**Incident Commander and Command Center Overview**

**Activating the Hospital Incident Command Center Team:**

* At a minimum, the Incident Commander and PIO (internal and external communications) should be activated at the start of a response
* The Incident Commander assigns command center staff down to the Section Chief Level
* Each Section Chief appoints positions in their section needed to complete the mission
* Incident Command is scalable so that more or fewer positions, depending on the emergency, may be activated

**Command Center Functions:**

* Maintain overall management of the incident
* Sets incident objectives and priorities
* Devise and implement strategies to manage:
	+ Personnel
	+ Facilities
	+ Equipment
	+ Communications
	+ Operations
		- Ensures mission completion
		- ***Documents*** all facets of the event

**Incident Commander Description/Duties:**

* Determine scope and magnitude of event and facility impact
* Activates, organizes, and directs the Hospital Command Center
* Give overall strategic direction for the hospital
* Initiate, understand, and approve Incident Action Plans
* Authorize total facility evacuation if warranted
* Initiates and directs recovery activity

**Public Information Officer and Command Center Overview**

**Command Center Functions:**

* Maintain overall management of the incident
* Sets incident objectives and priorities
* Devise and implement strategies to manage:
	+ Personnel
	+ Facilities
	+ Equipment
	+ Communications
	+ Operations
		- Ensures mission completion
		- ***Documents*** all facets of the event

**Public Information Officer Description/Duties:**

* Obtains Incident Commander approval on all messaging
* Communicate with internal and external stakeholders including:
	+ - Staff
		- Visitors/Family
		- Media
* Recommend to Incident Commander information to be released
* Prepares talking points for facility spokesperson; helps them prepare for internal facility briefings and external press briefings
* Under direction of the Incident Commander, collaborate with local community officials (Joint Information Center) for consistent messaging

**Safety Officer and Command Center Overview**

**Command Center Functions:**

* Maintain overall management of the incident
* Sets incident objectives and priorities
* Devise and implement strategies to manage:
	+ Personnel
	+ Facilities
	+ Equipment
	+ Communications
	+ Operations
		- Ensures mission completion
		- ***Documents*** all facets of the event

**Safety Officer Description/Duties:**

* Ensure safety of staff, patients and visitors
* Determine safety risks and recommends/initiates corrective/protective actions
* Completes the HICS form 215A, Incident Action Plan Safety Analysis
* Recommends to Incident Commander to halt any operations that pose immediate safety threats to life and health

**Liaison Officer and Command Center Overview**

**Command Center Functions:**

* Maintain overall management of the incident
* Sets incident objectives and priorities
* Devise and implement strategies to manage:
	+ Personnel
	+ Facilities
	+ Equipment
	+ Communications
	+ Operations
		- Ensures mission completion
		- ***Documents*** all facets of the event

**Liaison Officer Description/Duties:**

* Establishes communications for the incident command center
* Functions as the Command Center contact for supporting agencies and organizations
* Communicates reports and information as directed by the Incident Commander
* Make facility needs and requests for assistance and resources

**Operations Section Chief and Command Center Overview**

**Command Center Functions:**

* Maintain overall management of the incident
* Sets incident objectives and priorities
* Devise and implement strategies to manage:
	+ Personnel
	+ Facilities
	+ Equipment
	+ Communications
	+ Operations
		- Ensures mission completion
		- ***Documents*** all facets of the event

**Operations Section Chief Description/Duties:**

* Manages hospital tactical operations
* Gather information and assess operations, including capabilities and limitations
* Ensure the following are being addressed with the appropriate branch or unit:
	+ - Staff health and safety
		- Patient care
		- Patient tracking
		- Patient family support
* Directs all tactical resources
* Carry out operational objectives of the Incident Action Plan
* Activates additional Operations Section positions as needed

**Planning Section Chief and Command Center Overview**

**Command Center Functions:**

* Maintain overall management of the incident
* Sets incident objectives and priorities
* Devise and implement strategies to manage:
	+ Personnel
	+ Facilities
	+ Equipment
	+ Communications
	+ Operations
		- Ensures mission completion
		- ***Documents*** all facets of the event

**Planning Section Chief Description/Duties:**

* Initiates HICS Quick Start Form
* Collect & evaluate event information and data; briefs Incident Commander
* Develop the Incident Action Plan (IAP) for Incident Commander review/approval
* Conducts briefings if Incident Commander is not available
* Prepares Situational Report (Sit Rep) at the direction of the Incident Commander
* Activates additional Planning Section positions as needed

**Logistics Section Chief and Command Center Overview**

**Command Center Functions:**

* Maintain overall management of the incident
* Sets incident objectives and priorities
* Devise and implement strategies to manage:
	+ Personnel
	+ Facilities
	+ Equipment
	+ Communications
	+ Operations
		- Ensures mission completion
		- ***Documents*** all facets of the event

**Logistics Section Chief Description/Duties:**

* Gathers information to assess critical issues and resource needs
* Provides information to the Incident Commander on the Logistics Section operational situation including capabilities and limitations
* Acquires resources from internal and external sources
* Provides human resources, material, and services to support the incident.
* Activates additional Logistics Section positions as needed

**Finance/Administration Section Chief and Command Center Overview**

**Command Center Functions:**

* Maintain overall management of the incident
* Sets incident objectives and priorities
* Devise and implement strategies to manage:
	+ Personnel
	+ Facilities
	+ Equipment
	+ Communications
	+ Operations
		- Ensures mission completion
		- ***Documents*** all facets of the event

**Finance/Administration Section Chief Description/Duties:**

* Monitor use of financial assets
* Tracks financial expenditures
* Supervise the documentation of expenditures for cost reimbursement
* Timekeeping for event
* Activates additional Finance Section positions as needed