

INCIDENT COMMANDER

Mission: Organize and direct all operations within the scope of your facility and community operations needs.

- Immediate:
- Initiate the Hospital Emergency Incident Command System by assuming role of Local Incident Commander.
 - Read this entire Task Sheet.
 - Put on position identification.
 - Activate required Section Chiefs as per organizational chart or alternates as available.
 - Establish a Command Point within the Facility.
 - Distribute Section Kits to each Section Chief.
 - Activate Liaison Officer, Medical Director and Safety & Security Officer.
 - Notify AM or Alternate that the Disaster Plan has been activated.
 - Announce a status/action plan meeting of all Section Chiefs and Officers to be held as soon as possible.
 - Receive status reports and discuss an initial action plan (e.g. Evacuation, reduction or relocation of services, etc.)
 - Obtain patient census and status from Planning Chief.
 - Organize 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.
 - Provide the Facility Status Report (Form) to update the Area Manager.
- Intermediate:
- Authorize resources as needed or requested by Section Chiefs.
 - Designate routine briefings with Section Chiefs to receive status reports and update the Facility Status Report as required.
 - Determine the facility ability to maintain the continuance or the termination of services or the action plan.
 - Communicate status to Area Manager.
 - Consult with Section Chiefs on needs for staff, physician, and volunteer responder, food and shelter. Consider needs for dependants. Authorize plan of action.
- Extended:
- Direct media attention to ROC.
 - All documentation to utilize Operations/Event Log, Communication Log and Facility Status Report forms.
 - Observe all facility staff for signs of stress and inappropriate behavior.
 - Report concerns to Mental Health Leader.
 - Provide for staff rest periods and relief.
 - Complete the Post Event Form and submit to AM.
 - Other concerns:

AREA MANAGER - _____, _____, _____

Position Assigned To: _____

You Report To: _____ (North/South Facility Care Director)

Operations Command Center: _____ Telephone: _____

Mission: Responsible for the overall leadership and management of facility, clinical and support services for a defined geographical area. Facilitates proactive planning and management of efficient and effective use of human, fiscal and physical resources to reflect the operational needs requirements of the event for all sites within the applicable districts. Reports on facility actions or needs to either the North/South Care Director in the ROC. Sends direction or instruction to facilities within the district as applicable from the ROC.

- Immediate:**
- _____ Receive appointment from North/South Facility Care Director and Task Sheet.
 - _____ Read entire Task Sheet and review the organizational chart.
 - _____ Put on position identification.
 - _____ Receive briefing from Facility Care Director and develop initial action plan with Facility Care Director and other Area Managers.
 - _____ Obtain patient census from all facilities and relay to Patient Tracking Officer.
 - _____ Contact your district facilities directly affected by event for situation update.
 - _____ Establish list of required resources and patient care needs to maintain operations through the immediate stages of the event (Facility Status Report, material/medical supplies, pharmacy, staffing). Relay status reports to applicable Logistics Leaders.
 - _____ Establish implementation of ARHA Disaster & Emergency Plan at the facility level, if this has not been already implemented.
 - _____ Brief Coordinators as to scope of the event and establish a schedule for routine updates from each facility. Start with those sites most greatly affected by the event.
 - _____ Meet with Facility Care Director and other Area Managers to discuss any changes to or potential disruption of any acute care services.
 - _____ Receive, coordinate and forward requests for personnel and supplies to Labour Pool Leader, North/South Facility Care Director and Materials Management Leader as appropriate.
- Intermediate:**
- _____ Contact the Safety & Security Officer for any security needs. Advise the North/South Facility Care Director of any actions/requests.
 - _____ Report equipment needs to Materials Management Leader.
 - _____ Assess housekeeping, maintenance, laundry, and dietary needs for all facilities. Develop an action plan to deal with the loss of any of these services as required.
 - _____ Request information on status of utility services in all facilities and relay to Infrastructure Leader. Develop an action plan to deal with the indefinite loss of utilities within a site or sites.
 - _____ Provide regular updates of Patient Census to Patient Tracking Officer.
- Extended:**
- _____ Report frequently and routinely to the North/South Facility Care Director to keep apprised of the situation.
 - _____ All documentation to utilize Operations/Event Log, Communication Log and Facility Status Report forms.
 - _____ Observe and assist any staff that exhibit signs of stress and fatigue. Report any concerns to Psychological Support Leader. Provide for staff rest periods and relief.
 - _____ Document all actions/decisions with a copy sent to Facility Care Director.
 - _____ Other concerns:

SAFETY & SECURITY OFFICER

Position Assigned To: _____

You Report To: _____ (Incident Commander)

Facility Command Center: _____ Telephone: _____

Mission: Organize and implement facility safety and security. Receive safety and security direction and support as required from the Regional Safety and Security Officer.

