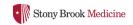


## Hospital **Incident Command System** "HICS"





https://www.calhospitalprepare.org/post/center-hics



Presenter
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## **Host**

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## Objectives

- 1. Describe roles, responsibilities and command considerations for:
  - > Incident Commander & Command Staff
  - > Operations Section
  - > Planning Section
  - > Logistics Section
  - > Finance and Administration Section
- 2. Describe the Incident Planning Process
- 3. Describe use of HICS Forms & Incident Action Plan Responsibilities
- 4. Describe function and design of Job-Action-Sheets (JAS)
- 5. Describe purpose and use of Incident Planning Guides and Incident Response Guides (IRG)



## Lesson #1

#### **HICS Overview**

Describe roles and responsibilities:

- ➤ Incident Commander & Command Staff
- **≻Operations Section**
- **≻Planning Section**
- **≻Logistics Section**
- **≻Finance/Administration Section**

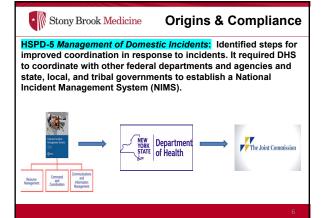


**HICS Overview** 

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

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

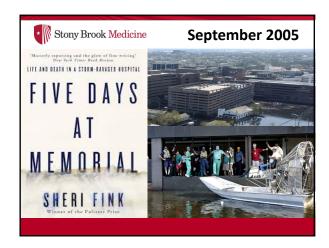
- ✓ Logical management structure
- ✓ Defined responsibilities
- ✓ Clear reporting channels
- ✓ Common nomenclature
- √ Common Operating Picture



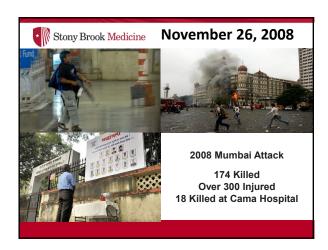






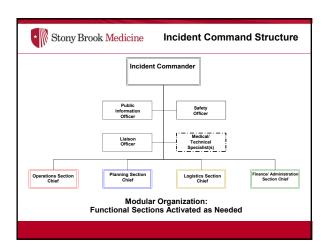




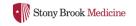










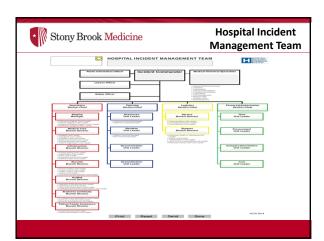


## Integration with Healthcare Systems

Corporate member hospitals must coordinate planning and response activities with the appropriate administrative section(s) of the parent organization.



- Done before incident
- During incident
- After incident





may be expanded easily from small, routine operations to a larger one handling a catastrophic event. Standardization does NOT limit flexibility. Flexibility is exercised only within the standard ICS organizational structure and position titles. Flexibility does not mean using non-standard organizational structures or position titles.



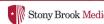






Stony Brook Medicine	ICS Supervisory Position Titles
	0 (0 )

Organizational Level	Title	Support Position
Incident Command	Incident Commander	Deputy
Command Staff	Officer	Assistant
General Staff (Section)	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Unit	Unit Leader	Manager
Strike Team/Task Force	Leader	Single Resource Boss



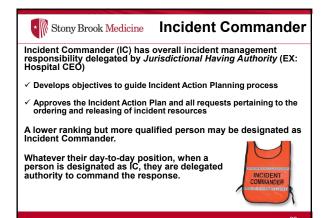
## Stony Brook Medicine Avoid Combining Positions

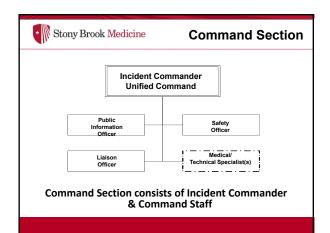
It is tempting to combine ICS positions to gain staffing efficiency. Rather than combining positions, you may assign the same individual to supervise multiple units.

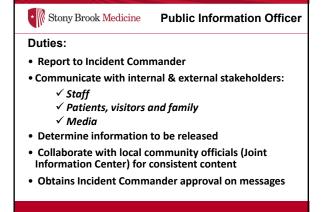
When assigning personnel to multiple positions, do not use nonstandard titles. New titles may be unrecognizable to assisting or cooperating personnel and cause confusion. Be aware of span-of-control issues that may arise from assigning one person to multiple positions.



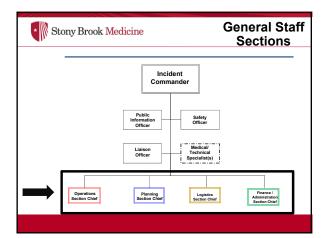








Stony Brook Medicine	Safety Officer
Duties:	
Report to Incident Commander	
• Ensure safety of staff, patients a	
Monitor safety of operations an	
Determine safety risks and corre	
Completes HICS-215A, Incident	
25	
Stony Brook Medicine	Liaison Officer
Duties:	
Report to Incident Commander	
Contact to external supporting a	agencies and organizations
Make facility requests for assist.	ance and resources
Provides Situation Reports to go	overnment nartners
Frovides Situation Reports to go	weimment partners
	Medical/Technical
Stony Brook Medicine	Specialist
Duties:	
Subject matter expert for Incide	ent Commander
May be assigned as advisor in F	lospital Command Center
May be assigned to oversee spe	
✓ Decontamination for chemi	
, Decontainination for Chemi	cai exposure situation

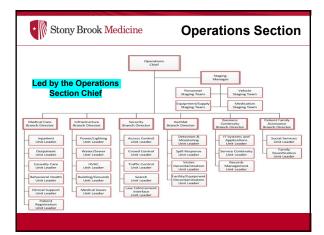




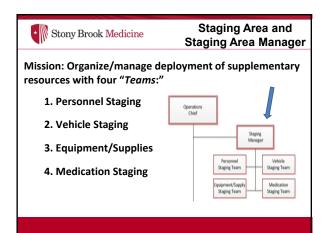
## **Operations Section**

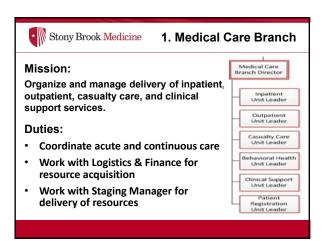
Mission: Manage all tactical operations, directs all tactical resources, develops and conducts all response activities supporting incident objectives.

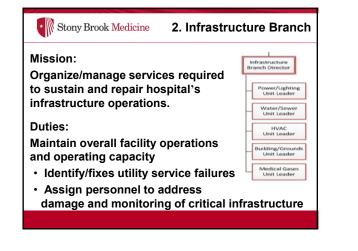
- Led by Operations Section Chief
- Direct involvement in Incident Action Plan
- Operations Section Chief may have a Deputy

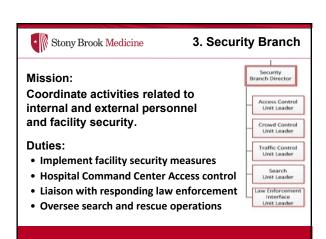


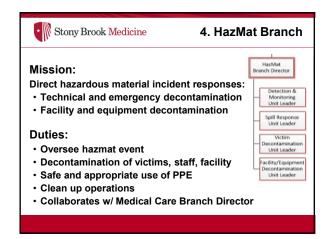


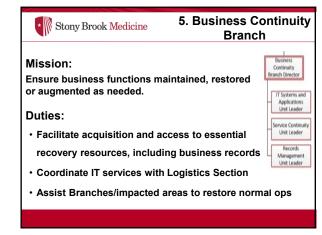




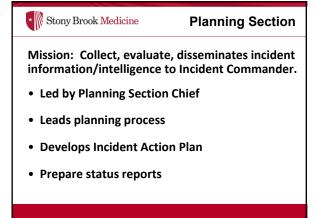


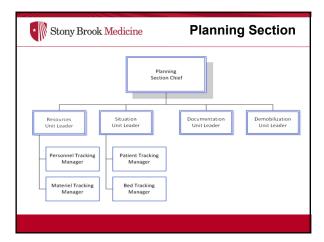




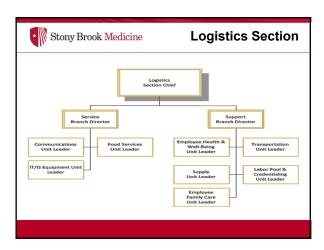


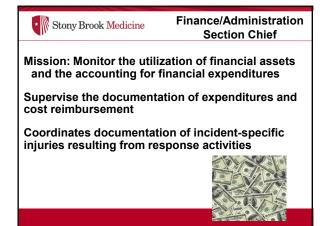


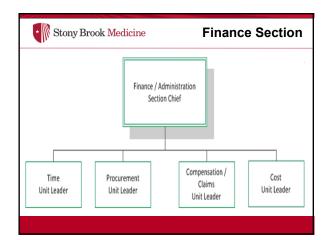


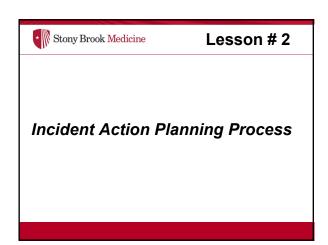


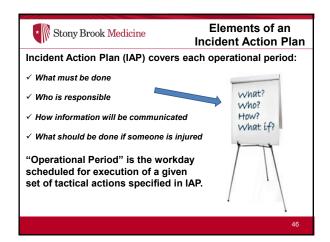


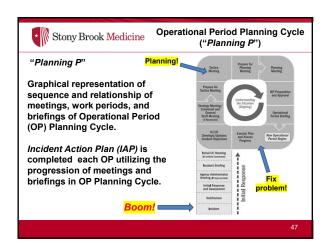
















## **Hospital Incident Action Planning**

- 1. Assess the Situation
- 2. Determine Safety Priorities and Incident Objectives
- 3. Set the Operational Period
- 4. Determine Branch/Section Objectives
- 5. Determine Strategies and Tactics
- 6. Determine Needed Resources
- 7. Issue Assignments
- 8. Implement Actions
- 9. Reassess and Adjust Plans





