

ATTACHMENT B
NURSING HOME INCIDENT COMMAND SYSTEM
A QUICK GUIDE TO JOB RESPONSIBILITIES & AUTHORITIES

POSITION	JOB RESPONSIBILITIES	STAFF LEVEL
INCIDENT COMMANDER	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Responsible for all incident activities including development of incident objectives, strategies, and tactics, and release of resources. <input checked="" type="checkbox"/> Overall authority and responsibility. 	<ul style="list-style-type: none"> ▪ Director or Division Director. ▪ Someone with leadership skills and an understanding of ICS. ▪ Is ultimately accountable.
SAFETY OFFICER	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Monitors and assesses safety hazards, unsafe hazards or situations. <input checked="" type="checkbox"/> Develops measures for ensuring personnel safety. 	<ul style="list-style-type: none"> ▪ Someone with an understanding of the safety issues associated with the incident and the authority to intervene and/or stop processes that are unsafe.
LIAISON OFFICER	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Coordinates with representatives from cooperating and assisting agencies. 	<ul style="list-style-type: none"> ▪ Knowledge and/or working relationship with outside agencies. This could be specific to the incident.
PUBLIC INFORMATION OFFICER	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Interfaces with press to deliver messages to the public. <input checked="" type="checkbox"/> Provides concise and pertinent (coordinated) information to the media. 	<ul style="list-style-type: none"> ▪ Training in media relations.
OPERATIONS CHIEF	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Manages all incident tactical activities and implements the Incident Action Plan (IAP). <input checked="" type="checkbox"/> Direct involvement in preparation of IAP for period of responsibility. 	<ul style="list-style-type: none"> ▪ Leadership role with knowledge/expertise in the processes associated with the implementation of the response to the particular incident.
LOGISTICS CHIEF	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Provides resources and services to support the incident/operations. 	<ul style="list-style-type: none"> ▪ Leadership role. ▪ Knows the procedures necessary to acquire the services/products to accomplish operation's objectives/IAP.
PLANNING CHIEF	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Collects, evaluates, and disseminates operational information as it relates to the incident. <input checked="" type="checkbox"/> In larger incidents, develops the Incident Action Plan (IAP) in the planning meeting (based on commander's incident objectives). 	<ul style="list-style-type: none"> ▪ Leadership role. ▪ Organized individual who is able to think ahead about what is needed or may be needed during all phases of an incident. ▪ Able to quickly gather necessary information to formulate and communicate an initial plan. ▪ Updates plan as incident and information unfolds.

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FINANCE/ADMINISTRATION CHIEF	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Monitors costs related to the incident, provides accounting, procurement, time recording, and cost analyses. 	<ul style="list-style-type: none"> ▪ Experience with administrative and accounting procedures of the facility.
UNIFIED COMMAND	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Application of ICS when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. <input checked="" type="checkbox"/> Develop common set of objectives and strategies and a single IAP. 	<ul style="list-style-type: none"> ▪ Provides knowledge and skills needed to perform a required activity to a section or jurisdiction that may have resources but lacks necessary expertise or authority. ▪ May be assigned to Command Staff or any General Staff Section.

INCIDENT COMMAND SYSTEM (ICS) STRUCTURE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Commander and Officers: Incident Commander, Public Information Officer, Safety Officer, Liaison Officer, and Medical Director/Specialist. 	<ul style="list-style-type: none"> • Responsible for command, public affairs, health and safety, and liaison activities within the incident command structure.
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Section Chiefs: Operations, Planning, Logistics, and Finance/Administration. 	<ul style="list-style-type: none"> ▪ Responsible for a major functional area of incident management.
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Branch Directors: Resident Services, Infrastructure, Service, Support. 	<ul style="list-style-type: none"> ▪ Functional responsibility for major aspects of the incident. ▪ Next division below Operations Section or Logistics Section.
	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Unit Leaders: Admit/Transfer & Discharge, Nursing, Psychosocial, Dietary, Environmental, Physical/Plant Security, Situation, Documentation, Communication Hardware, IT/IS, Supply, Transportation, Staffing/Scheduling, Time, and Procurement/Cost/Claims. 	<ul style="list-style-type: none"> ▪ Subunits of operations, planning, logistics, and finance. ▪ Functional responsibility for a specific incident.