

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
EMERGENCY COMMANDER – HOSPITAL ADMINISTRATOR

- Mission:** Organize and direct Command Center. Give overall direction for hospital operations and if needed, authorize evacuation.
- Immediate:**
- ___ Initiate the Hospital Emergency Command System by assuming role of Emergency Commander.
 - ___ Read Job Description and put on position tag.
 - ___ Appoint all Chiefs and the Medical Staff Director:
 - Facility Logistics Chief _____
 - Financial Chief _____
 - Nursing Chief _____
 - EMS/Outpatient Chief _____
 - Professional Services Chief _____
 - Medical Director _____
 - Medical School / Allied Health Director _____
 - ___ Distribute corresponding Job Descriptions and forms pertinent to sections and positions.
 - ___ Appoint:
 - Public Information Officer _____
 - Liaison Officer _____
 - Security Officer _____
 - Safety Officer _____
 - Situation/Status Officer _____
 - ___ Distribute Job Descriptions.
 - ___ Announce a status/action plan meeting of all Chiefs, Medical School / Allied Health Director and Medical Staff Director to be held within 5 to 10 minutes.
 - ___ Assign someone as Documentation Recorder/Aide.
 - ___ Receive status report and discuss an initial action plan with above. Determine appropriate level of service during immediate aftermath.
 - ___ Receive initial facility damage survey report from Facility Logistics Chief, if applicable, evaluate the need for evacuation.
 - ___ Obtain patient census and status. Call for a hospital-wide projection report from chiefs for 4, 8, 24 & 48 hours from time of incident onset. Adjust projections as necessary.
- Intermediate
- ___ Authorize a patient prioritization assessment for the purposes

& of designating appropriate early discharge, if additional beds are needed.

Extended

- ___ If mass discharge becomes necessary, assess the projected number of incoming casualties and the level of inpatient care, i.e., general care, intensive care, they will require. Request, by patient care unit, the number of patients appropriate for discharge home and the number appropriate for discharge to another medical facility. In addition, assess the staff, equipment and supplies required for discharge and internal transportation activities.
- ___ When a mass discharge is deemed necessary, designate discharge areas and internal transportation routes, including allocation of specific elevators for the exclusive use of transporting patients from patient care areas to the Discharge Area.
- ___ Assure that contact and resource information has been established with outside agencies through the Liaison Officer.
- ___ Authorize resources as needed or requested by Chiefs.
- ___ Designate routine briefings with Chiefs, Officers and Medical Director to receive status reports and update the action plan regarding the continuance and termination of the action plan.
- ___ Communicate status to the Chancellor.
- ___ Consult with Chiefs on needs for staff, physicians, volunteer responders and food and shelter. Consider needs for dependents. Authorize plan of action.
- ___ Approve media releases submitted by Public Information Officer.
- ___ Have Command Center Team complete the Communication During Emergency Plan Form. (See attached).
- ___ Document all actions/decisions.
- ___ Observe and assist staff who exhibit signs of stress and fatigue. Provide for staff rest periods and relief.
- ___ Direct non-utilized staff to Labor Pool.