



**In the event of a Mass Casualty
Incident**

**DO NOT READ THIS MANUAL
IN ITS ENTIRETY**

**Go directly to your job action
sheet!!!**



ICED

Incident Command Emergency Department

Version 0.0.9
Pre Release

For Development Use Only

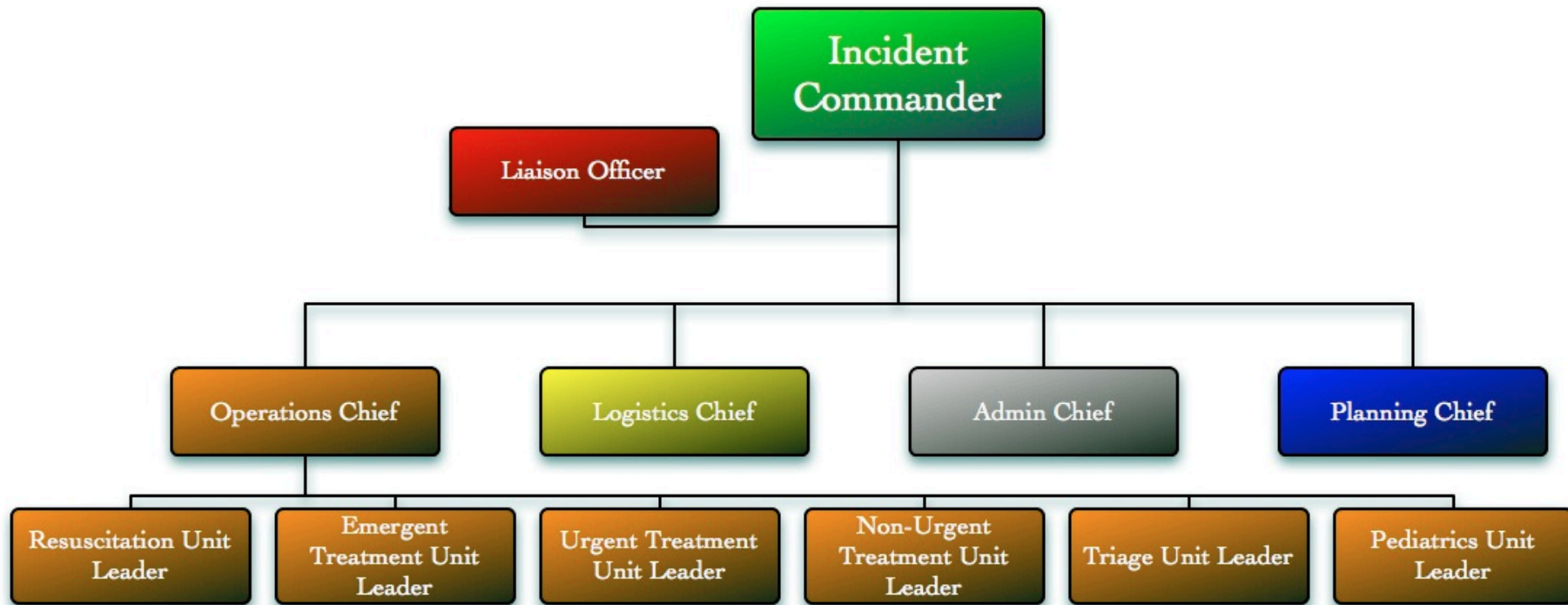
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2010

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Incident Command Organizational Chart





Incident Commander

Mission Statement: Give overall direction to the Emergency Department response management.

