**Mission:** Function as the incident contact person in the Hospital Command Center for representatives from other agencies.

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| Position Reports to: **Incident Commander** Command Location: | | |
| Position Contact Information: Phone: ( ) - Radio Channel: | | |
| Hospital Command Center (HCC): Phone: ( ) - Fax: ( ) - | | |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |

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| **Immediate Response (0 – 2 hours)** | **Time** | **Initial** |
| **Receive appointment**   * Obtain briefing from the Incident Commander on:   + Size and complexity of incident   + Expectations of the Incident Commander   + Incident objectives   + Involvement of outside agencies, stakeholders, and organizations   + The situation, incident activities, and any special concerns * Assume the role of Liaison Officer * Review this Job Action Sheet * Put on position identification (e.g., position vest) * Notify your usual supervisor of your assignment |  |  |
| **Assess the operational situation**   * Establish contact with local, county, and state emergency organization agencies as appropriate to ascertain current status, contacts, and message routing |  |  |
| **Determine the incident objectives, tactics, and assignments**   * Determine response objectives, tactics, assignments, and if supporting staff are assigned, document on HICS 204 - Assignment List * Brief liaison team members, if assigned, on current situation, incident objectives and their assignments * Develop response strategy and tactics; outline action plan |  |  |
| **Activities**   * Obtain initial status and information from the Planning Section Chief to provide surge capacity status; provide an update to external stakeholders and agencies * Establish communication for information sharing with other hospitals and local agencies (e.g., emergency medical services, fire, law, public health, and emergency management) * Respond to information and or resource inquiries from other hospitals and response agencies and organizations |  |  |

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| **Documentation**   * HICS 204: Appoint liaison team members, if assigned, and complete the Assignment List * HICS 213: Document all communications on a General Message Form * HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis |  |  |
| **Resources**   * Consider the need to deploy a liaison representative to the local public health or emergency management Emergency Operations Center (EOC); if warranted, make a recommendation to the Incident Commander * Request one or more recorders as needed from the Logistics Section Labor Pool and Credentialing Unit Leader, if activated, to perform all necessary documentation |  |  |
| **Communication**  *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security**   * Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques |  |  |

| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
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| **Activities**   * Transfer the Liaison Officer role, if appropriate * Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital * Address any health, medical, and safety concerns * Address political sensitivities, when appropriate * Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) * Attend all briefings and Incident Action Planning meetings to gather and share incident and hospital information * Provide information on local hospitals, community response activities, and Liaison goals to the Incident Action Plan (IAP) * Report to appropriate authorities the following minimum data on HICS 259: Hospital Casualty/Fatality Report: * Number of casualties received and types of injuries treated * Current patient capacity and census * Number of patients admitted, discharged home, or transferred to other hospitals * Number deceased * Individual casualty data: name or physical description, sex, age, address, seriousness of injury or condition |  |  |
| **Documentation**   * HICS 204: Document assignments and operational period objectives on Assignment List * HICS 213: Document all communications on a General Message Form * HICS 214: Document actions, decisions, and information received on Activity Log * HICS 259: Report data from the Hospital Casualty/Fatality Report |  |  |

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| **Resources**   * Consider the need to deploy a liaison representative to the local public health or emergency management Emergency Operations Center (EOC); if warranted, make a recommendation to the Incident Commander |  |  |
| **Communication**  *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security**   * Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques * Observe all staff and volunteers for signs of stress and inappropriate behavior; report issues to the Safety Officer and Logistics Section Employee Health and Well-Being Unit |  |  |

| **Extended Response (greater than 12 hours)** | **Time** | **Initial** |
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| **Activities**   * Transfer the Liaison Officer role, if appropriate * Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital * Address any health, medical, and safety concerns * Address political sensitivities, when appropriate * Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) |  |  |
| **Documentation**   * HICS 204: Document assignments and operational period objectives on Assignment List * HICS 213: Document all communications on a General Message Form * HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis * HICS 259: Report updated data on the Hospital Casualty/Fatality Report |  |  |
| **Communication**  *Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security**   * Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques * Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader |  |  |

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| **Demobilization/System Recovery** | **Time** | **Initial** |
| **Activities**   * Transfer the Liaison Officer role, if appropriate   + Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital   + Address any health, medical, and safety concerns   + Address political sensitivities, when appropriate   + Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) * As objectives are met and needs decrease, return liaison team to their usual roles * Coordinate the release of patient information to external agencies with the Public Information Officer * Upon deactivation of your position, brief the Incident Commander on outstanding issues, and follow up requirements * Submit comments to the Planning Section for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:   + Review of pertinent position activities and operational checklists   + Recommendations for procedure changes   + Accomplishments and issues   + Participate in stress management and after action debriefings |  |  |
| **Documentation**   * HICS 221 - Demobilization Check-Out * Ensure all documentation is submitted to Planning Section Documentation Unit |  |  |

| **Documents and Tools** |
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| * Incident Action Plan * HICS 203 - Organization Assignment List * HICS 204 - Assignment List * HICS 205A - Communications List * HICS 213 - General Message Form * HICS 214 - Activity Log * HICS 221 - Demobilization Check-Out * HICS 252 - Section Personnel Timesheet * HICS 259 - Hospital Casualty/Fatality Report * Hospital Emergency Operations Plan * Incident Specific Plans or Annexes * Hospital policies and procedures * Hospital organization chart * Hospital telephone directory * Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication |