**A blue and black logo

Description automatically generated INCIDENT COMMAND SYSTEM FORMS**

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| **#** | **Name** | **Responsible for Completion** | **When Completed** |
| **200** | **Incident Action Plan (IAP) Cover Sheet** | Incident Commander or Planning Section Chief | Optional form used each operational period to list forms used in the Incident Action Plan (IAP) |
| **IAP Quick Start** | **Incident Action Plan (IAP) Quick Start** | Incident Commander or Planning Section Chief | Optional form for documenting an IAP for a smaller incident or to quickly start the documentation for any event |
| **201** | **Incident Briefing** | Incident Commander | Prior to briefing in the current operational period |
| **202** | **Incident Objectives** | Planning Section Chief | Prior to briefing in the current operational period |
| **203** | **Organization Assignment List** | Resources Unit Leader or Planning Section Chief | At the start of the first operational period, prior to each subsequent operational period, and as additional positions are staffed |
| **204** | **Assignment List** | Each Section Chief or Branch Director activated | At the start of each operational period |
| **205A** | **Communications List** | Communications Unit Leader | Whenever possible prior to an event, at the start of each operational period, and as changes are made |
| **206** | **Staff Medical Plan** | Employee Health and Well-Being Unit Leader | At the start of each operational period |
| **207** | **Hospital Incident Management Team (HIMT) Chart** | Incident Commander or designee | Whenever possible prior to an event, displayed using projection or wall chart at the start of each operational period, and updated as changes are made |
| **213** | **General Message Form** | All personnel | When intended receiver is unavailable to speak with the sender or when a communication includes specific details for which accuracy needs to be ensured |
| **214** | **Activity Log** | All HIMT personnel | Continuously as a tool used to record major decisions (and critical details as needed) at all levels, from activation through demobilization |
| **215A** | **Incident Action Plan (IAP) Safety Analysis** | Safety Officer | Prior to safety briefing and is part of shift briefings conducted for all staff at the start of each operational period |
| **221** | **Demobilization Check-Out** | HIMT personnel designated by the Incident Commander | Documents personnel and resources checking out of the incident as they are released |
| **251** | **Facility System Status Report** | Infrastructure Branch Director | At start of operational period, as conditions change, or more frequently as indicated by the situation |
| **252** | **Section Personnel Timesheet** | HIMT personnel as directed by Incident Commander or the appropriate Section Chief | Throughout activation |
| **253** | **Volunteer Registration** | Labor Pool and Credentialing Unit Leader | Throughout activation |
| **254** | **Disaster Victim/Patient Tracking** | Patient Tracking Manager or team | Hourly and at end of each operational period, upon arrival of the first patient and until the disposition of the last |
| **255** | **Master Patient Evacuation Tracking** | Situation Unit Leader or designee (Patient Tracking Manager) | As decisions are made and as information is determined concerning patient disposition during an evacuation |
| **256** | **Procurement Summary Report** | HIMT personnel as directed by the Procurement Unit Leader | Prior to the end of the operational period and as procurements are completed |
| **257** | **Resource Accounting Record** | HIMT personnel as directed by the appropriate Section Chiefs | Prior to the end of the operational period or as needed |
| **258** | **Hospital Resource Directory** | Resources Unit Leader | Whenever possible prior to an event, at the start of each operational period, and as changes are made |
| **259** | **Hospital Casualty/ Fatality Report** | Patient Tracking Manager or team | Prior to briefing in the next operational period |
| **260** | **Patient Evacuation Tracking** | Inpatient Unit Leader, Outpatient Unit Leader, and/or Casualty Care Unit Leader | As patients are identified for evacuation |