- Immediate:
- ___ Receive appointment from Incident Commander (IC).
 - ___ Read this entire Task Sheet and review the organization chart.
 - ___ Put on identification.
 - ___ Obtain a briefing from IC.
 - ___ Implement instructions regarding lock-down and restricted access measures as deemed appropriate for the facility following regional guidelines and direction of the IC.
 - ___ With Transportation Leader, designate ambulance loading / unloading areas.
 - ___ Document all actions and communications on log sheet.
- Intermediate:
- ___ Initiate contact with police and fire agencies through the Liaison Officer if necessary.
 - ___ Advise the IC and Section Chiefs immediately of any unsafe, hazardous or security related conditions.
 - ___ Assist Labour Pool Leader with credentialing/screening process of volunteers. Prepare to manage large numbers of potential volunteers.
 - ___ Confer with IC to establish areas for media and public information.
- Extended:
- ___ Establish routine briefings with IC.
 - ___ All documentation to utilize Operations/Event Log, Communication Log and Facility Status Report forms.
 - ___ With Infrastructure Leader, inspect damaged areas of facility and photograph if / where possible for damage assessment purposes and permanent records.
 - ___ Observe all staff, volunteers and clients for signs of stress and inappropriate behavior. Report concerns to IC.
 - ___ Provide for staff rest periods and relief.
 - ___ Other concerns:

LIAISON OFFICER

Position Assigned To: _____

You Report To: _____ (Incident Commander)

Command Center: _____ Telephone: _____

Mission: Function as incident contact person for other agency representatives within your local operating area.

- Immediate:**
- ___ Receive appointment from Incident Commander (IC).
 - ___ Read this entire Task Sheet and review organizational chart.
 - ___ Put on position identification.
 - ___ Obtain briefing from IC.
 - ___ Review local and municipal emergency organizational charts to determine appropriate contacts and message routing.
 - ___ The following information shall be gathered from your facility for relay to the ROC as requested by the IC.
 - The potential capacity of each facility for the management of inpatients and outpatients, including level of acuity.
 - Any current or anticipated shortage of personnel, supplies, etc.
 - Current condition of hospital structure and utilities.
 - Potential for reduction in service and / or evacuation.
 - Inventory of surplus medical equipment and supplies that could be made available if requested.
 - ___ Coordinate with the Regional Liaison Officer to establish communication links with MB Health, EMO, other RHA's and Municipal EOCs as required.
 - ___ Establish communications with liaison counterparts of each assisting agency.
- Intermediate:**
- ___ Request assistance and information as needed through the ROC and municipal EOC.
 - ___ Respond to requests and complaints from incident personnel regarding inter-organization problems.
 - ___ Prepare to assist Labour Pool Leader with problems encountered in the volunteer credentialing process.
 - ___ Relay any special information obtained to appropriate personnel in the receiving facility(s). (e.g. information regarding decontamination or special emergency conditions).
- Extended:**
- ___ Inventory any material resources which may be sent upon official request and method of transportation, if appropriate.
 - ___ All documentation to utilize Operations/Event Log, Communication Log and Facility Status Report forms.
 - ___ Observe all staff, volunteers and clients for signs of stress and inappropriate behavior.
 - ___ Report concerns to Mental Health Leader.
 - ___ Provide for staff rest periods and relief.
 - ___ Other concerns:

MEDICAL DIRECTOR

Position Assigned To: _____

You Report To: _____ (Incident Commander)

Command Center: _____ Telephone: _____

Mission: Assess and prioritize areas where medical care is required. Advise the FC / CCC on issues related to the Medical Staff. Coordinate medical operations within the facility.

- Immediate:
- ___ Receive appointment from Incident Commander (IC).
 - ___ Read entire Task Sheet and review the organizational chart.
 - ___ Put on identification.
 - ___ Start and maintain detailed log sheets of all actions and decisions.
 - ___ Obtain briefing from IC.
 - ___ Meet with Facility Operations Chief, Community Operations Chief for briefing and development of medical aspect of initial action plan. To include bed capacity, physician availability, diagnostics, pharmacy / supplies, EMS capabilities, and morgue considerations.
 - ___ Assist in the delivery of the service continuity plan for medical service delivery within your facilities.
 - ___ Provide medical staff support for patient priority assessment to designate patients for early discharge.
- Intermediate:
- ___ Keep IC appraised of the situation regarding medical staff and projected needs.
 - ___ Maintain communication with the Facility Operations Chief and Community Operations Chief to co-monitor the delivery and quality of medical care in all patient care areas.
- Extended:
- ___ Meet as often as necessary with Facility Operations Chief and Community Operations Chief to keep appraised of current conditions.
 - ___ All documentation to utilize Operations/Event Log, Communication Log and Facility Status Report forms.
 - ___ Observe all staff, volunteers and clients for signs of stress and inappropriate behavior.
 - ___ Provide for staff rest periods and relief.
 - ___ Other concerns: