



# HICS Training

## HICS FORMS

**Gabe Kearney, EMT**  
**Emergency Preparedness**  
**Kaiser Permanente Santa Rosa**








# HICS 203 – Organizational Assignment List

ORGANIZATION ASSIGNMENT LIST		
1. INCIDENT NAME		
2. DATE PREPARED	3. TIME PREPARED	4. OPERATIONAL PERIOD (DATE/TIME)
POSITION	NAME/AGENCY	
<b>5. INCIDENT COMMANDER AND STAFF</b>		
Incident Commander		
Public Information Officer		
Logistics Officer		
Safety Officer		
Medical/Technical Specialist (Type)		
Medical/Technical Specialist (Type)		
Medical/Technical Specialist (Type)		
Medical/Technical Specialist (Type)		
Medical/Technical Specialist (Type)		
Medical/Technical Specialist (Type)		
<b>6. OPERATIONS SECTION</b>		
Chief		
Staging Manager		
Medical Care Branch		
Infrastructure Branch		
Hot/Hot Branch		
Security Branch		
Business Continuity Branch		
Other Branch		
<b>7. PLANNING SECTION</b>		
Chief		
Resource Unit		
Strategy Unit		
Documentation Unit		
Demobilization Unit		
<b>8. LOGISTICS SECTION</b>		
Chief		
Service Branch		
Support Branch		
<b>9. FINANCE/ADMINISTRATION SECTION</b>		
Chief		
Time Unit		
Procurement Unit		
Compensation/Claims Unit		
Cost Unit		
10. AGENCY REPRESENTATIVE IN HOSPITAL COMMAND CENTER		
11. HOSPITAL REPRESENTATIVE (IN EXTERNAL EOC)		
Name: _____ External Location: _____		
12. PREPARED BY (RESOURCE UNIT LEADER)		
13. FACILITY NAME		
PURPOSE: DOCUMENT STAFFING. ORIGINATOR: RESOURCE UNIT LEADER.		
COPIES TO: COMMAND STAFF; GENERAL STAFF; AGENCY STAFF; BRANCH DIRECTORS AND DOCUMENTATION UNIT LEADER.		
HICS 203		



# HICS 204 – BRANCH ASSIGNMENT LIST

**BRANCH ASSIGNMENT LIST** 

1. INCIDENT NAME \_\_\_\_\_

2. SECTION \_\_\_\_\_ 3. BRANCH \_\_\_\_\_ 4. OPERATIONAL PERIOD DATE/TIME \_\_\_\_\_

5. PERSONNEL  
Section Chief \_\_\_\_\_ Branch Director \_\_\_\_\_

6. UNITS ASSIGNED THIS PERIOD

Name	Name	Name	Name	Name	Name
Leader	Leader	Leader	Leader	Leader	Leader
Location	Location	Location	Location	Location	Location
Objective	Objective	Objective	Objective	Objective	Objective
Members	Members	Members	Members	Members	Members

7. KEY OBJECTIVES  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. SPECIAL INFORMATION / CONSIDERATION  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. PREPARED BY (BRANCH DIRECTOR) \_\_\_\_\_ 10. APPROVED BY (PLANNING SECTION CHIEF) \_\_\_\_\_ 11. DATE \_\_\_\_\_ 12. TIME \_\_\_\_\_

13. FACILITY NAME \_\_\_\_\_

PURPOSE: DOCUMENT ASSIGNMENTS WITHIN BRANCH. ORIGINATOR: BRANCH DIRECTOR.  
COPIES TO: COMMAND STAFF, GENERAL STAFF, AND DOCUMENTATION UNIT LEADER.

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# HICS 207 - ORGANIZATION CHART