Name: _____	Date: _____
Reports to: _____	

	Time	Initials
Immediate <ul style="list-style-type: none"> • Initiate the hospital disaster plan • Read this entire job action sheet • Put on identification tag or vest • Establish a location for the incident command post • Using Form 1 (Incident Command Organizational Chart) place your name as incident commander • Designate the following if sufficient staffing exists in this order: <ol style="list-style-type: none"> 1. Resuscitation Unit Leader 2. Pediatric Unit Leader 3. Emergent Treatment Unit Leader 4. Triage Unit Leader 5. Urgent Treatment Unit Leader 6. Non-Urgent Treatment Unit Leader • Advise all newly appointed staff to read their job action sheets • Announce a meeting of all Unit Leaders to be held within 5 to ten minutes • Meet with the Charge Nurse to discuss • Assign additional staff as they arrive to the appropriate units. Maintain a list of staff using Form 3 (Incident Check In). Ask all assigned staff to report to their Unit Leader for further instructions. 		
Intermediate <ul style="list-style-type: none"> • Designate a Liaison officer if necessary to facilitate communication with other departments or agencies • Designate Administration, Planning, and Logistics chiefs if necessary • Designate an Operations Chief if the Administration, Planning, and Logistics session have been activated and IC workload is becoming unmanageable 		
Extended		
Demobilization		

Tools / Documentation
<ul style="list-style-type: none"> • Form 1: Incident Command Organizational Chart



Liaison Officer

Mission Statement: Function as the Incident Commander's representative for communication with other departments within the hospital and with outside agencies

Name: _____	Date: _____
Reports to: _____	

	Time	Initials
Immediate		
<ul style="list-style-type: none"> ○ Read this entire Job Action Sheet ○ Put on identification tag or vest ○ Obtain briefing from the Incident Commander ○ Using Form 2 (Communication Worksheet) indicate your name, ○ Contact Hospital Administrative lead and inform them of your role as Liaison Officer for the Emergency Department Response ○ Establish contact with Emergency Medical Services to obtain the following information: <ul style="list-style-type: none"> ○ (M) Major incident standby or declared? ○ (E) Exact Location ○ (T) Type of incident ○ (H) Hazards (present and potential) ○ (A) Access routes and difficulties ○ (N) Number of Casualties ○ (E) Emergency services presently on site ○ Establish contact with the following departments / agencies <ul style="list-style-type: none"> ○ Trauma Team ○ Radiology ○ Blood Bank ○ Critical Care Staff Lead ○ Surgical Staff Lead ○ Any outside agencies who will be involved in the response 		
Intermediate		
<ul style="list-style-type: none"> ○ Establish contact with the media directly, or through the hospital's media representative ○ Meet routinely with the Incident Commander and relay necessary information to the appropriate agencies 		
Extended		
Demobilization		

Tools / Documentation
<ul style="list-style-type: none"> • Form 2: Communication Worksheet



Logistics Chief

Mission Statement: Organize and direct all functions required in support of the staff involved in the response. This includes equipment, supplies, food, shelter, and communication supplies.

Name: _____	Date: _____
Reports to: _____	

	Time	Initials
Immediate		
<ul style="list-style-type: none"> ○ Read this entire job action sheet ○ Put on identification tag or vest and your hospital ID tag ○ Receive briefing from the Incident Commander ○ Establish an Logistics Section Center near the Incident Command Post ○ Document all equipment and supply concerns on Form 5: Supplies Worksheet. 		
Intermediate		
<ul style="list-style-type: none"> ○ Obtain any needed supplies when requested by the Incident Commander 		
Extended		
<ul style="list-style-type: none"> ○ Brief the Incident Commander frequently on the status of the logistics section 		
Demobilization		

Tools / Documentation

- Form 5: Supplies Worksheet



Operations Chief

Mission Statement: Under the direction of the Incident Commander, provide overall direction and supervision of the tactical (Operations) portion of the disaster response, including overall supervision of all aspects of patient care.

Name: _____	Date: _____
Reports to: _____	

	Time	Initials
Immediate		
<ul style="list-style-type: none"> ○ Read this entire job action sheet ○ Put on identification tag or vest and your hospital ID tag ○ Receive briefing from the Incident Commander ○ Establish an Operations Section Center near the Incident Command Post ○ Meet with the Nurse in charge of the operational response ○ Meet with the following to discuss your plans for the overall response: <ul style="list-style-type: none"> ○ Resuscitation Unit Leader ○ Pediatric Unit Leader ○ Emergent Treatment Unit Leader ○ Triage Unit Leader ○ Urgent Treatment Unit Leader ○ Non-Urgent Unit Treatment Leader ○ Advise all newly appointed staff to read their job action sheets 		
Intermediate		
<ul style="list-style-type: none"> ○ As additional staff are assigned to the Operations Section, assign them to appropriate positions within the Operations Section. Assign each staff to a Unit and ask them to report to their Unit Leader for additional instructions. ○ Meet with the Unit Leaders: <ul style="list-style-type: none"> ○ Discuss which areas will receive patients ○ Decide on guidelines for designating patients to appropriate areas ○ Ensure that Unit Leaders notify their staff of these guidelines. ○ Notify the Incident Commander if additional resources are required (personel or equipment). 		
Extended		
<ul style="list-style-type: none"> ○ Brief the Incident Commander frequently on the status of the operations section 		
Demobilization		

Tools / Documentation



Resuscitation Unit Leader

Mission Statement: Supervise all aspects of patient care and organization for the Resuscitation Unit. Be prepared to provide direct patient care until sufficient resources arrive and allow you to assume solely a supervisory role.

Name: _____	Date: _____
Reports to: _____	

	Time	Initials
Immediate		
<ul style="list-style-type: none"> Read this entire Job Action Sheet Put on identification tag or vest as well as your hospital name tag Obtain briefing from the Incident Commander Ensure that all staff working in your area are informed that the Disaster Plan has been activated Using Form 4 indicate your unit assignment as Resuscitation (Task Force Assignment List) and place your name as Unit Leader When staff are assigned to your Unit by the Incident Commander, assign each to a task force using Form 4. Advise all assigned staff to read their job action sheets. Be prepared to provide direct patient care to patients in your unit until sufficient staffing arrives. 		
Intermediate		
<ul style="list-style-type: none"> Meet with the Incident Commander to discuss which patients the Resuscitation Unit will receive Meet with your task force leaders: <ul style="list-style-type: none"> Inform them what type of patients they will be receiving Advise them to discharge current patients if appropriate Meet with the Triage Unit Leader to discuss how patients will be assigned to available beds in the Resuscitation Unit. 		
Extended		
<ul style="list-style-type: none"> Assess personal and equipment needs for your area. If additional resources are required, notify the Incident Commander 		
Demobilization		
<ul style="list-style-type: none"> When the Disaster Plan is deactivated ensure your staff are aware Assist staff in returning to normal Emergency Department operations Identify need for post incident debriefing if necessary 		

Tools / Documentation

- Form 4: Task Force Assignment List



Emergent Treatment Unit Leader

Mission Statement: Supervise all aspects of patient care and organization for the Emergent Treatment Unit. Be prepared to provide direct patient care until sufficient resources arrive and allow you to assume solely a supervisory role.

Name: _____	Date: _____
Reports to: _____	

	Time	Initials
Immediate		
<ul style="list-style-type: none"> Read this entire Job Action Sheet Put on identification tag or vest as well as your hospital name tag Obtain briefing from the Incident Commander Ensure that all staff working in your area are informed that the Disaster Plan has been activated Using Form 4 indicate your unit assignment as Emergent Treatment (Task Force Assignment List) and place your name as Unit Leader When staff are assigned to your Unit by the Incident Commander, assign each to a task force using Form 4. Advise all assigned staff to read their job action sheets. Be prepared to provide direct patient care to patients in your unit until sufficient staffing arrives. 		
Intermediate		
<ul style="list-style-type: none"> Meet with the Incident Commander to discuss which patients the Emergent Treatment Unit will receive Meet with your task force leaders: <ul style="list-style-type: none"> Inform them what type of patients they will be receiving Advise them to discharge current patients if appropriate Meet with the Triage Unit Leader to discuss how patients will be assigned to available beds in the Emergent Treatment Unit. 		
Extended		
<ul style="list-style-type: none"> Assess personal and equipment needs for your area. If additional resources are required, notify the Incident Commander 		
Demobilization		
<ul style="list-style-type: none"> When the Disaster Plan is deactivated ensure your staff are aware Assist staff in returning to normal Emergency Department operations Identify need for post incident debriefing if necessary 		

Tools / Documentation

- Form 4: Task Force Assignment List



Urgent Treatment Unit Leader

Mission Statement: Supervise all aspects of patient care and organization for the Urgent Treatment Unit. Be prepared to provide direct patient care until sufficient resources arrive and allow you to assume solely a supervisory role.

Name: _____	Date: _____
Reports to: _____	

	Time	Initials
Immediate		
<ul style="list-style-type: none"> • Read this entire Job Action Sheet • Put on identification tag or vest as well as your hospital name tag • Obtain briefing from the Incident Commander • Ensure that all staff working in your area are informed that the Disaster Plan has been activated • Using Form 4 indicate your unit assignment as Urgent Treatment (Task Force Assignment List) and place your name as Unit Leader • When staff are assigned to your Unit by the Incident Commander, assign each to a task force using Form 4. • Advise all assigned staff to read their job action sheets. • Be prepared to provide direct patient care to patients in your unit until sufficient staffing arrives. 		
Intermediate		
<ul style="list-style-type: none"> • Meet with the Incident Commander to discuss which patients the Urgent Treatment Unit will receive • Meet with your task force leaders: <ul style="list-style-type: none"> ○ Inform them what type of patients they will be receiving ○ Advise them to discharge current patients if appropriate • Meet with the Triage Unit Leader to discuss how patients will be assigned to available beds in the Urgent Treatment Unit. 		
Extended		
<ul style="list-style-type: none"> ○ Assess personal and equipment needs for your area. If additional resources are required, notify the Incident Commander 		
Demobilization		
<ul style="list-style-type: none"> ○ When the Disaster Plan is deactivated ensure your staff are aware ○ Assist staff in returning to normal Emergency Department operations ○ Identify need for post incident debriefing if necessary 		

Tools / Documentation

- Form 4: Task Force Assignment List



Non-Urgent Treatment Unit Leader

Mission Statement: Supervise all aspects of patient care and organization for the Non-Urgent Treatment Unit. Be prepared to provide direct patient care until sufficient resources arrive and allow you to assume solely a supervisory role.

Name: _____	Date: _____
Reports to: _____	

	Time	Initials
Immediate		
<ul style="list-style-type: none"> • Read this entire Job Action Sheet • Put on identification tag or vest as well as your hospital name tag • Obtain briefing from the Incident Commander • Ensure that all staff working in your area are informed that the Disaster Plan has been activated • Using Form 4 indicate your unit assignment as Non-Urgent Treatment (Task Force Assignment List) and place your name as Unit Leader • When staff are assigned to your Unit by the Incident Commander, assign each to a task force using Form 4. • Advise all assigned staff to read their job action sheets. • Be prepared to provide direct patient care to patients in your unit until sufficient staffing arrives. 		
Intermediate		
<ul style="list-style-type: none"> • Meet with the Incident Commander to discuss which patients the Non-Urgent Treatment Unit will receive • Meet with your task force leaders: <ul style="list-style-type: none"> ○ Inform them what type of patients they will be receiving ○ Advise them to discharge current patients if appropriate • Meet with the Triage Unit Leader to discuss how patients will be assigned to available beds in the Non-Urgent Treatment Unit. 		
Extended		
<ul style="list-style-type: none"> ○ Assess personal and equipment needs for your area. If additional resources are required, notify the Incident Commander 		
Demobilization		
<ul style="list-style-type: none"> ○ When the Disaster Plan is deactivated ensure your staff are aware ○ Assist staff in returning to normal Emergency Department operations ○ Identify need for post incident debriefing if necessary 		

Tools / Documentation

- Form 4: Task Force Assignment List



Pediatric Unit Leader

Mission Statement: Supervise all aspects of patient care and organization for the Pediatric Unit. Be prepared to provide direct patient care until sufficient resources arrive and allow you to assume solely a supervisory role.

Name: _____	Date: _____
Reports to: _____	

	Time	Initials
Immediate		
<ul style="list-style-type: none"> • Read this entire Job Action Sheet • Put on identification tag or vest as well as your hospital name tag • Obtain briefing from the Incident Commander • Ensure that all staff working in your area are informed that the Disaster Plan has been activated • Using Form 4 indicate your unit assignment as Pediatric (Task Force Assignment List) and place your name as Unit Leader • When staff are assigned to your Unit by the Incident Commander, assign each to a task force using Form 4. • Advise all assigned staff to read their job action sheets. • Be prepared to provide direct patient care to patients in your unit until sufficient staffing arrives. 		
Intermediate		
<ul style="list-style-type: none"> • Meet with the Incident Commander to discuss which patients the Pediatric Unit will receive • Meet with your task force leaders: <ul style="list-style-type: none"> ○ Inform them what type of patients they will be receiving ○ Advise them to discharge current patients if appropriate • Meet with the Triage Unit Leader to discuss how patients will be assigned to available beds in the Pediatric Unit. 		
Extended		
<ul style="list-style-type: none"> ○ Assess personal and equipment needs for your area. If additional resources are required, notify the Incident Commander 		
Demobilization		
<ul style="list-style-type: none"> ○ When the Disaster Plan is deactivated ensure your staff are aware ○ Assist staff in returning to normal Emergency Department operations ○ Identify need for post incident debriefing if necessary 		
Tools / Documentation		
<ul style="list-style-type: none"> ○ Form 4: Task Force Assignment List 		



Triage Unit Leader

Mission Statement: Supervise all aspects of patient care and organization for the Triage Unit. Be prepared to provide patient triage until sufficient resources arrive and allow you to assume solely a supervisory role.

Name: _____	Date: _____
Reports to: _____	

	Time	Initials
Immediate		
<ul style="list-style-type: none"> • Read this entire Job Action Sheet • Put on identification tag or vest as well as your hospital name tag • Obtain briefing from the Incident Commander • Ensure that all staff working in your area are informed that the Disaster Plan has been activated • Using Form 4 indicate your unit assignment as Triage (Task Force Assignment List) and place your name as Unit Leader • When staff are assigned to your Unit by the Incident Commander, assign each to a task force using Form 4. • Advise all assigned staff to read their job action sheets. 		
Intermediate		
<ul style="list-style-type: none"> • Meet with the Incident Commander to discuss: <ul style="list-style-type: none"> ○ How patients will be triaged ○ How triaged patients will be assigned to beds • Meet with your Task Force Leaders to discuss: <ul style="list-style-type: none"> ○ How patients will be triaged ○ How triaged patients will be assigned to beds • Meet with the Unit Leaders to discuss how patients will be assigned to available beds in the Unit 		
Extended		
<ul style="list-style-type: none"> ○ Assess personal and equipment needs for your area. If additional resources are required, notify the Incident Commander ○ Review waiting room charts for patients who may be suitable for management in other facilities or areas, or delegate one of your staff to do so. Advise any discharged patients to report to the discharge area before leaving the facility. 		
Demobilization		
<ul style="list-style-type: none"> ○ When the Disaster Plan is deactivated ensure your staff are aware ○ Assist staff in returning to normal Emergency Department operations ○ Identify need for post incident debriefing if necessary 		

Tools / Documentation

- Form 4: Task Force Assignment List



Task Force Leader

Mission Statement: Work as a team with the other task force members in providing direct patient management to patients under your care. Serve as the representative for you task force and point of contact for the Unit Leader

