

EMERGENCY INCIDENT COMMANDER

Mission: Organize and direct Emergency Operations Center (EOC). Give overall direction for hospital operations and if needed, authorize evacuation.

Immediate

- _____ Initiate the Hospital Emergency Incident Command System by assuming role of Emergency Incident Commander.
- _____ Read this entire Job Action Sheet.
- _____ Put on position identification vest.
- _____ Appoint all Section Chiefs and the Medical Staff Director positions; distribute the four section packets which contain:
 - Job Action Sheets for each position
 - Identification vest for each position
 - Forms pertinent to Section & positions
- _____ Appoint Public Information Officer, Liaison Officer, and Safety and Security Officer; distribute Job Action Sheets. (May be pre-established.)
- _____ Announce a status/action plan meeting of all Section Chiefs and Medical Staff Director to be held within 5 to 10 minutes.
- _____ Assign someone as Documentation Recorder/Aide.
- _____ Receive status report and discuss an initial action plan with Section Chiefs and Medical Staff Director. Determine appropriate level of service during immediate aftermath.
- _____ Receive initial facility damage survey report from Logistics Chief, if applicable, evaluate the need for evacuation.
- _____ Obtain patient census and status from Planning Section Chief. Emphasize proactive actions within the Planning Section. Call for a hospital-wide projection report for 4, 8, 24 & 48 hours from time of incident onset. Adjust projections as necessary.
- _____ Authorize a patient prioritization assessment for the purposes of designating appropriate early discharge, if additional beds needed.
- _____ Assure that contact and resource information has been established with outside agencies through the Liaison Officer.

Intermediate

- _____ Authorize resources as needed or requested by Section Chiefs.
- _____ Designate routine briefings with Section Chiefs to receive status reports and update the action plan regarding the continuance and termination of the action plan.
- _____ Communicate status to chairperson of the Hospital Board of Directors or the designee.
- _____ Consult with Section Chiefs on needs for staff, physician, and volunteer responder food and shelter. Consider needs for dependents. Authorize plan of action.

Extended

- _____ Approve media releases submitted by P.I.O.

_____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.

_____ Other concerns:

PUBLIC INFORMATION OFFICER (P.I.O.)

Position Assigned To:
You Report To: _____ (Emergency Incident Commander)
Command Center: _____ Telephone: _____

Mission: Provide information to the news media.

- Immediate
- _____ Receive appointment from Emergency Incident Commander.
 - _____ Read this entire Job Action sheet and review organizational chart on back.
 - _____ Put on position identification vest.
 - _____ Identify restrictions in contents of news release information from Emergency Incident Commander.
 - _____ Establish a Public Information area away from E.O.C. and patient care activity.
- Intermediate
- _____ Ensure that all news releases have the approval of the Emergency Incident Commander.
 - _____ Issue an initial incident information report to the news media with the cooperation of the Situation-Status Unit Leader. Relay any pertinent data back to Situation-Status Unit Leader.
 - _____ Inform on-site media of the physical areas which they have access to, and those which are restricted. Coordinate with Safety and Security Officer.
 - _____ Contact other at-scene agencies to coordinate released information, with respective P.I.O.s. Inform Liaison Officer of action.
- Extended
- _____ Obtain progress reports from Section Chiefs as appropriate.
 - _____ Notify media about casualty status.
 - _____ Direct calls from those who wish to volunteer to Labor Pool.
 - _____ Contact Labor Pool to determine requests to be made to the public via the media.
 - _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
 - _____ Other concerns:

LIAISON OFFICER

Positioned Assigned To:
You Report To: _____ (Emergency Incident Commander)
Command Center: _____ Telephone: _____

Mission: Function as incident contact person for representatives from other agencies.

Immediate

- _____ Receive appointment from Emergency Incident Commander.
- _____ Read this entire Job Action Sheet and review organizational chart on back.
- _____ Put on position identification vest.
- _____ Obtain briefing from Emergency Incident Commander.
- _____ Establish contact with Communications Unit Leader in E.O.C.
- _____ Obtain one or more aides as necessary from Labor Pool.
- _____ Review county and municipal emergency organizational charts to determine appropriate contacts and message routing. Coordinate with Public Information Officer.
- _____ Obtain information to provide the interhospital emergency communication network, municipal E.O.C. and/or county E.O.C as appropriate, upon request. The following information should be gathered for relay:
 - The number of "Immediate" and "Delayed" patients that can be received and treated immediately (Patient Care Capacity).
 - Any current or anticipated shortage of personnel, supplies, etc.
 - Current condition of hospital structure and utilities (hospital's overall status).
 - Number of patients to be transferred by wheelchair or stretcher to another hospital.
 - Any resources which are requested by other facilities (i.e., staff, equipment, supplies).
- _____ Establish communication with the assistance of the Communication Unit Leader with the interhospital emergency communication network, municipal E.O.C. or with county E.O.C./County Health Officer. Relay current hospital status.
- _____ Establish contact with liaison counterparts of each assisting and cooperating agency (i.e., municipal E.O.C.). Keeping governmental

Intermediate

Liaison Officers updated on changes and development of hospital's response to incident.

