INCIDENT COMMANDER (IC) JOB ACTION SHEET

How to Use This Job Action Sheet

This Job Action Sheet (JAS) is designed for Community Health Centers (CHCs) using an all-hazards, scalable approach.

📌 When to Use

- During any incident disrupting CHC operations: facility issues, IT outages, staffing shortages, severe weather, behavioral health incidents, etc.
- Only activate roles your CHC can realistically staff.

📋 How to Use

- Assign roles based on staffing capabilities
- Each staff member should follow their JAS checklist
- Document all actions using internal reports or the CHCANYS report template located on the Emergency Preparedness Resource Library (ERL)
- IC approves decisions, communications, and VEOCI reporting

🔑 Key Principles

- Keep documentation simple and continuous
- Use existing CHC communication tools (Call tree, email list, etc.)
- Prioritize safety
- Maintain situational awareness
- Scale actions to CHC capabilities

🧠 For Exercises

- Use training/exercise notes
- Capture strengths, gaps, and improvements

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INCIDENT COMMANDER (IC) – CHC ALL- HAZARDS JOB ACTION SHEET

💡 **Suggested Role Assignment (Optional – based on CHC capacity)**

Typically filled by:

- CEO
- COO
- CMO
- Senior Operations Leader
- Alternate: Any senior leader trained in ICS and decision making

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✅ **When to Activate ICS**

Activate the IC role when any incident:

- Disrupts or threatens CHC clinical or operational functions
- Impacts staff or patient safety
- Requires closure, relocation, or modification of services
- Triggers external alerts (CHCANYS, DOH, DOHMH, weather alerts)
- Requires coordinated multi–site response *(EOP Sections 3.2 & 3.3)*

👥 Mini ICS Organization Chart (CHC – Scaled)

Incident Commander

→ Operations Section (if staffed)

→ Planning Section Chief (PSC)

→ Logistics Section (if staffed)

→ Finance/Admin Section (if staffed)

(Reflects EOP Section 3.1 flexibility: IC determines which roles to activate)

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🤝 Role Interaction Map

- **IC ↔ PSC:** PSC provides status, documentation, and recommended objectives
- **IC ↔ Operations:** IC approves actions; operations must carry out
- **IC ↔ CHCANYS:** Responds to VEOCI status requests
- **IC ↔ All sections:** Provides overall direction & sets priorities

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🎯 Mission

Provide overall leadership and direction, ensure life safety, maintain essential functions, coordinate response, approve communications, and ensure accurate reporting and documentation *(EOP 3.6)*

🚨 Immediate Actions (0–2 Hours)

- ☐ Receive briefing on incident: scope, risks, operational impact, facility status, staffing, technology *(EOP 3.5)*
- ☐ Activate ICS (partial or full) based on available staff *(CHCANYS EOP 3.1)*
- ☐ Assign PSC and any other Section Chiefs needed
- ☐ Ensure staff/patient safety and stabilize immediate threats
- ☐ Establish internal communication method (email, teams, call tree)
- ☐ Set initial operational period *(CHCANYS EOP 3.3)*
- ☐ Direct PSC to initiate Situation Status Log
- ☐ Ensure documentation using:
- Internal CHC reports
- CHCANYS Report Template (ERL)
- If CHCANYS sends VEOCI alert, submit operational status promptly *(CHCANYS EOP Section 8)*

📣 Intermediate Actions (2–12 Hours)

- ☐ Maintain situational awareness via PSC updates & Section Chiefs *(CHCANYS EOP 3.5)*
- ☐ Validate or revise operational objectives
- ☐ Approve resource allocation based on CHC capacity *(CHCANYS EOP 6.3–6.5)*
- ☐ Ensure essential services continue (clinical, pharmacy, behavioral health)
- ☐ Approve internal/external communications *(CHCANYS EOP 7.2)*
- ☐ Participate in briefings; ensure accurate SITREPs *(CHCANYS EOP 3.5)*
- ☐ Coordinate with CHCANYS, DOH, and partners as needed *(CHCANYS EOP Section 8)*
- ☐ Monitor staff well-being *(CHCANYS EOP 7.3)*

⏰ Extended Actions (12+ Hours & Demobilization)

- ☐ Evaluate whether ICS activation should continue or scale down
- ☐ Oversee continuity/restoration of services *(CHCANYS EOP Section 4)*
- ☐ Ensure all documentation is completed and submitted *(CHCANYS EOP 3.5)*
- ☐ Conduct or delegate debriefings and hotwash *(CHCANYS EOP 9.2)*
- ☐ Provide input to PSC for After-Action Report (AAR)
- ☐ Demobilize ICS roles when appropriate *(CHCANYS EOP 3.6)*

📄 Documentation & Reporting

- ☐ Ensure all actions and decisions are documented using:
  - Internal CHC forms or CHCANYS Report Template (ERL)
- ☐ Ensure timely VEOCI operational status updates during CHCANYS requests

This role is typically filled by:

- CEO/Administrative Manager, Emergency Preparedness Coordinator
- Quality/Compliance Leader
- Safety Officer/Facilities Director
- Alternate: Any staff trained in documentation, information gathering, or planning functions

Training/Exercise Notes:

Observer Notes:

Improvement items:

Completed: □ Immediate □ Intermediate □ Extended