Appendix D

Potential Candidates for HICS Command and General Staff Positions

*Purpose:* The “Potential Candidates for HICS Command and General Staff Positions” provides suggestions for administrative positions commonly found in hospitals and their potential assigned roles in the Hospital Command Center (HCC), when activated. These suggestions are based on similarity of day-to-day position roles and those operational response roles assigned during the activation of the HCC.

*Use:* The crosswalk is intended for pre-incident planning and assignment of Hospital Incident Management Team (HIMT) Command and General Staff roles. By pre-assigning HIMT assignments, personnel can be educated and exercised on their duties and scope of responsibility during an activation, and will be familiar with the associated Job Action Sheet (JAS) before the event. It is recommended that each HIMT Command position have not less than three to seven persons pre-assigned to each role to allow for extended operations.
APPENDIX D – CANDIDATES FOR HICS COMMAND AND GENERAL STAFF POSITIONS

Incident Commander
- Hospital Administrator/Administrator On-Call
- Chief Medical Officer
- Chief Operating Officer
- Chief Nursing Officer
- Emergency Management Coordinator

Public Information Officer
- Hospital Public Information Officer
- Marketing Director
- Patient Relations
- Hospital Administrator/Administrator On-Call
- Safety Director
- Chief Engineer

Safety Officer
- Safety Director
- Security Chief
- Building Engineer
- Emergency Management Coordinator
- Radiation Safety Officer
- Employee Health
- Infection Control
- Risk Management
- Industrial Hygienist

Liaison Officer
- Chief Executive Officer
- Emergency Management Coordinator
- Risk Management
- Chief Information Officer
- Community Relations

Medical-Technical Specialists
- Industrial Hygienist
- Infectious Disease Specialist
- Infection Control
- Epidemiology
- Chief of Staff
- Chief of Pediatrics
- Radiation Safety Officer
- Nuclear Medicine
- Health Physicist
- Structural Engineer
- Outpatient Services Administrator
- Chief of Trauma
- Primary Care Director
- Behavior Health Director
- Legal
- Risk Manager
- IT/IS Director

Operation Section Chief
- Chief Operating Officer
- Chief Medical Officer
- Chief Nursing Officer
- Nursing Supervisor
- Emergency Management Coordinator

Planning Section Chief
- Strategic Planning
- VP of Administration
- Human Resources Director
- Nursing Director
- Chief Nursing Officer
- Nursing Supervisor
- VP of Facilities
- Emergency Management Coordinator

Logistics Section Chief
- Chief Procurement Officer
- Support Services Director
- Supply Director
- Chief Operating Officer
- Facilities Director
- Warehouse Director

Finance/Administration Section Chief
- Chief Finance Officer
- VP of Finance
- VP of Business Services
- VP of Administration
- Controller/Comptroller
- Chief Information Officer