



Incident Commander
Organize & direct HCC. Give overall strategic direction for incident management & support activities, including emergency response & recovery. Authorize total facility evacuation if required.

Public Information Officer
Conduit for info to internal/external stakeholders, including media as approved by IC

Safety Officer
Safety of all peoples. Monitor & correct hazardous conditions. Authority to halt any operation posing immediate threat to life & health

Liaison Officer
Contact person in HCC for representatives from other agencies

Medical/Technical Specialist
Advise IC or Ops Section Chief on issues related to medical staff

Chemical
Advise on issues related to chemical incidents & emergency response. Organize & prepare ED to receive casualties, maintaining operational integrity of ED and facility

Clinic Administration
Maintain hospital clinics' capabilities & services to best of staff's & facility's capabilities. Advise IC or Ops Section Chief on clinic operations issues

Legal Affairs
Organize & provide legal advice to Command & Section staff on matters related to incident action planning & response

Risk Management
Recommend changes to risk management & loss prevention program policies to comply with emergency safety legislation & industry practices. Advise most cost effective plans to minimize asset liability. Liaison to attorneys, insurance companies & individuals investigating resultant asset loss

Medical Staff
Advise IC or Ops Section Chief on issues related to medical staff

Biological/Infectious Disease
Advise on issues related to biological/infectious disease emergency response

Radiological
Advise on issues related to radiological incident & emergency response. Organize & prepare ED to receive radiation exposure casualties, maintaining operational integrity

Hospital Administration
Maintain hospital's capability & services. Advise IC or Ops Section Chief on issues related to hospital operations

Pediatric Care
Advise IC or Ops Section Chief on issues related to pediatric emergency response

Medical Ethicist
Assist Command staff & Section Chiefs to address management issues with ethical implications

Operations Section Chief
Develop & implement strategy & tactics to carry out objectives established by IC. Organize, assign & supervise Staging Medical Care, Infrastructure, Security, Haz Mat & Business Continuity Branch resources

Planning Section Chief
Oversee all incident-related data gathering & analysis re incident ops & resources; develop alternatives for tactical ops, conduct planning meetings, & prepare IAP for each operational period.

Logistic Section Chief
Organize & direct ops associated with maintenance of physical environs & HR, materiel & services to support activities. Participate in IAP

Finance/Administration Section Chief
Monitor utilization of assets & accounting for expenditures. Supervise documentation of expenses & cost reimbursement

Staging Manager
Organize & manage deployment of supplementary resources, including personnel, vehicles, equipment, supplies & meds

Medical Care Branch Director
Organize & manage delivery of emergency, inpatient, outpatient & casualty care, & clinical support services

Infrastructure Branch Director
Organize & manage services required to sustain & repair HVAC, power/lighting; water/sewer, buildings/grounds, medical gases, medical devices, structural integrity, EVS, & FNS

HazMat Branch Director
Organize & direct haz mat incident response; detection & monitoring; spill response; victim, technical & emergency decon; facility & equipment decon

Security Branch Director
Coordinate all activities related to personnel & facility security; i.e. access control, crowd & traffic control, law enforcement interface

Business Continuity Branch Director
Ensure business functions are maintained, restored, or augmented to meet designated RTO & provide limited interruptions to essential business operations

Resources Unit Leader
Maintain info on status, location & availability of personnel, teams, facilities, supplies & major equipment. Maintain master list of all resources for incident ops.

Personnel Tracking Manager
Maintain info on status, location, & availability of on-duty staff and volunteers

Materiel Tracking Manager
Maintain status, location & availability of equipment & supplies in hospital inventory & materiel received from outside agencies

Situation Unit Leader
Collect, process & organize ongoing situation info; prep situation summaries; develop projections & forecasts. Prepare maps; gather & disseminate info & intelligence

Patient Tracking Manager
Monitor & document location of at all times within care system & destination of all patients departing facility.

Bed Tracking Manager
Maintain info on status, location & availability of all patient beds, including disaster cots/stretchers.

Documentation Unit Leader
Maintain accurate & complete incident files, including record of hospital's/HCC's response & recovery actions; provide duplication services to incident personnel; file, maintain, & store incident files for legal, analytical & historical purposes

Demobilization Unit Leader
Develop & coordinate Incident Demobilization Plan including specific instructions for all staff & resources that will require demobilization

Service Branch Director
Organize & manage services required to maintain comm system, food/water supply for staff, & IT systems

Communications Unit Leader
Organize & coordinate internal & external comm connectivity

IT/IS Unit Leader
Provide computer hardware, software & infrastructure to support staff

Staff Food & Water Unit Leader
Organize food/water stores & prep for rationing during periods of anticipated or actual shortage

Support Branch Director
Organize & manage services required to supplies, facilities, transport & labor pool. Ensure provision of logistical, psychological & medical support of staff & dependents

Employee Health & Well-being Unit Leader
Ensure availability of medical, behavioral/psycho support during & following incident. Coordinate mass prophylaxis/immunization/vaccination if required. Coordinate medical surveillance for employees

Facilities Unit Leader
Organize, manage & support building systems, equipment & supplies. Ensure proper cleaning & disinfection of environs

Family Care Unit Leader
Ensure medical, logistical & mental health & daycare for staff dependents. Coordinate mass prophylaxis/immunization/vaccination of dependents

Transportation Unit Leader
Organize transport of ambulatory & non-ambulatory patients. Arrange for transport of human and materiel resources

Supply Unit Leader
Acquire, inventory, maintain & provide medical/non-medical care equipment, supplies & pharmaceuticals

Labor Pool & Credentialing Unit Leader
Collect & inventory available staff & volunteers for assignment. Maintain adequate numbers of medical/non-medical personnel. Assist in staff morale

Time Unit Leader
Documents personnel time records. Monitor & report on regular & overtime hours worked/volunteered.

Procurement Unit Leader
Administers AR/AP to vendors

Compensation/Claims Unit Leader
Receives, investigates & documents all claims reported during incident, alleged to be result of accident or action on hospital property

Cost Unit Leader
Provides cost analysis data for incident & maintains accurate records of incident cost