



# Emergency Preparedness Plan (EPP) Series 2: Incident Command System Basics Management System and Tools for Events

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# Agenda

- HSAG EPP Website
- Incident Command System
- Q&A

# HSAG EPP Website

## Emergency Preparedness



Healthcare providers, community-based organizations, and individuals in the community need to be ready to respond to emergencies, including Emerging Infectious Diseases (EIDs) and viral outbreaks such as COVID-19 or influenza, which can spread quickly and require a rapid, robust response to minimize spread. It is vital that all entities self-assess their ability to manage emergencies, are prepared with comprehensive and actionable emergency preparedness plans (EPPs), and are armed with checklists to operationalize logistics in the event of an emergency or healthcare crisis.

### Register for the Emergency Preparedness Webinars

February 15–October 18, 2023 (Sessions 1–9)  
3rd Wednesday of the month, 3–3:45 p.m. PT  
[bit.ly/epp-series](https://bit.ly/epp-series)

## Nursing Homes

HSAG is supporting nursing homes to ensure that your center's EPP encompasses EIDs as stated in QSO-21-15-ALL. Below is a streamlined EID self-assessment checklist to download and complete with your team. This will give you a barometer reading of your center's EID preparedness strengths and opportunities for further focus. After completing the checklist please submit your EID results using the button below so HSAG can offer your center specific assistance.



## Hospitals

HSAG is querying hospitals to attest that an EPP is in place. Please submit your responses to these three questions by using the button below. HSAG is available to provide EPP support to hospitals in need of assistance.



Hospitals
Care Coordination
▶ Emergency Preparedness
Infection Prevention
Opioid Stewardship
QIO Events



<https://www.hsag.com/emergency-preparedness>

# Poll Questions

1. Do you need assistance with your EPP?

- A. Yes
- B. No

2. **Nursing Homes Only**: What template are you using for your EPP?

- A. CAHF
- B. MED-PASS
- C. The American Health Care Association (AHCA)
- D. Other

**NURSING  
HOME  
AND  
HOSPITAL  
INCIDENT  
COMMAND  
SYSTEM**

**Incident Command  
System Basics  
Management  
System and Tools  
for Events**

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# OBJECTIVES

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- Learn the principal concepts and features of the HICS/NHICS
- Understand the roles and relationships of the Incident Management Team
- Understand the principles of Incident Action Planning

# HICS/NHICS OVERVIEW

Assists in emergency management planning, response, and recovery capabilities for unplanned and planned events

Consistent with ICS and the National Incident Management System (NIMS) principles

- ✓ Logical management structure
- ✓ Defined responsibilities
- ✓ Clear reporting channels
- ✓ Common nomenclature

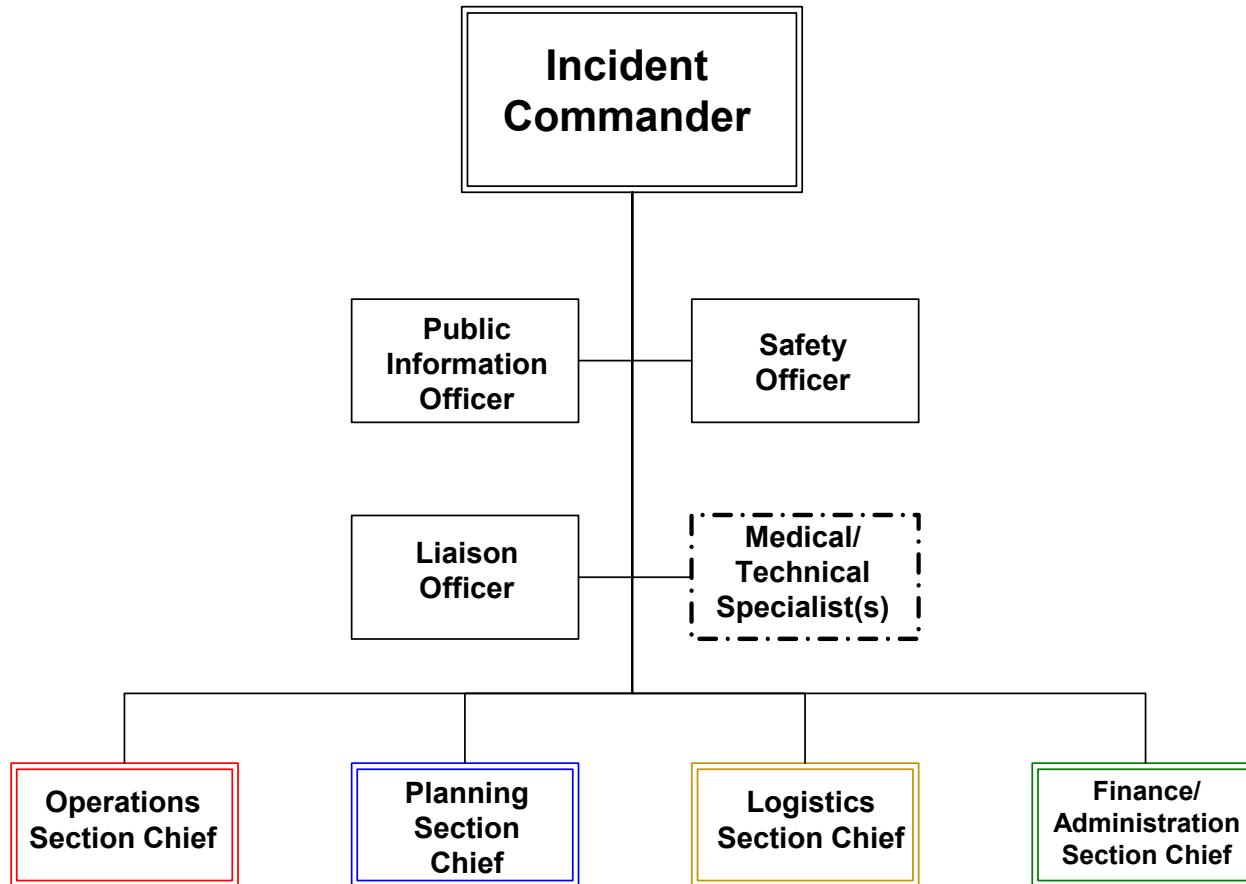




# HICS/NHICS FEATURES

- Incident Management Team Chart
- All Hazard Approach
- Incident Action Planning
- Job Action Sheet
- Incident Planning Guides
- Incident Response Guides
- HICS/NHICS Forms
- Promotes Recovery

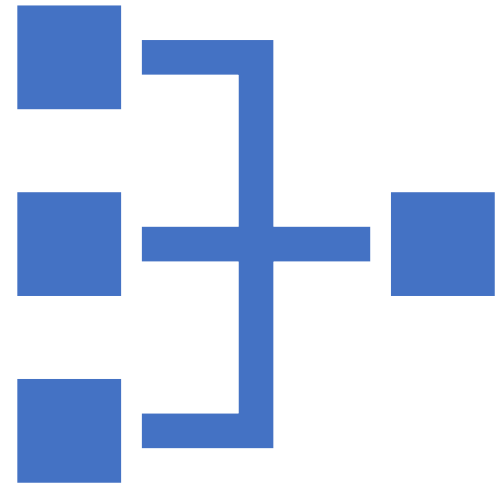
# BASIC INCIDENT COMMAND STRUCTURE



Modular Organization:  
Functional Sections Activated as Needed

