| ***HICS Position*** | ***Essential Mission*** | ***First Tier(Business Hours)*** | ***Second Tier******(Non-Business Hours)*** |
| --- | --- | --- | --- |
| **INCIDENT COMMANDER** | Lead and provide overall strategic direction for hospital incident management and support activities, including emergency response and recovery. Organize and direct the Hospital Command Center (HCC). Authorize total facility evacuation if warranted. | Emergency Management Program Director | Nursing Supervisor |
| Safety Officer | Ensure safety of staff, patients, and visitors, monitor and correct hazardous conditions. Have authority to halt any activity that poses immediate threat to life and health. | Environmental Safety Officer | Safety & Security Supervisor |
| Liaison Officer | Function as the incident contact person in the Hospital Command Center for representatives from other agencies. | VP Clinical Regulatory Compliance | Administrator On-Call via Telephone until response to site |
| Public Information Officer | Serve as the conduit for information to internal and external stakeholders, including staff, visitors and families, and the news media, as approved by the Incident Commander. | Public Relations | POCR |
| Medical/Technical Specialist(s): |  | (assigned as needed) |  |
| *Biological/Infectious Disease* | Advise the Incident Commander and/or Operations Section Chief, as assigned, on issues related to biological/infectious disease emergency response. | Director of Infectious Diseases | POCR |
| *Chemical* | Advise the Incident Commander or Operations Section Chief, as assigned, on issues related to specific chemical incidents and emergency response. In conjunction with the Medical Care Branch Director, and Hazmat Branch Director organize and prepare the Emergency Department to receive chemical exposure casualties in a manner consistent with hospital procedures and best practices to preserve the operational integrity of the Emergency Department and other areas in the hospital receiving patients. | Haz-Mat Coordinator | POCR |
| *Radiological* | Advise the Incident Commander or Operations Section Chief, as assigned, on issues related to specific radiological incidents and emergency response. In conjunction with the Medical Care Branch Director, organize and prepare the Emergency Department to receive radiation exposure casualties in a manner consistent with hospital procedures and best practices to preserve the operational integrity of the Emergency Department. | Radiation Safety Officer | POCR |
| *Clinic Administration* | Maintain hospital-based clinic’s capabilities and services to the best of staff’s and facility’s capabilities. Advise the Incident Commander or Operations Section Chief, as assigned, on issues related to clinic operations.  | Senior Nursing Director – RGMG | POCR |
| *Hospital Administration* | Maintain hospital’s capability and services. Advise the Incident Commander or Operations Section Chief, as assigned, on issues related to hospital operations. | Administrator On-Call | POCR |
| *Legal Affairs* | Organize and provide legal advice to Command and Section staff on issues related to incident action planning and response. | Corporate Counsel | POCR |
| *Risk Management* | Recommend to Command staff and Section Chiefs, any changes to risk management and loss-prevention program policies to comply with emergency safety legislation and industry practices. Advise on the most cost effective plans to minimize asset liability. Act as the liaison to attorneys, insurance companies and individuals, investigating any incidences that may result in asset loss. | Director of Risk Management | POCR |
| *Medical Staff* | Advise the Incident Commander or Operations Section Chief, as assigned, on issues related to the medical staff. | Chief of Staff | POCR |
| *Pediatric Care* | Advise the Incident Commander or Operations Section Chief, as assigned, on issues related to pediatric emergency response. | Chief of Pediatrics | POCR |
| *Medical Ethicist* | Assist Command staff and Section Chiefs to address management issues with ethical implications. | Chair, Medical Ethics Committee | POCR |