

# Emergency Incident Commander

**Mission:** Organize and direct Emergency Operations Center (EOC). Give overall direction for hospital operations and if needed, authorize evacuation.

## Immediate

- \_\_\_\_\_ Initiate the Hospital Emergency Incident Command System by assuming role of Emergency Incident Commander.
- \_\_\_\_\_ Put on position identification vest.
- \_\_\_\_\_ Announce a status/action plan meeting of all Section Chiefs and Medical Staff Director to be held immediately upon and/or notification of incident.
- \_\_\_\_\_ Assign someone as Documentation Recorder/Aide.
- \_\_\_\_\_ Receive status report and discuss an initial action plan with Section Chiefs and Medical Staff Director. Determine appropriate level of service during immediate aftermath.
- \_\_\_\_\_ Receive initial facility damage survey report from Logistics Chief, if applicable, evaluate the need for evacuation.
- \_\_\_\_\_ Obtain patient census and status from Planning Section Chief. Emphasize proactive actions within the Planning Section. Call for a hospitalwide projection report for 4, 8, 24, and 48 hours from time of incident onset. Adjust projections as necessary.
- \_\_\_\_\_ Authorize a patient prioritization assessment for the purposes of designating appropriate early discharge, if additional beds are needed.
- \_\_\_\_\_ Ensure that contact and resource information has been established with outside agencies through the Liaison Officer.

## Intermediate

- \_\_\_\_\_ Authorize resources as needed or requested by Section Chiefs.
- \_\_\_\_\_ Designate routine briefings with Section Chiefs to receive status reports and update the action plan regarding the continuance and termination of the action plan.
- \_\_\_\_\_ Communicate status to Chairperson of the Hospital Board of Trustees or the designee.
- \_\_\_\_\_ Consult with Section Chiefs on needs for staff, physician, and volunteer responder food and shelter. Consider needs for dependents. Authorize plan of action.

## Extended

- \_\_\_\_\_ Approve media releases submitted by Community Relations.
- \_\_\_\_\_ Observe all staff, volunteers, and patients for signs of stress and inappropriate behavior. Report concerns to Psychological Support Unit Leader. Provide for staff rest periods and relief.
- \_\_\_\_\_ Other concerns:

Source: St. John NorthEast Community Hospital, Detroit.