



# HICS Training

## Incident Commander, Logistics Chief & Finance Chief Positions

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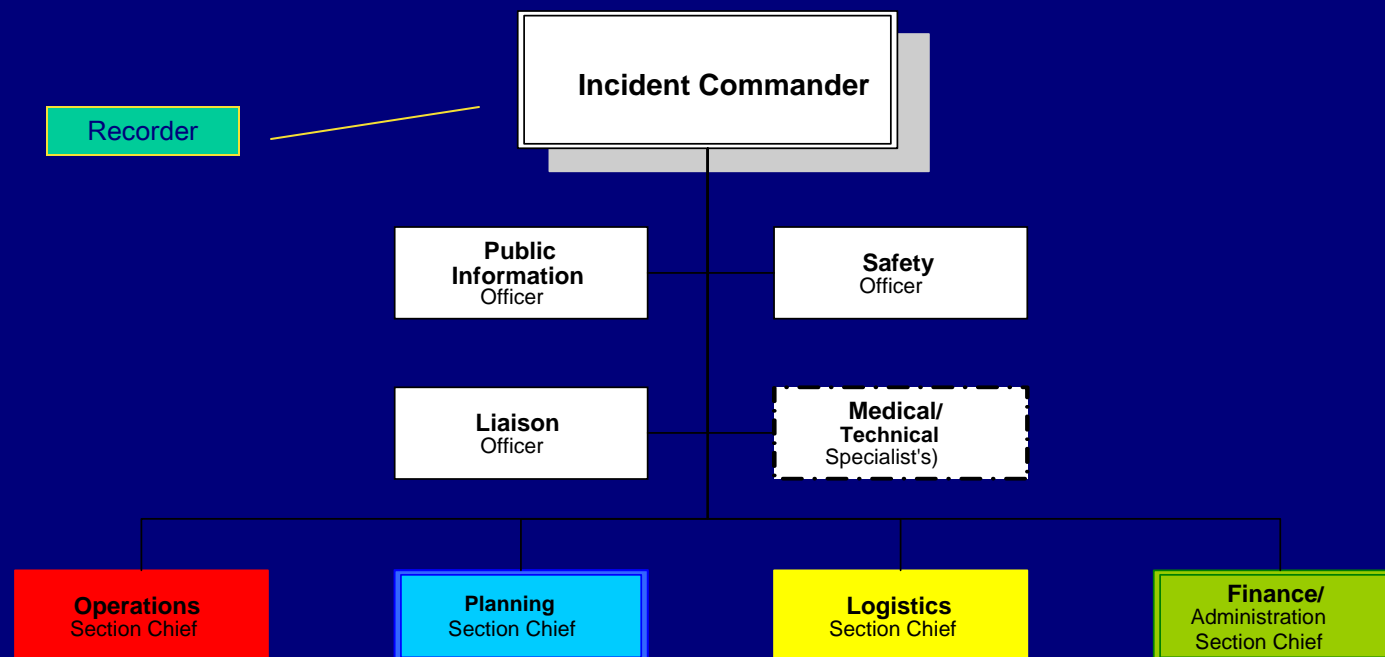
# INTRODUCTION

## Course Goals

- **Introduce HICS General Staff & Present Command Staff Roles**
- **Review New Required Paper Work**
- **Set the Stage for the October 25, 2007 State Wide Disaster Drill**



# Incident Command Organization





# Incident Commander

## Mission

- Organize, direct HCC. Give strategic direction for incident management & support activities including emergency response and recovery. Authorize total facility evacuation if warranted.

## Immediate Period 0-2 hours:

- Assume role
- Activate Emergency System
- Notify appropriate leaders of activation
- Initiate Incident Briefing Form



# Incident Commander

## Briefing to Include:

- **Incident type, est. duration, victim count, risks**
- **Need for decontamination, modifications to daily operations**
- **HICS team required, community response needed**
- **Status of community**



# Incident Commander

## Determine need for Command Staff

- **PIO:** Information internal & external
- **Safety Officer:** Ensures safety - Authority to halt operations
- **Liaison Officer:** Contact for representatives from other agencies.
- **Medical / Technical Specialists:** Consultants
- **HCC Recorder:** Records, handles phones, assistance



