



## Appendix D.3: Incident Command Structure (ICS) - Digging Deeper

Incident Command Structure (ICS) can feel daunting when beginning to create a system for your facility/agency. This document was created for those that chose to dig deeper and add more layers to their facilities/agencies ICS.

The California Disaster Preparedness Program website is a great resource for digging deeper into an ICS structure if one chooses to do so. Although it does have a focus on Nursing Home Incident Command Structure, much of it can be tailored to your specific organization. Listed below are some helpful links.

**Main Website:** [CAHF-DPP | NHICS 2017 | Nursing Home Incident Command System \(cahfdisasterprep.com\)](#)

### ICS Job Action Sheets Incident Response Guides:

#### Command Staff:

[Incident Commander \(cahf.org\)](#)

[Safety Officer \(cahf.org\)](#)

[Medical Director/Specialist \(cahf.org\)](#)

[Public Information Officer \(PIO\) \(cahf.org\)](#)

[Scribe/Runner \(cahf.org\)](#)

#### Operations Staff

[Operations Section Chief \(cahf.org\)](#)

[Resident Services Branch Director \(cahf.org\)](#)

[Infrastructure Branch Director \(cahf.org\)](#)

#### Planning Staff

[Planning Section Chief \(cahf.org\)](#)

#### Logistics Staff

[Logistic Section Chief \(cahf.org\)](#)

#### Finance Staff

[Finance/Admin Section Chief \(cahf.org\)](#)

## Incident Response Guides:

[ActiveShooterIRG 2017.pdf \(cahf.org\)](#)

[EvacuationIRG 2017.pdf \(cahf.org\)](#)

[FireIRG 2017.pdf \(cahf.org\)](#)

[Hazardous WasteIRG 2017.pdf \(cahf.org\)](#)

[InfectiousDiseaseIRG 2017.pdf \(cahf.org\)](#)

[MissingResidentIRG 2017.pdf \(cahf.org\)](#)

[Severe WeatherIRG 2017.pdf \(cahf.org\)](#)

[ShelterInPlaceIRG 2017.pdf \(cahf.org\)](#)

[UtilityFailureIRG 2017.docx \(live.com\)](#)

## Incident Command Positions

The following table is a list of persons that **can be** used to fill a role in the ICS Organization Chart, this list is not all encompassing:

Incident Command Position	Facility Role
Incident Commander	Administrator/Director
Medical Director/Specialist	Medical Director/Nurse Consultant
Public Information Officer	Administrator/Media Relations
Liaison Officer	Community Specialist/Assistant Administrator
Safety Officer	Maintenance
Operations Section Chief	Director of Nursing/Nursing Supervisor
Resident Services Branch Director	Director of Staff Development
Nursing Unit Leader	Nursing Supervisor/Charge Nurse
Admit/Transfer and Discharge Unit Leader	Nursing Supervisor/Charge Nurse/Admissions
Infrastructure Branch Director	Housekeeping supervisor
Dietary Unit Leader	Dietary supervisor
Environmental Unit Leader	Housekeeping
Physical Plant/Security Leader	Maintenance
Planning Section Chief	Assistant administrator
Situation Unit Leader	Admissions
Documentation Unit Leader	Medical Records
Logistics Section Chief	Chief Finance Officer/Assistant Administrator
Services Branch Director	Accounts Manager
Communications Unit Leader	Maintenance
IT/IS Unit Leader	IT/IS staff
Supply Unit Leader	Purchasing
Staffing/Scheduling Unit Leader	Human Resources/Staffing
Transportation Unit Leader	Maintenance/Activity Staff/Rehab
Finance/Admin Section Chief	Chief Finance Officer/Accounting
Time Unit Leader	Payroll/Billing
Claims Unit Leader	Risk Manager/Quality Manager