Name: _____	Date: _____
Reports to: _____	

	Time	Initials
Immediate		
<ul style="list-style-type: none"> • Read this entire Job Action Sheet • Put on identification tag or vest as well as your hospital name tag • Ensure that all staff working in your Task Force are aware 		
Intermediate		
<ul style="list-style-type: none"> • Meet with the Unit Leader to discuss: <ul style="list-style-type: none"> ○ Which type of patients your Task Force will receive. ○ How patients will be assigned to your Task Force • Meet with your Task Force Members to discuss: <ul style="list-style-type: none"> ○ Which type of patients your Task Force will receive ○ How each member will contribute to the team 		
Extended		
<ul style="list-style-type: none"> ○ Assess personal and equipment needs for your Task Force. If additional resources are required, notify the Incident Commander ○ Advise any discharged patients to report to the discharge area before leaving the facility. 		
Demobilization		
<ul style="list-style-type: none"> ○ When the Disaster Plan is deactivated ensure your Task Force Members are aware ○ Assist staff in returning to normal Emergency Department operations ○ Identify need for post incident debriefing if necessary 		

Tools / Documentation

- None



Administration Chief

Mission Statement: Monitor and supervise the financial aspects of the Emergency Department disaster response. Document expenditures associated with supplies, equipment, and personal

Name: _____	Date: _____
Reports to: _____	(Incident Commander)

	Time	Initials
Immediate		
<ul style="list-style-type: none"> o Read this entire job action sheet o Put on identification tag or vest and your hospital ID tag o Receive briefing from the Incident Commander o Establish a Administration Section Center near the Incident Command Post 		
Intermediate		
<ul style="list-style-type: none"> o Ensure the maintenance of an accurate and current financial report 		
Extended		
<ul style="list-style-type: none"> o Brief the Incident Commander frequently on the status of the administration section 		
Demobilization		

Tools / Documentation
o



Planning Chief

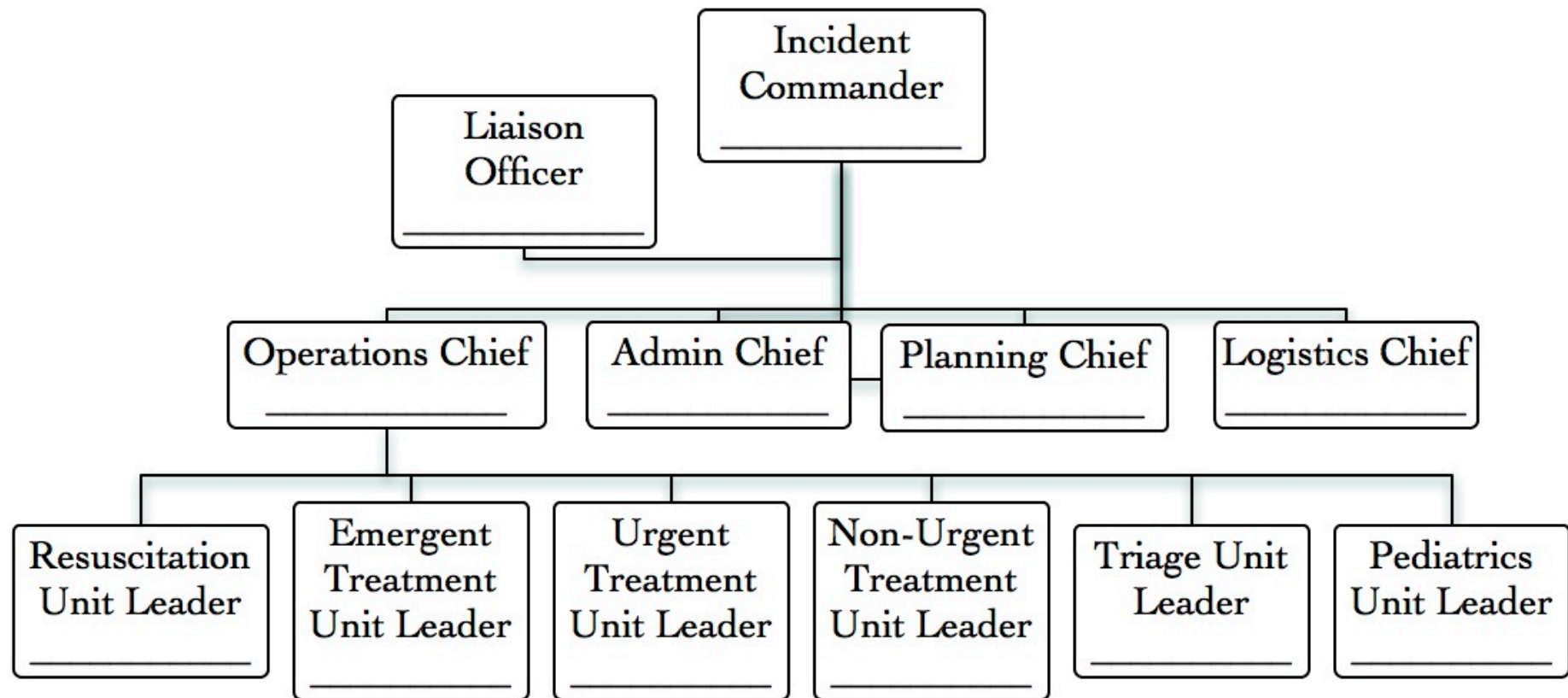
Mission Statement: Work with the Incident Commander to organize and direct the planning aspects of the Emergency Department Response.