# Liaison Officer

## Notification & Communication-So. Co. EOC

- ❖ Normal Business Hours: Call Medical Health Operational Area Coordinator (MHOAC)
  - Kent Coxin @ 565-6501
- ❖ After Hours:
  - RED COM Fire/EMS Dispatch @568-5992 ask to have EMS Duty Officer Paged
  - Or MHOAC via County EOC Help Desk @ 565-3866
- ❖ MHOAC will notify the Regional Medical Health Coordinator as well as Public Health Officer



# Incident Commander

## Determine need for General Staff = Section Chiefs

- Chiefs: Operations, Planning, Logistics, Finance
- Brief Chiefs: Nature of problem, immediate issues, initial plan of action
- Receive status reports from Chiefs:
  - Damage
  - Census (staff & pts)
  - Need for Beds
  - Authorize pt. prioritization for early DC.
  - Contact with outside agencies
  - Resources “on hand” equipment and supplies
  - Review security capacity
  - Surge capacity & plan



# Incident Commander

## Other Immediate - Intermediate (2-12 hrs) Tasks

- Develop Incident Action Plan with Planning Chief.
  - Objectives
  - Measurable outcomes
  - Operational Period – shift change
  - Weather & environmental implications
  - Safety (PPE or Precautions)
- Develop Incident Action Plan Safety Analysis with Safety Officer
  - Hazards identified
  - Mitigation defined
- Document
- Authorize Resources
- Regular briefings
- Communicate to Leadership (CEO)



# Incident Commander

## Extended Period (> 12 hrs)

- Ensure briefings being conducted (staff, pts., families, media)
- Review revise Incident Action Plan
- Observe all staff for signs of stress, ensure physical readiness
- Implement shift change brief replacement

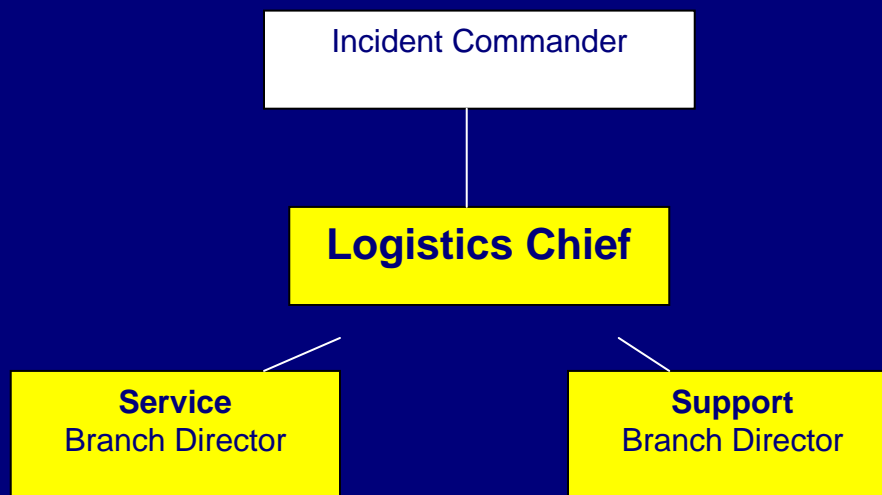
## Demobilization

- Approve announcement of “All Clear”
- Ensure outside agencies and off sites are informed of status change
- Ensure restocking of HCC
- Coordinate after action reports, documentation



# Logistics Section

## Organization chart





# Logistics Chief

## Mission

Organize , direct operations associated with maintenance of physical environment and provision of human resources, material, services to support incident.

## Immediate (0-2 hrs)

- Assume role notify usual supervisor
- Receive Briefing
- Determine need to appoint Branch Directors and Unit leaders



# Logistics Chief

## ID need for Service Branch Director

### ❖ Communications, Food & Water, IT

- Communications Unit Leader
- IT Unit Leader
- Staff Food & Water Unit Leader



# Logistics Chief

## ID need for Support Branch

- ❖ Supplies, Facilities, Transportation and Labor Pool
  - Health and Well being Unit Leader (Psyche /EAP)
  - Family Care Unit Leader
  - Supply Unit Leader – (Communicate with Liaison Officer for Requests to So. Co. EOC)
  - Facilities Unit Leader (may defer role Infrastructure Branch Manager in Operations Section).
  - Transportation Unit Leader
  - Labor Pool and Credentialing Unit Leader