_____ Request assistance and information as needed through the interhospital emergency communication network or municipal/county E.O.C.

_____ Respond to requests and complaints from incident personnel regarding inter-organization problems.

_____ Prepare to assist Labor Pool Unit Leader with problems encountered in the volunteer credentialing process.

_____ Relay any special information obtained to appropriate personnel in the receiving facility (i.e., information regarding toxic decontamination or any special emergency conditions).

Extended

_____ Assist the Medical Staff Director and Labor Pool Unit Leader in soliciting physicians and other hospital personnel willing to volunteer as Disaster Service Workers outside of the hospital, when appropriate.

_____ Inventory any material resources which may be sent upon official request and method of transportation, if appropriate.

_____ Supply casualty data to the appropriate authorities; prepare the following minimum data:

Number of casualties received and types of injuries treated

Number hospitalized and number discharged to home or other facilities

Number dead

Individual casualty data: name or physical description, sex, age, address, seriousness of injury or condition

_____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.

_____ Other concerns:

SAFETY AND SECURITY OFFICER

Positioned Assigned To:
You Report To: _____ (Emergency Incident Commander)
Command Center: _____ Telephone: _____

Mission: Monitor and have authority over the safety of rescue operations and hazardous conditions. Organize and enforce scene/facility protection and traffic security.

- Immediate
- _____ Receive appointment from Emergency Incident Commander.
 - _____ Read this entire Job Action sheet and review organizational chart on back.
 - _____ Put on position identification vest.
 - _____ Obtain a briefing from Emergency Incident Commander.
 - _____ Implement the facility's disaster plan emergency lockdown policy and personnel identification policy.
 - _____ Establish Security Command Post.
 - _____ Remove unauthorized persons from restricted areas.
 - _____ Establish ambulance entry and exit routes in cooperation with Transportation Unit Leader.
 - _____ Secure the E.O.C., triage, patient care, morgue and other sensitive or strategic areas from unauthorized access.
- Intermediate
- _____ Communicate with Damage Assessment and Control Officer to secure and post non-entry signs around unsafe areas. Keep Safety and Security staff alert to identify and report all hazards and unsafe conditions to the Damage Assessment and Control Officer.
 - _____ Secure areas evacuated to and from, to limit unauthorized personnel access.
 - _____ Initiate contact with fire, police agencies through the Liaison Officer, when necessary.
 - _____ Advise the Emergency Incident Commander and Section Chiefs immediately of any unsafe, hazardous or security related conditions.
 - _____ Assist Labor Pool and Medical Staff Unit Leaders with credentialing/screening process of volunteers. Prepare to manage large numbers of potential volunteers.
 - _____ Confer with Public Information Officer to establish areas for media personnel.
 - _____ Establish routine briefings with Emergency Incident Commander.
 - _____ Provide vehicular and pedestrian traffic control.
 - _____ Secure food, water, medical, and blood resources.

- _____ Inform Safety & Security staff to document all actions and observations.
- _____ Establish routine briefings with Safety & Security staff.
- _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- _____ Other concerns:

LOGISTICS SECTION CHIEF

Positioned Assigned To:
You Report To: _____ (Emergency Incident Commander)
Logistics Command Center: _____ Telephone: _____

Mission: Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of food, shelter and supplies to support the medical objectives.

- Immediate
- _____ Receive appointment from the Emergency Incident Commander. Obtain packet containing Section's Job Action Sheets, identification vests and forms.
 - _____ Read this entire Job Action Sheet and review organizational chart on back.
 - _____ Put on position identification vest.
 - _____ Obtain briefing from Emergency Incident Commander.
 - _____ Appoint Logistics Section Unit Leaders: Facilities Unit Leader, Communications Unit Leader, Transportation Unit Leader, Material's Supply Unit Leader, Nutritional Supply Unit Leader; distribute Job Action Sheets and vests. (May be pre-established.)
 - _____ Brief unit leaders on current situation; outline action plan and designate time for next briefing.
 - _____ Establish Logistics Section Center in proximity to E.O.C..
 - _____ Attend damage assessment meeting with Emergency Incident Commander, Facility Unit Leader and Damage Assessment and Control Officer.
- Intermediate
- _____ Obtain information and updates regularly from unit leaders and officers; maintain current status of all areas; pass status info to Situation-Status Unit Leader.
 - _____ Communicate frequently with Emergency Incident Commander.
 - _____ Obtain needed supplies with assistance of the Finance Section Chief, Communications Unit Leader and Liaison Unit Leader.
- Extended
- _____ Assure that all communications are copied to the Communications Unit Leader.
 - _____ Document actions and decisions on a continual basis.
 - _____ Observe all staff, volunteers and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.