

# Hospital Incident Management Team

Public Information  
Officer

Liaison Officer

Safety Officer

Incident Subject  
Matter Experts

**Incident Commander**

**Planning**

**Operations**

**Logistics**

**Finance**

**"THINKERS"**

I collect, track, document,  
plan and manage  
information and resources

**"DOERS"**

I oversee the tactical  
execution of incident goals  
and objectives

**"GETTERS"**

I assure hospital  
personnel are fed, have  
communications, medical  
support and transportation  
resources to meet  
operational objectives

**"PAYERS"**

I am responsible for tracking  
and approving expenditures,  
claims and costs

# Hospital Incident Management Team

## EXPLANATION OF ROLES AND RESPONSIBILITIES

The **Incident Commander** is responsible for:

- Having clear authority and knowing agency policy.
- Ensuring incident safety.
- Setting priorities, and determining incident objectives and strategies to be followed.
- Establishing the ICS organization needed to manage the incident.
- Coordinating Command and General Staff activities.
- Approving resource requests and use of auxiliary personnel.

### Command Staff

**Liaison Officer** is responsible for:

- Being Point of Contact for other organizations.
- Maintain a list of assisting and cooperating agencies and agency representatives.
- Assist in setting up and coordinating interagency contacts.

**Public Information Officer** is responsible for:

- Determining any limits on information release.
- Developing accurate, accessible, and timely information for use in press/media briefings.

**Safety Officer** is responsible for:

- Identify and mitigate hazardous situations.
- Exercise emergency authority to stop and prevent unsafe acts.
- Initiate preliminary investigation of accidents within the incident area.

### General Staff

The **Planning Section Chief** is responsible for providing planning services for the incident, to include: collecting situation and resources status information, evaluating it, and processing the information for use in developing action plans.

The **Operations Section Chief** is responsible for managing all tactical operations at an incident.

The **Logistics Section Chief** provides all incident support needs with the exception of logistics support to air operations.

The **Finance/Admin Section Chief** is responsible for managing all financial aspects of an incident.