# INCIDENT COMMAND SYSTEM

- The system is **scalable** so that *more* or *fewer* positions—depending on the emergency—may be implemented



# COMMAND

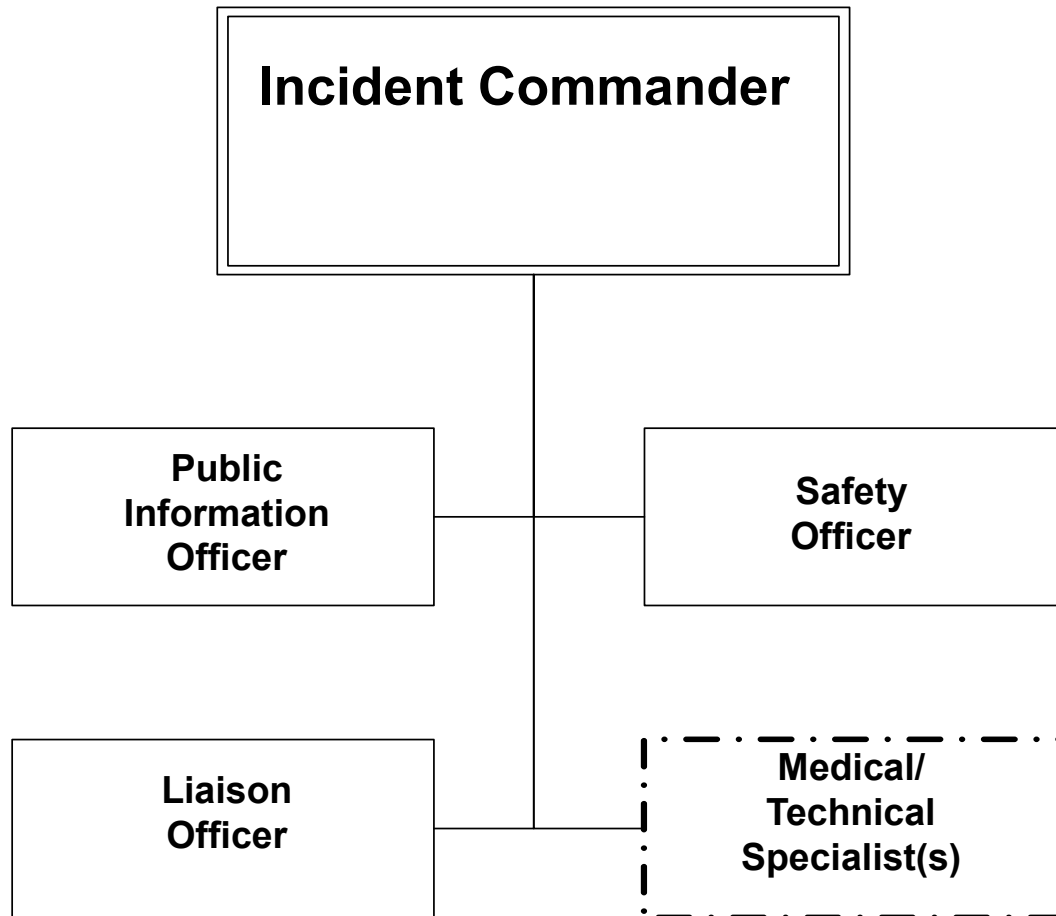
## Command functions

- **Maintain overall management of the incident**
- Sets incident objectives and priorities
- Devise and approve strategies
- Ensure mission completion

## Command consists of:

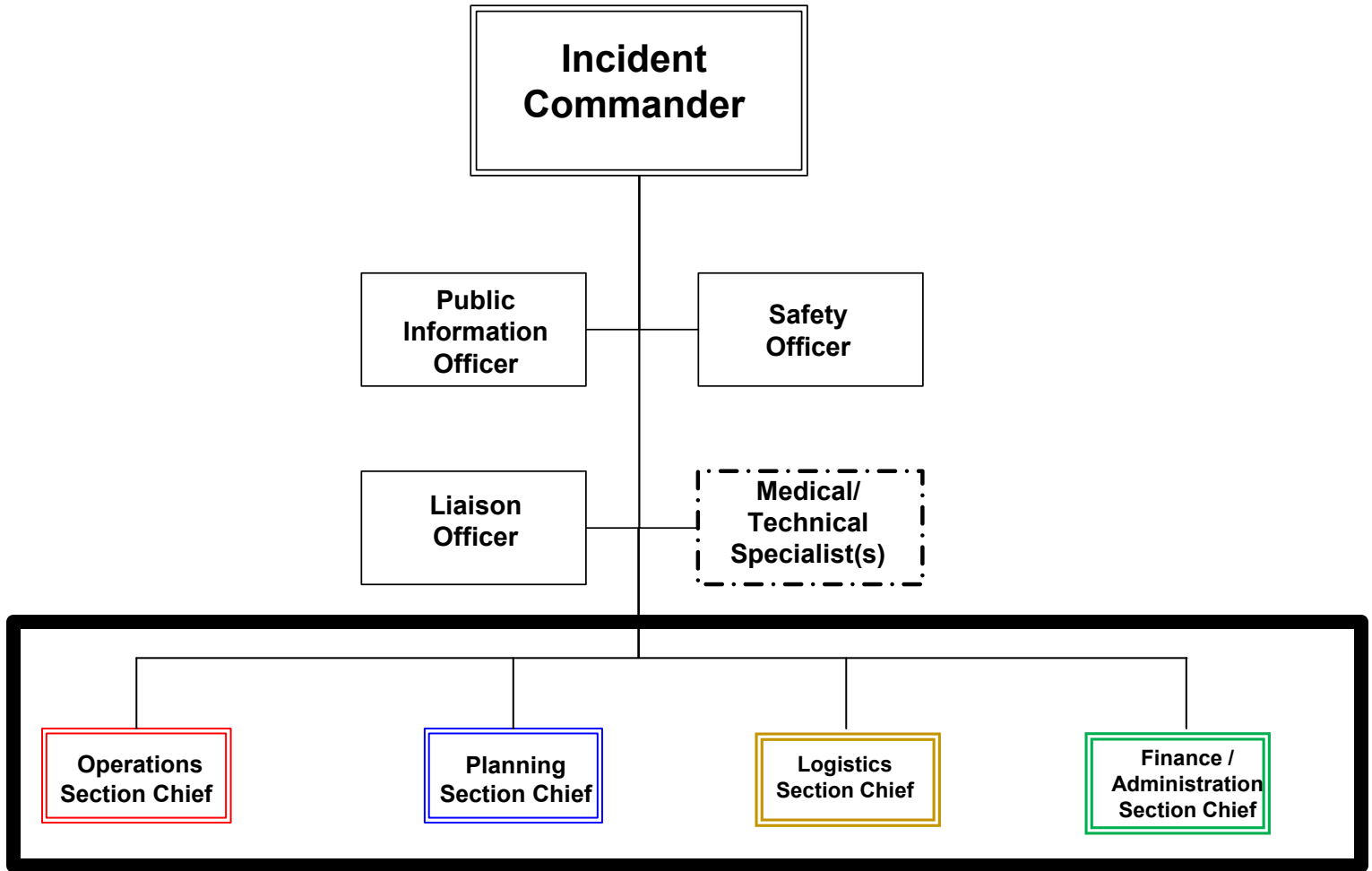
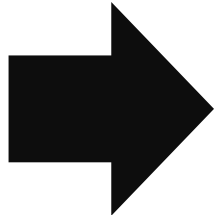
- Incident Commander
- Command Staff

# COMMAND STAFF

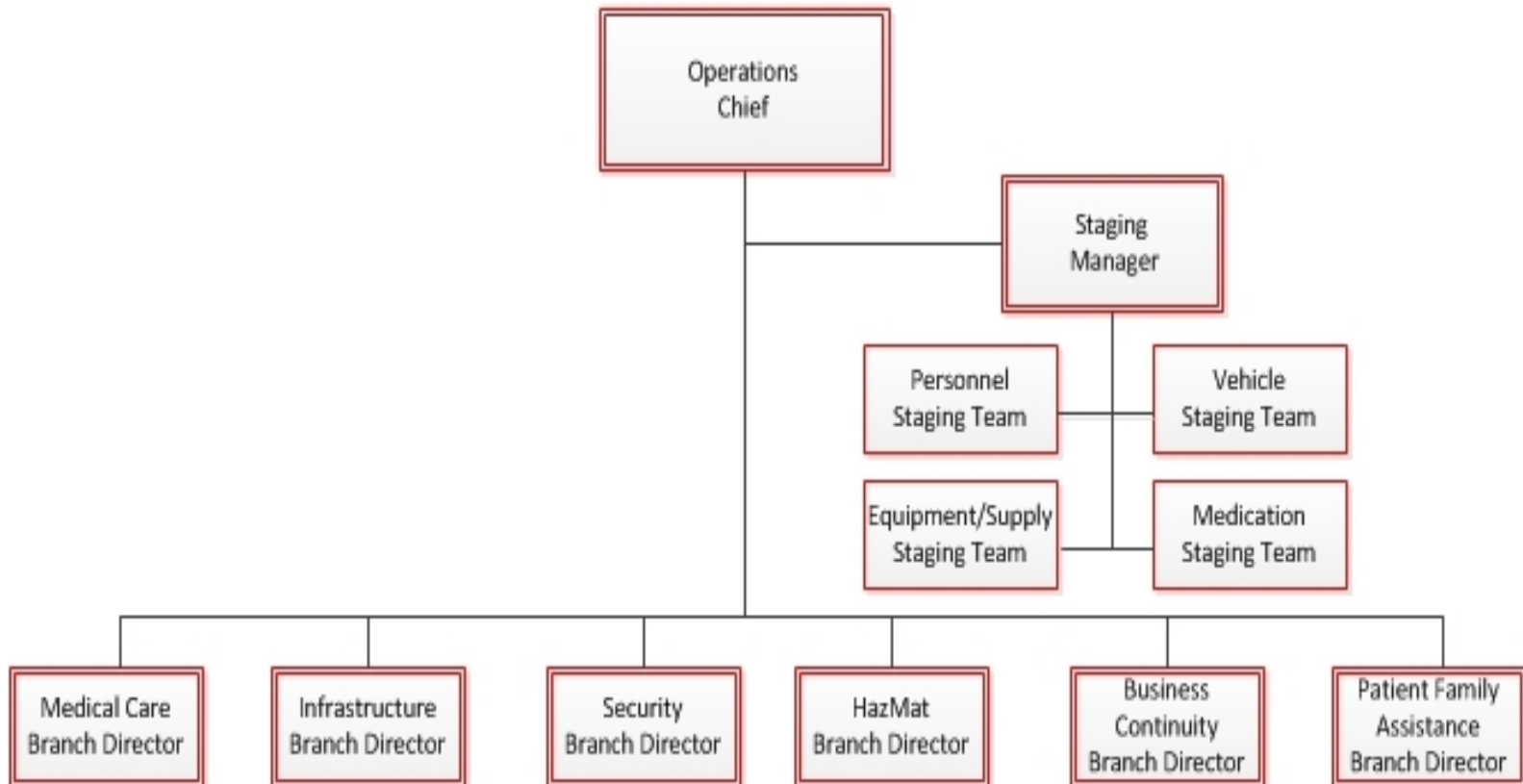


# SECTIONS

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# OPERATIONS



# OPERATIONS SECTION

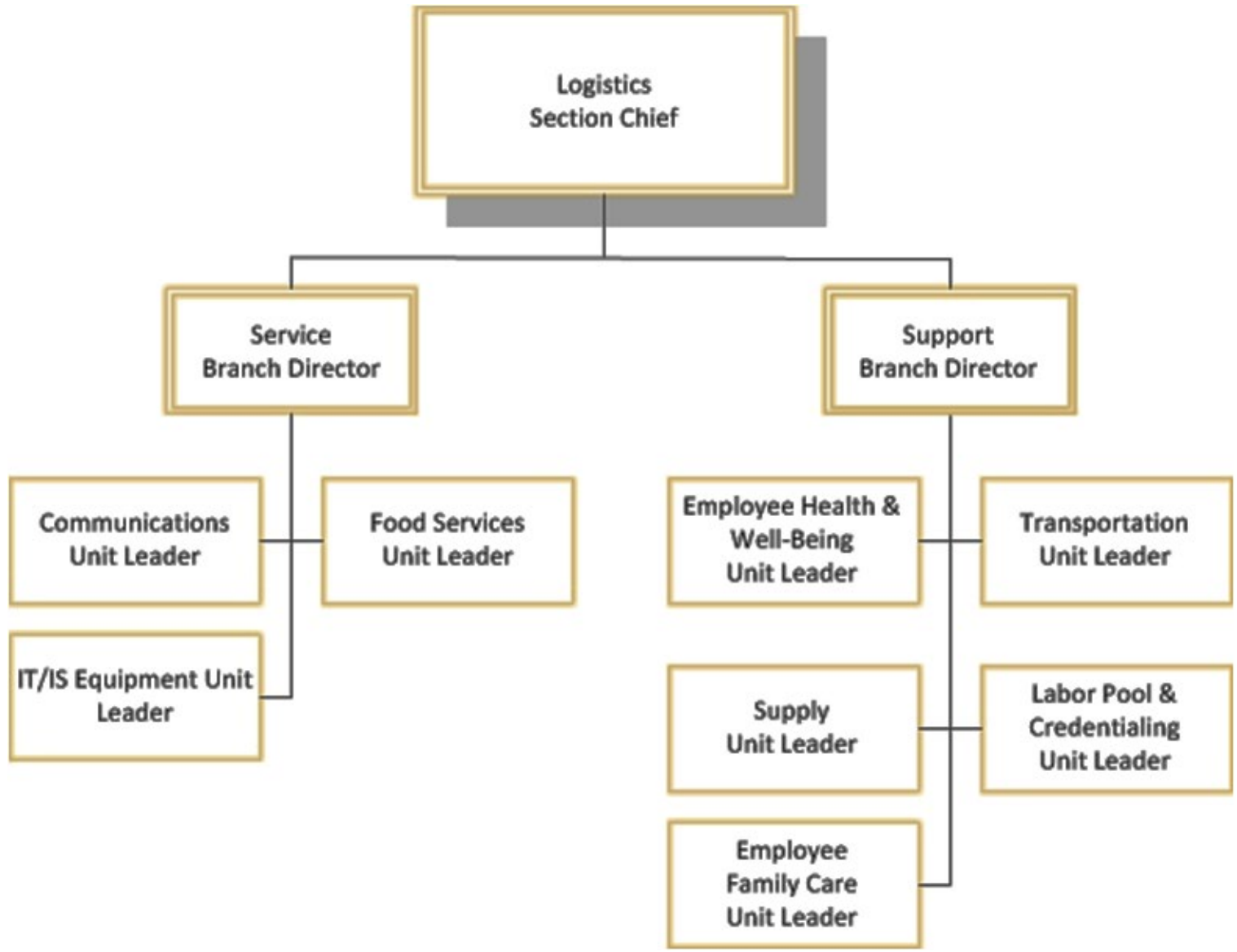
## Operations Section Mission:

- ✓ Manage tactical operations
  - ✓ Direct all tactical resources
  - ✓ Carry out the mission and Incident Action Plan
- 
- Ensures completion of HICS/NHICS 204 Assignment by each Branch
  - Led by a Section Chief





