



NHICS INCIDENT MANAGEMENT TEAM (IMT) POSITION SUMMARIES

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Mission: Organize and direct the Nursing Home Command Center (NHCC). Give overall strategic direction for incident management and support activities, including emergency response and recovery. Authorize total facility evacuation if warranted.

Command Staff: The staff that reports directly to the Incident Commander, including the Liaison/Public Information Officer, Safety Officer, and other positions as required.

Safety Officer: Responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency response personnel.

Mission: Ensure safety of staff, residents, and visitors; monitor and correct hazardous conditions. Have authority to halt any operation that poses immediate threat to life and health.

Liaison/Public Information Officer: Responsible for coordinating with representatives from cooperating and assisting agencies or organizations and interfacing with the public and media and/or with other agencies with incident-related information requirements.

Mission: Function as the incident contact person in the facility for representatives from other agencies such as local emergency management, law enforcement, licensing agencies, and serve as the conduit for information to internal and external stakeholders, including residents, staff, visitors and families, and the news media, as approved by the Incident Commander.

Medical Director/Specialist: Specialized expertise in areas such as medical, biological/infectious, and Hazmat implications related to an event, who oversees medical services and assists with diagnosis, treatment and medical management of residents and injured staff.

Mission: Consult with the Incident Commander and/or Operations Section Chief on the medical, biological/infectious, and/or Hazmat implications related to the event as indicated by incident needs and scope of practice. Oversee medical services of residents and injured staff.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Operations Section Chief: Responsible for all tactical incident operations and implementation of the Incident Action Plan. In NHICS, the Operations Section includes two subordinate Branches: Infrastructure and Resident Services.

Mission: Develop and implement strategy and operations to carry out the objectives established in the Incident Action Plan (IAP). Oversee the direct implementation of nursing home's resident care and services, and infrastructure operations.

Resident Services Branch Director: Branch under the Operations Section responsible for the following functions: admit/transfer and discharge, nursing, medical records and psychosocial.

Mission: Coordinate and supervise all aspects of resident care and services including nursing services (including management of incident-related trauma and special needs, as well as routine care), psychosocial care (residents, staff, and dependents), and movement into and out of the facility. Implement and monitor the facility's resident identification and tracking system for both incoming residents or for facility residents evacuating to an offsite destination.

Infrastructure Branch Director: Branch under the Operations Section responsible for the following functions: Dietary, Physical Plant/Security and Environmental.

Mission: Organize and manage the services required to sustain and repair the nursing home's infrastructure operations including power/lighting, water/sewer, HVAC, buildings and grounds, medical gases, medical devices, structural integrity, environmental services (cleaning, disinfection, housekeeping, and laundry), and food services.

Planning Section Chief: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Mission: Oversee all incident-related data gathering, situational information and analysis regarding incident operations and assigned resources. Collect, process and maintain accurate and complete incident files, including a record of the Nursing Home's response and recovery activities, decisions and key communications. Develop projections to inform long range planning, prepare situation summaries and maps, conduct planning meetings, and prepare the Incident Action Plan (IAP). Disseminate the new IAP to all assigned NHCC staff at the beginning of each Operational Period.

Scribe/Runner: May be assigned to any section in NHICS but is most commonly assigned to the Planning Section.

Mission: Maintain accurate and complete documentation for the assigned section or branch, in addition to a wide range of clerical tasks. For example, during facility evacuation or intake of emergency orders, they may move supplies and equipment or assist with basic data entry.

Logistics Section Chief: Section responsible for providing facilities, services, and material support for the incident.

Mission: Organize and direct those operations associated with maintenance of the physical environment of the facility and the NHCC. This includes adequate levels of personnel, food, equipment, information technology/systems and all supplies to support incident activities. Arrange and coordinate transportation and transport needs for all ambulatory and non-ambulatory residents, personnel and material resources.

Finance/Administration Section Chief: Responsible for all administrative and financial considerations surrounding an incident.

Mission: Monitor the utilization of financial assets and the accounting for financial expenditures. Supervise the documentation of expenditures and cost reimbursement activities. Ensure thorough investigation and documentation of incident-related claims, and the screening of volunteers. Contribute to the Incident Action Plan (IAP).