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
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.