# LOGISTICS

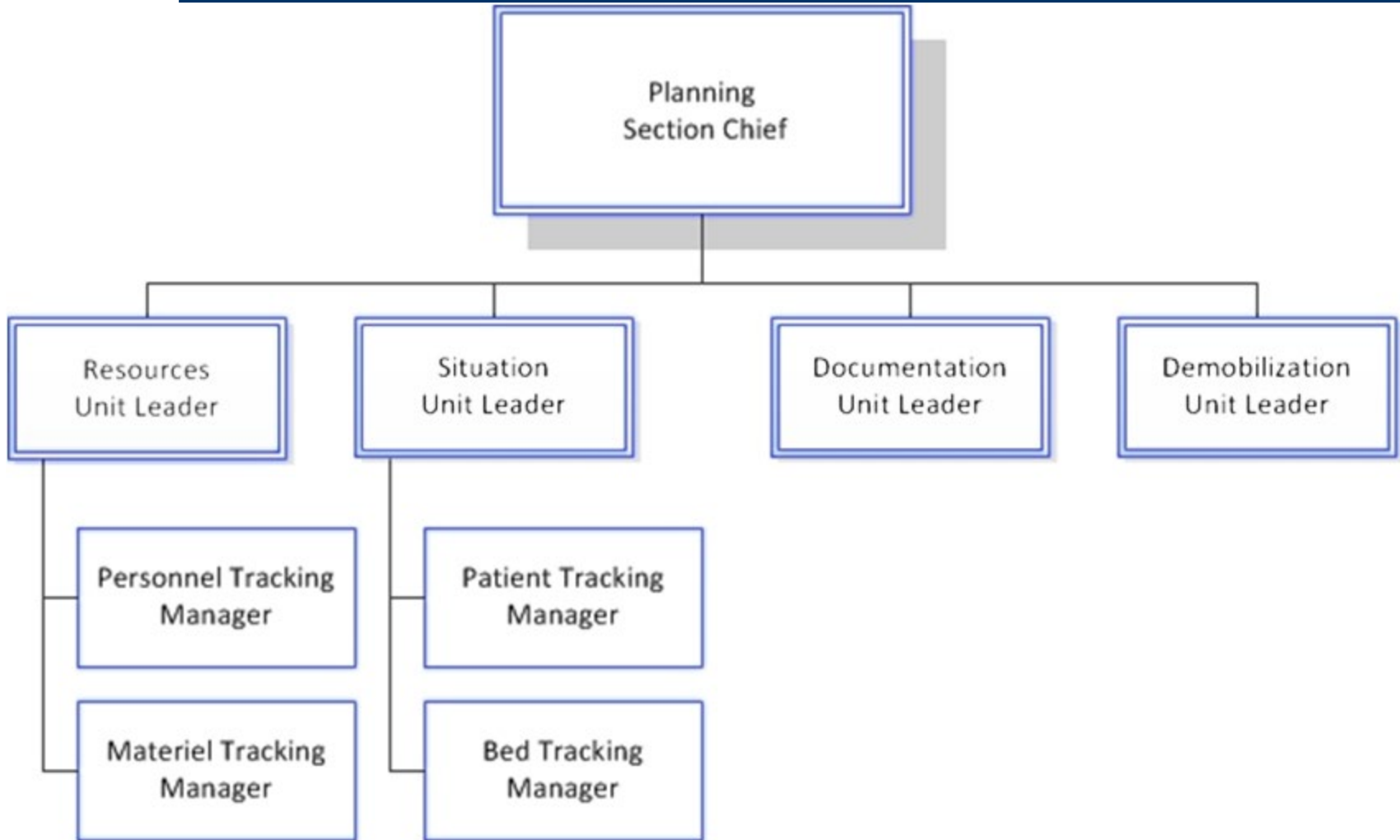


# LOGISTICS SECTION

## Section Mission:

- Organize and direct maintenance of the physical environment – providing human resources, material, and services to support the incident.
- Provides support (*stuff*) to other sections
- Ensures completion of the HICS/NHICS 204
- Acquires resources from internal and external sources
- Through Liaison, links to local Emergency Operations Center for resource requests
- Led by a Section Chief

# PLANNING SECTION



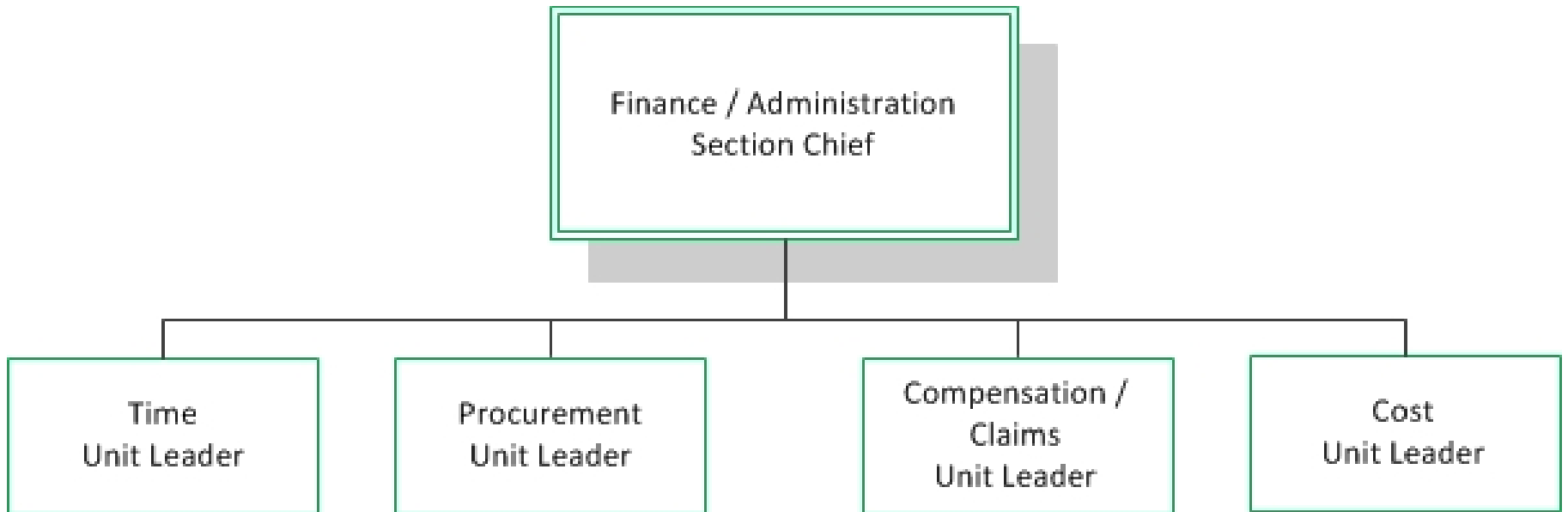
# PLANNING SECTION

## Mission:

- Collect, evaluate, and disseminate incident action information and intelligence to Incident Commander
- Complete HICS/NHICS 202 Incident Objectives
- Prepare status report
- Develop the Incident Action Plan
- Led by a Section Chief

# FINANCE SECTION

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# FINANCE/ADMINISTRATION SECTION CHIEF

## **Mission:**

- Monitor the utilization of financial assets and the accounting for financial expenditures.
- Supervise the documentation of expenditures and cost reimbursement.
- Complete HICS/NHICS form 204(s) Assignment List



# FINANCE/ADMINISTRATION SECTION CHIEF

## **Supervises:**

- Time Unit Leader
- Procurement Unit Leader
- Compensation/Claims Unit Leader
- Cost Unit Leader

# THE INCIDENT MANAGEMENT TEAM

## Putting it all together: Choosing the Incident Management Team:

- Incident Commander is the only position that must be included
- The Incident Commander chooses down to the Chief Level
- Each Chief appoints positions in their section needed to complete the mission based on available personnel