# Logistic Chief

## Immediate (0-2 hrs)

- Brief Branch Directors
- Participate in Incident Action Plan
- Communicate with Operations, Staging, Branch Directors regularly
- Document activities, actions, decisions, communications

## Intermediate (2-12 hrs)

- Meet regularly with Incident Commander & Chiefs
- Initiate resource accounting records
- Obtain needed materials & equipment



# Logistic Chief

## Extended > 12 hrs.

- Observe & monitor for signs of stress, ensure readiness
- Implement shift change & brief replacement

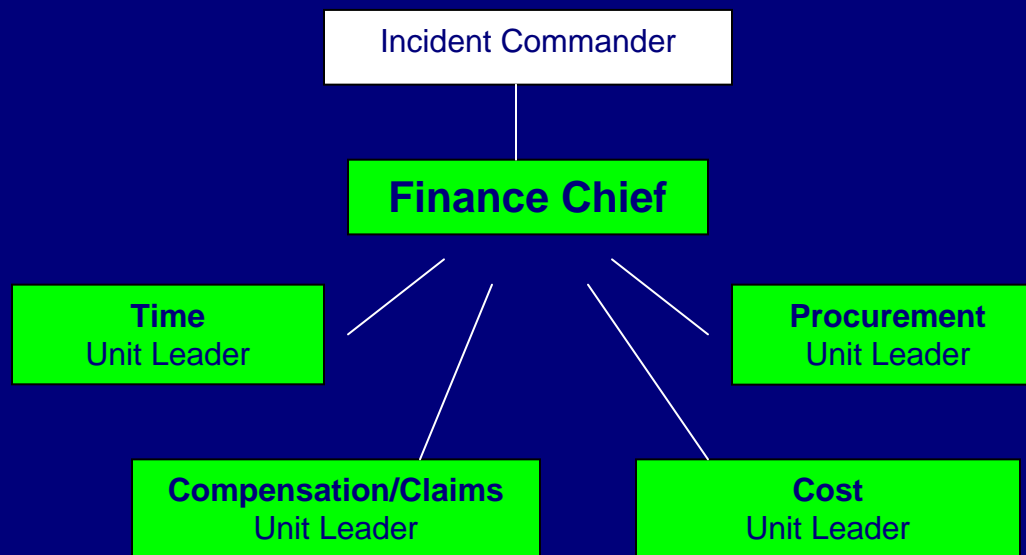
## Demobilization

- Return Logistics staff to usual jobs as need lessens
- Coordinate return of all equipment
- Coordinate replacement of broken, misplaced items
- Complete cost data
- Debrief section staff (lessons learned, changes needed)
- After action reports



# Finance Chief

## Organizational Chart





# Finance Chief

## Mission

Monitor the utilization of assets and accounting for expenditures.  
Supervise documentation of expenditures and reimbursement activities.

## Immediate (0-2 hrs)

- Assume role notify usual supervisor – read Job Action Sheet
- Receive Briefing
- Determine need to appoint Section Unit Leaders:
  - » Time Unit Leader
  - » Procurement Unit Leader
  - » Compensation/Claims Unit Leader
  - » Cost Unit Leader



# Finance Chief

## Immediate (0-2 hrs)

- Brief appointees on situation
- Participate in Incident Action Plan
  - Cost implications
  - Ensure IAP is within financial limits established by IC
  - Determine if contract arrangements agreements are needed
- Obtain information and updates from Section Unit Leaders
- Distribute personnel time sheets to section staff
- Document activities, actions, decisions, communications

## Intermediate (2-12 hrs)

- Communicate frequently with Incident Commander & Chiefs
- Initiate resource accounting records
- Approve “cost-to-date” incident status report
- Work with IC and Chiefs to identify short long term issues with financial implications.



# Finance Chief

## Extended > 12 hrs.

- Observe & monitor staff for signs of stress, ensure readiness
- Implement shift change & brief replacement
- Schedule planning meetings and briefings
- Present financial status updates to IC and Command Staff every 8 hr

## Demobilization

- Return Finance staff to usual jobs as need lessens
- Collect and analyze all financial data
- Ensure processing and payment of invoiced costs
- Submit required reimbursement paperwork and track payments.
- Debrief section staff (lessons learned, changes needed)
- After action reports