
Communicate facility and incident status and the ACS Action Plan to hospital CEO or designee, or to other executives and/or Board of Directors members on a need-to-know basis.		
Ensure staff and patient briefings are being conducted regularly.		
Review and revise the ACS Action Plan Safety Analysis (HICS Form 261) and implement correction or mitigation strategies.		
Ensure action planning for each operational period and a reporting of the ACS Action Plan at each shift change and briefing.		
Evaluate overall ACS operational status, and ensure critical issues are addressed.		
Ensure your physical readiness, and that of the Command Staff and Section Chiefs, through proper nutrition, water intake, rest periods and relief, and stress management techniques.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader.		
Upon shift change, brief your replacement on the status of all ongoing operations, critical issues, relevant incident information and ACS Action Plan for the next operational period.		
Demobilization/System Recovery	Time	Initial
<p>Assess the plan developed by the Demobilization Unit Leader and approved by the Planning Section Chief for the gradual demobilization of the ACS and emergency operations according to the progression of the incident and facility/hospital status. Demobilize positions in the ACS and return personnel to their normal jobs as appropriate until the incident is resolved and there is a return to normal operations.</p> <ul style="list-style-type: none"> • Briefing staff and administration • Ensure outside agencies are aware of status change 		

Demobilization/System Recovery	Time	Initial
<p>Ensure demobilization of the ACS and restocking of supplies, as appropriate including:</p> <ul style="list-style-type: none"> • Return of borrowed equipment to appropriate location • Replacement of broken or lost items • Cleaning of ACS and facility • Restock of supplies and equipment; • 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 ICP 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, and improvement issues • Identify needed revisions to the Emergency Management Plan, Emergency Operations Plan, Job Action Sheets, operational procedures, records, and other related items • Writing the ACS 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/hospital 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 (HICS 202, 203, 204, 207) • HICS Form 201 – Incident Briefing Form • HICS Form 213 – Incident Message Form • HICS Form 214 – Operational Log • HICS Form 252 – Section Personnel Time Sheet • HICS Form 261 – Incident Action Plan Safety Analysis • Hospital/EOC/DOC telephone directories