# JOB ACTION SHEETS

Series of action steps to prompt team members to take needed actions related to their roles and responsibilities

- One for each position
- Includes title, mission/function, and duties
- Adjusted to meet hospital needs
- Refers to supporting forms

# JOB ACTION SHEET USE

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- **Job Action Sheets are used continuously**
  - ✓ *Actions in all operational periods should be continued and monitored*
- **Job Action Sheets should transfer to your replacement and actions continued**
  - ✓ *Upon shift change or position change*



# INCIDENT ACTION PLANNING

- Assess the Situation
- Set the Operational Period
- Determine Safety Priorities and Establish Incident Objectives
- Determine Branch/Section Objectives
- Determine Strategies and Tactics
- Determine Needed Resources
- Issue Assignments
- Implement Actions
- Reassess & Adjust Plans

# SCENARIOS, INCIDENT PLANNING AND INCIDENT RESPONSE GUIDES

**There are 16 Scenario/Incident Planning and Response Guides to assist in planning and training:**

- Active Shooter
- Chemical Incident
- Earthquake
- Evacuation, Shelter-in-Place, & Abandonment
- Explosive Incident
- Hostage or Barricade Incident
- Infectious Disease
- IT Failure
- Mass Casualty
- Missing Person
- Radiation Incident
- Severe Weather
- Staff Shortage
- Utility Failure
- Wildland Fire



# INCIDENT RESPONSE GUIDES

## **Provides Incident Specific:**

- Directions
- Incident Objectives
- Management tasks by function and timeframes
- Sample Hospital Incident Management Teams

## **Should Compliment:**

- Emergency Operations Plan and Job Action Sheets

**Can be used as documentation**

# OVERVIEW OF HICS/ NHICS FORMS

- Assists with documentation and communication
- May be completed electronically or manually
- There are twenty-two HICS forms and twenty NHICS forms available that are based on FEMA Incident Command System (ICS) Forms

# ICS 200 - INCIDENT ACTION PLAN (IAP) COVER SHEET

<b>1. Incident Name</b>  	<b>2. Operational Period (# )</b>  DATE: FROM: _____ TO: _____ TIME: FROM: _____ TO: _____
<b>3. Attachments</b> <i>The items checked below are included in this Incident Action Plan (IAP)</i>  <input type="checkbox"/> Incident Action Plan (IAP) Quick Start or <input type="checkbox"/> HICS 201 - Incident Briefing <input type="checkbox"/> HICS 202 - Incident Objectives <input type="checkbox"/> HICS 203 - Organization Assignment List <input type="checkbox"/> HICS 204 - Assignment List <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: Staging <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: Medical Care Branch <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: Infrastructure Branch <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: Security Branch <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: HazMat Branch <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: Business Continuity Branch <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: Patient Family Assistance Branch <input type="checkbox"/> HICS 204 - Assignment List; Planning Section <input type="checkbox"/> HICS 204 - Assignment List; Logistics Section: Service Branch	

# 201 - INCIDENT BRIEFING

- Prepared by the Incident Commander for presentation to the staff or later to the incoming
- Incident Commander along with a detailed oral briefing



## NHICS 201 | INCIDENT BRIEFING

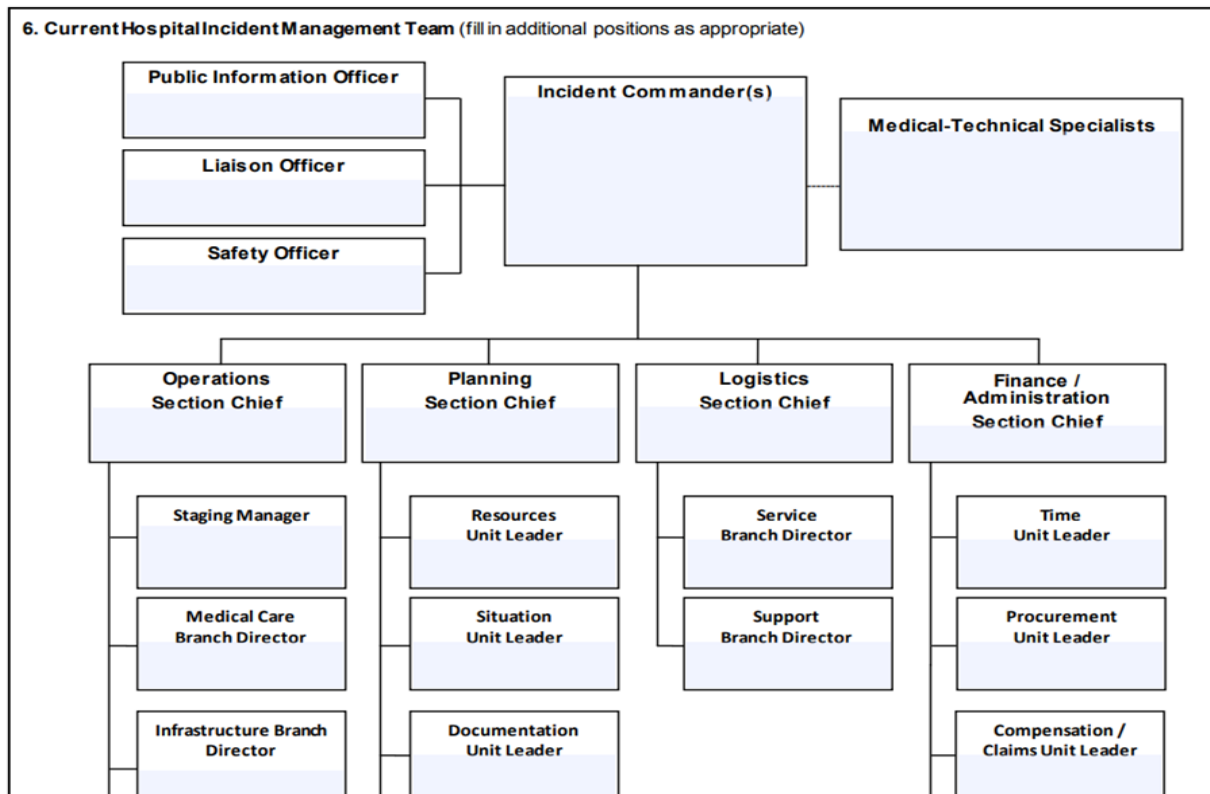
1. INCIDENT NAME	2. OPERATIONAL PERIOD		
	DATE:	FROM:	TO:
	TIME:	FROM:	TO:
3. SITUATION SUMMARY (for briefings or transfer of command)			
4. <b>HEALTH AND SAFETY BRIEFING</b> Identify potential incident health and safety hazards and implement necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards. (Summary of NHICS 215a)			
1.			
2.			
3.			



