



Incident Command Chart — Who Does What When the Alarm Goes

Six roles, named in advance, with deputies. Fill in the names, laminate, hang it in the emergency operations room

INCIDENT COMMANDER		
Primary: _____ Deputy: _____ Declares the incident · opens the operations room · appoints section chiefs · sets objectives for the first hour · authorises surge, transfers and public statements · declares stand-down		
OPERATIONS Primary: _____ Deputy: _____ First actions: • Activate triage area and team • Clear and expand the emergency department • Open surge beds per the plan • Report bed and staff status hourly	PLANNING Primary: _____ Deputy: _____ First actions: • Track patients (Tool 4) and beds • Forecast needs at 4, 12, 24 hours • Keep the incident log • Prepare the next shift's plan	LOGISTICS Primary: _____ Deputy: _____ First actions: • Open emergency stock; count PPE, fluids, drugs • Confirm power, water, oxygen • Arrange food and rest for staff • Call suppliers on the priority list
FINANCE / ADMIN Primary: _____ Deputy: _____ First actions: • Record all costs and overtime • Register volunteers and credentials • Track damaged equipment • Prepare claims documentation	SAFETY Primary: _____ Deputy: _____ First actions: • Control access — single entry • Fire and hazard walk-round • Decontamination area if needed • Stop any unsafe operation	LIAISON / INFORMATION Primary: _____ Deputy: _____ First actions: • Notify health authority, police, ambulance • Single spokesperson; statement template • Family information point • Log all external requests

Rule. One person can hold more than one role in a small hospital; no role can be empty. Whoever is the most senior person present when the alarm goes is Incident Commander until relieved. Say so on the chart.

ASF standards: Standard 3 — emergency preparedness (command and control)