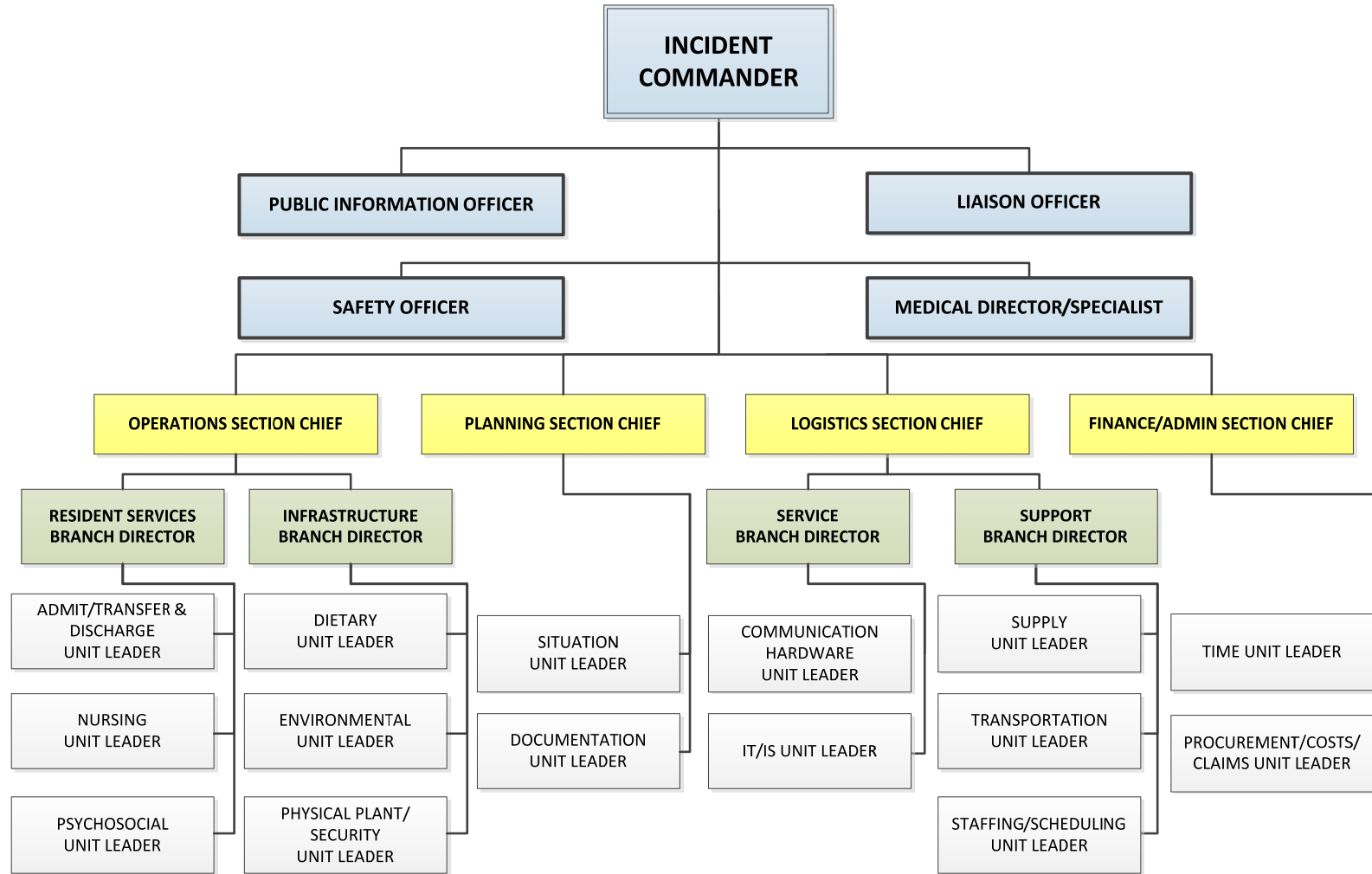


**INCIDENT MANAGEMENT TEAM CHART**

In accordance with the concepts of the Nursing Home Incident Command System (NHICS), each facility should utilize an Incident Management Team (IMT) Chart shown in the illustration below when the scope, severity, longevity and complexity of an incident requires activation of NHICS functions.



**CALIFORNIA ASSOCIATION OF HEALTH FACILITIES  
DISASTER PLANNING GUIDE**

**INCIDENT MANAGEMENT TEAM CHART**

Note: While it is important to train staff for the positions they are most likely to fill, every incident is different. The following chart illustrates a suggested list of persons who typically fill specific IMT roles and it is the role of the incident commander to fill the needed positions with the most capable person who is available at the time. A copy of Form 203 is included with this guide.

| NHICS POSITION                           | NURSING HOME POSITION                    |
|--|--|
| <b>INCIDENT COMMANDER</b>                | <i>Administrator</i>                     |
| <b>Medical Director/Specialist</b>       | <i>Medical Director/Nurse Consultant</i> |
| <b>Public Information Officer</b>        | <i>Media Relations/Administrator</i>     |
| <b>Liaison Officer</b>                   | <i>Assistant Administrator</i>           |
| <b>Safety Officer</b>                    | <i>Maintenance</i>                       |
| <b>OPERATIONS SECTION CHIEF</b>          | <i>Director of Nursing</i>               |
| <b>Resident Services Branch Director</b> | <i>Director of Staff Development</i>     |
| Nursing Unit Leader                      | <i>Charge Nurse</i>                      |
| Psychosocial Unit Leader                 | <i>Activities Director</i>               |
| Admit/Transfer & Discharge Unit Leader   | <i>Charge Nurse or Rehab Director</i>    |
| <b>Infrastructure Branch Director</b>    | <i>Housekeeping supervisor</i>           |
| Dietary Unit Leader                      | <i>Cook</i>                              |
| Environmental Unit                       | <i>Housekeeper</i>                       |
| Physical Plant/Security Unit Leader      | <i>Maintenance</i>                       |

| NHICS POSITION                          | NURSING HOME POSITION  |
|---|--|
| <b>PLANNING SECTION CHIEF</b>           | <i>Assistant/Associate Administrator</i>                                   |
| Situation Unit Leader                   | <i>Director of Admitting</i>   |
| Documentation Unit Leader               | <i>Medical Records Staff</i>   |
| <b>LOGISTICS SECTION CHIEF</b>          | <i>Assistant/Associate Administrator/<br/>Director of Dietary Services</i> |
| <b>Service Branch Director</b>          | <i>Accounts Manager</i>  |
| Communication Hardware Unit Leader      | <i>Maintenance Staff/Rehab Director</i>                                    |
| IT/IS Unit Leader                       | <i>Business Office Staff</i>   |
| <b>Support Branch Director</b>          | <i>Director of Social Services</i>   |
| Supply Unit Leader                      | <i>Housekeeping or Central Supply</i>                                      |
| Staffing/Scheduling Unit Leader         | <i>Lead CNA</i>  |
| Transportation Unit Leader              | <i>Maintenance or Activity Staff</i>                                       |
| <b>FINANCE/ADMIN SECTION CHIEF</b>      | <i>Business/Finance Director</i>   |
| Time Unit Leader                        | <i>Payroll/Biller</i>  |
| Procurement /Costs / Claims Unit Leader | <i>Risk Manager / Quality Management</i>                                   |

Some facilities may modify their IMT Chart in an expanded or economized capacity and may even utilize different titles for similar functions. It is recommended that facilities consider utilizing the position titles that have been created for NHICS, as they are consistent with position titles promoted by the concepts of the National Incident Management System (NIMS).