# HICS 201 - INCIDENT BRIEFING (continued)

- Prepared by the Incident Commander for presentation to the staff or later to the incoming Incident Commander along with a detailed oral briefing

## HICS 201 - INCIDENT BRIEFING



# ICS 202 - INCIDENT OBJECTIVES

## HICS 202 - INCIDENT OBJECTIVES

<b>1. Incident Name</b>  John Marshall	<b>2. Operational Period (# 1 )</b>  DATE: FROM: 01/04/2022 TO: 01/04/2022 TIME: FROM: 0800 hrs TO: 1700 hrs
<b>3. Incident Objectives</b>  Identify the affected area that is been contaminated by the gray water pipe break.  Identify any safety issues to patients or employees.  Albert staff members of the situation.  Activate the Hospital Incident Management Team .This includes the Command Staff and General Staff. * Incident Commander (IC) * Safety Officer (SO) * Medical/technical specialists needed for the response (Maintenance Department) * Logistics Section * Operations Section	

# HICS 202 - INCIDENT OBJECTIVES (continued)

**4. Factors to Consider** Considerations in relationship to the objectives and priorities, including weather and situational awareness.

Has the great water event affected patients care and safety.

Does patients have to be transferred to a different unit or wing.

Can we share stop the flow of grey water to prevent future flooding

**5. HICS 215A - Incident Action Safety Analysis and / or Site Safety Plan?**  YES  NO

Approved Site Safety Plan Locations: \_\_\_\_\_

**6. Prepared by  
Planning Section Chief**

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_

FACILITY: \_\_\_\_\_

**7. Approved by  
Incident Commander**

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_

FACILITY: \_\_\_\_\_

# OTHER HICS STANDARDIZED FORMS

No.	Name	Responsible
201	Incident Briefing	Incident Commander
202	Incident Objectives	Section Chiefs
203	Organizational Assignment List	Resource Unit Leader
204	Branch Assignment List	Branch Directors
205	Communications Log	Communications Unit Leader
206	Staff Medical Plan	Support Branch Director
207	Organization Chart	Incident Commander
213	Incident Message Form	All Positions
214	Operational Log	Command Staff and General Staff
251	Facility System Status Report	Infrastructure Branch Director
252	Section Personnel Time Sheet	Section Chiefs
253	Volunteer Staff Registration	Labor Pool & Credentialing Unit Leader
254	Disaster Victim / Pt Tracking Form	Patient Tracking Manager
255	Master Pt Evacuation Tracking Form	Patient Tracking Manager
256	Procurement Summary Report	Procurement Unit Leader
257	Resource Accounting	Section Chiefs
258	Hospital Resource Directory	Resource Unit Leader
259	Hospital Casualty / Fatality Report	Patient Tracking Manager
260	Patient Evacuation Tracking Form	Input Unit Leader Output Unit Leader, Casualty Care Unit Leader
261	Incident Action Plan Safety	Safety Officer

# HICS/NHICS Basics Management System and Tools for Events

[www.calhospitalprepare.org](http://www.calhospitalprepare.org)

[www.cahfdisasterprep.com/nhics](http://www.cahfdisasterprep.com/nhics)

<https://www.azhha.org/>

# Three Things to Do by Next Wednesday

- Identify if you are using the ICS.
- Review your accreditation and/or regulatory requirements to ensure you have an ICS system and training in place.
- Review your Incident Management Team and ensure there are back-ups for all shifts.

# Questions?





# Thank you!

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