**4. Current Hospital Incident Management Team** (fill in additional positions as appropriate)

**Incident Commander**

**Medical-Technical Specialists**

**Public Information Officer**

Biologic/Infectious Disease Chemical Radiological Clinic Administration Hospital Administration Legal Affairs Risk Management Medical Staff Pediatric Care Medical Ethicist

Risk Management

**Liaison Officer**

**Safety Officer**

**Planning Section Chief**

**Logistics Section Chief**

**Operations Section Chief**

**Finance/Administration Section Chief**

Personnel Staging Team Leader
Vehicle Staging Team Leader
Equipment/Supply Staging Team
Leader
Medication Staging Team Leader

**Time Unit Leader**

**Service Branch Director**

**Resources Unit Leader**

**Staging Manager**

Personnel Tracking Manager Materiel Tracking Manager

Communications Unit Leader

IT/IS Equipment Unit Leader Food Services Unit Leader

Inpatient Unit Leader Outpatient Unit Leader Casualty Care Unit Leader Behavioral Health Unit Leader Clinical Support Unit Leader Patient Registration Unit Leader

**Procurement Unit Leader**

**Support Branch Director**

**Medical Care Branch Director**

**Situation Unit Leader**

Patient Tracking Manager Bed Tracking Manager

**Compensation/ Claims Unit Leader**

**Documentation Unit Leader**

**Infrastructure Branch Director**

Power/Lighting Unit Leader Water/Sewer Unit Leader HVAC Unit Leader Building/Grounds Unit Leader

Medical Gases Unit Leader

Employee Health & Well-Being Unit Leader Supply Unit Leader Transportation Unit Leader Labor Pool & Credentialing Unit Leader Employee Family Care Unit Leader

**Security Branch Director**

Access Control Unit Leader Crowd Control Unit Leader
Traffic Control Unit Leader
Search Unit Leader Law Enforcement Interface Unit Leader

**Cost Unit Leader**

**Demobilization Unit Leader**

**HazMat Branch Director**

Detection & Monitoring Unit Leader Spill Response Unit Leader Victim Decontamination Unit Leader Facility/Equipment Decontamination Unit Leader

IT Systems and Applications Unit Leader Services Continuity Unit Leader Records Management Unit Leader

| **1. Incident Name** | **2. Operational Period** (# )DATE: FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |

**Patient Family Assistance**

 **Branch Director**

**Business Continuity**

**Branch Director**

Social Services Unit Leader

Family Reunification Unit Leader

**purpose:** The HICS 207 – Hospital Incident Management Team (HIMT) Chart provides a visual display of personnel assigned to the HIMT positions.

**ORIGINATION:** Prepared by the Incident Commander or designee (Resources Unit Leader) at the incident onset and continually updated throughout an incident.

**COPIES TO:** Distributed to the Command and General Staff and the Documentation Unit Leader. The HICS 207 is intended to be projected or wall mounted at the Hospital Command Center (HCC) and is not intended to be part of the Incident Action Plan (IAP).

**Notes:** Additions may be made to the form to meet the organization’s needs. Additional pages may be added based on need (such as to distinguish more branches or units as they are activated). Three versions of the HIMT Chart are available in the 2014 Hospital Incident Command System (HICS) Appendix C: Adobe Acrobat fillable PDF, Microsoft Word, and Microsoft Visio Drawing.

| **NUMBER** | **TITLE** | **INSTRUCTIONS** |
| --- | --- | --- |
| **1** | **Incident Name** | Enter the name assigned to the incident. |
| **2** | **Operational Period** | Enter the start date (m/d/y) and time (24-hour clock) and end date and time for the operational period to which the form applies. |
| **3** | **Current Hospital Incident Management Team Chart** | Enter the names of the individuals assigned to each position on the Hospital Incident Management Team (HIMT) chart. Modify the chart as necessary, and add any lines/spaces needed for Command Staff assistants, agency representatives, and the organization of each of the General Staff sections. |