



## HICS 207 – ORGANIZATION CHART

**PURPOSE:** DOCUMENT HICS POSITIONS ASSIGNED.

**ORIGINATION:** INCIDENT COMMANDER.

**COPIES TO:** COMMAND STAFF, GENERAL STAFF, BRANCH DIRECTORS, UNIT LEADERS, AND DOCUMENTATION UNIT LEADER.

### INSTRUCTIONS:

Print legibly, and enter complete information.

- 1. INCIDENT NAME** If the incident is internal to the hospital, the name may be given by the hospital's Incident Commander. If the incident affects the larger community, the name may be given by a local authority (e.g., fire department, local EOC, etc.).
- 2. DATE PREPARED** Use the international standard date notation **YYYY-MM-DD**, where YYYY is the year, MM is the month of the year between 01 (January) and 12 (December), and DD is the day of the month between 01 and 31. For example, the fourteenth day of February in the year 2006 is written as **2006-02-14**.
- 3. TIME PREPARED** Use the international standard notation **hh:mm**, where hh is the number of complete hours that have passed since midnight (00-24), and mm is the number of complete minutes that have passed since the start of the hour (00-59). For example, 5:04 PM is written as **17:04**. Use local time.
- 4. OPERATIONAL PERIOD DATE/TIME** Identify the operational period during which this information applies. This is the time period established by the hospital's Incident Commander, during which current objectives are to be accomplished and at the end of which they are evaluated. For example, a 12-hour operational period might be 2006-08-16 18:00 to 2006-08-17 06:00.
- 5. ORGANIZATION CHART** Use proper names to identify personnel assigned to positions. Refer to information recorded in HICS 203, Organization Assignment List, as available.
- 6. FACILITY NAME** Use when transmitting the form outside of the hospital.

**WHEN TO COMPLETE:** Whenever possible prior to an event, at the start of each operational period, and as changes are made.

**HELPFUL TIPS:** This form identifies personnel with predefined responsibilities, establishing ideal reporting and communication lines. Display this form prominently in a central location within the Hospital Command Center.