Name: _____	Date: _____
Reports to: _____	(Incident Commander)

	Time	Initials
Immediate		
<ul style="list-style-type: none"> ○ Read this entire job action sheet ○ Put on identification tag or vest and your hospital ID tag ○ Receive briefing from the Incident Commander ○ Establish a Planning Section Center near the Incident Command Post ○ Meet with the Liaison Officer to obtain further information about the status of all responding agencies 		
Intermediate		
<ul style="list-style-type: none"> ○ Ensure the formulation and distribution of a incident specific action plan 		
Extended		
<ul style="list-style-type: none"> ○ Brief the Incident Commander frequently on the status of the planning section 		
Demobilization		

Tools / Documentation

Incident Command Organizational Chart





Communications Log

Incident Name: _____ Date: _____

	Name	Agency	Message	Action	Action Completed?	
					Initials	Time
1						
2						
3						
4						
5						



Incident Check In

Incident Name: _____ Date: _____

	Name	Agency	Initial Assignment	Contact Phone/pager/etc	Time	
					IN	OUT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						



Task Force Assignment List

UNIT (check) <input type="radio"/> Resuscitation Unit <input type="radio"/> Emergent Treatment Unit <input type="radio"/> Urgent Treatment Unit <input type="radio"/> Non-Urgent Treatment Unit <input type="radio"/> Pediatrics <input type="radio"/> Triage

Unit Leader: _____
Date: _____
Reports to: _____

Task Force #1	
MD	
Nurse	
Resident	
Student	
RT	
Other	

Task Force #2	
MD	
Nurse	
Resident	
Student	
RT	
Other	

Task Force #3	
MD	
Nurse	
Resident	
Student	
RT	
Other	

Task Force #4	
MD	
Nurse	
Resident	
Student	
RT	
Other	

Task Force #5	
MD	
Nurse	
Resident	
Student	
RT	
Other	

Task Force #6	
MD	
Nurse	
Resident	
Student	
RT	
Other	



Supplies Worksheet

Incident Name: _____ Date: _____

	Name	Unit	Supply Requested	#	Action	Action Completed?	
						Initials	Time
1							
2							
3							
4							
5							