#### **#1 Assess Situation**

**Incident Commander conducts initial assessment:** 

- Type, location, magnitude, possible duration
- On-going hazards and safety concerns
- Establishes Hospital Command Center activation level
- Determine initial priorities based on:
  - 1 Life saving
  - 2 Incident stabilization
  - 3 Property preservation



#### # 2 Determine two types of **Objectives**

#### 1. Incident Objectives:

Broad, foundational priorities that do not change during response and recovery; not limited to an operational period.

- > Documented on HICS-202 Incident Objectives
- "Provide adequate care to all incident patients"
- "Provide for the safety of hospital personnel"
- 2. Section & Branch-specific Objectives:
  - Documented on HICS-204 Assignment List
  - > "Ensure all critical equipment plugged into red outlets within 1 hour."

Stony Brook Medicine # 2 Determine Priorities and Objectives (Continued)
Safety Officer identifies safety priorities  • Document hazards and potential hazards, along with mitigation activities on HICS 215A
Examples:

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#3 Set Operational Period

## **Operational Period (OP):**

- Time period scheduled for execution of tactical actions in Incident Action Plan
- Set by Incident Commander

## OP usually set in hours

- Does not have to conform to shift times
- Can be long or short, depending on intensity of incident



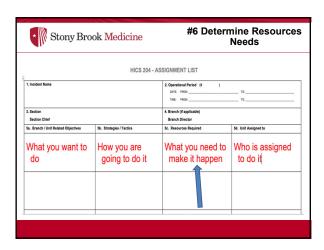
#4 Determine Section/Branch Objectives

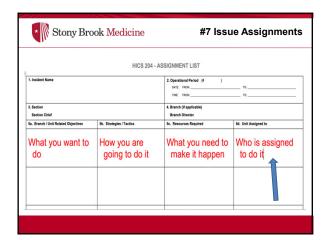
## **Individual Section/Branch Objectives**

- Steps to take during that Operational Period
- Should be tangible and measurable
- Documented in section 5A HICS 204 Assignment List
- There can be multiple HICS 204 forms one for each Section and Branch

Stony Brook Medicine			e Section/Branch ectives
1. Incident Name	HICS 204 -	ASSIGNMENT LIST  2. Operational Period (# )  DATE: FROM:	
3. Section Section Chief Sa. Branch / Unit Related Objectives	Sb. Strategies / Tactics	TIME: FROM:  4. Branch (if applicable)  Branch Director  5c. Resources Resulted	5d. Unit Assigned to
What you want to	How you are going to do it	What you need to make it happen	Who is assigned to do it

	* Stony Bro	ok Medicine		mine Strategi d Tactics
2. Section 1. Section		HICS 204 -	ASSIGNMENT LIST	
Section Clast State Charter St	1. Incident Name		DATE: FROM:	
What you want to How you are What you need to Who is assigned				
	Sa. Branch / Unit Related Objectives	5b. Strategies / Tactics	Sc. Resources Required	5d. Unit Assigned to
	(A)			







**Planning Meeting** 

## **Planning Meeting:**

- · Led by Planning Section Chief
- · Finalizes operational period objectives
- Each section confirms what forms they provide
- · Confirms strategies, tactics, & resources
  - Documented on HICS 204 Assignment List for the next operational period



**Planning Meeting** 

## At the end of the Planning Meeting:

- Section Chiefs submit completed HICS Form 204 Assignment List to Planning Chief
- Safety Officer submits completed HICS Form 215A Incident Action Plan Safety Analysis to the Planning Chief

Stony Brook Medicine
Direct, monitor and ev
Constant monitoring of
Assess Branch/Section
✓ Are objectives being
✓ Are strategies & to
✓ Are strategies & to
Note: monitoring/evaluati lifecyd
Stony Brook Medicine

**#8 Implement Actions** 

## aluate response:

- of strategies and tactics
- n Objectives
  - ng achieved?
  - actics safe?
  - actics effective?

ing = ongoing process throughout cle of incident.

#9 Evaluate & Revise Plans

## Conduct a current situation assessment

- ✓ Update situation/incident information
- √ Assess the impact on the hospital
- $\checkmark$  Length and duration of incident
- √ Resource availability
- · Assure objectives achieved in a safe and timely manner
- Revise objectives, strategies, tactics and resource needs for upcoming operational period



Lesson # 2

Questions?



## Lesson #3

## **HICS / ICS Forms**

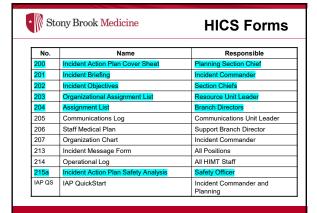
&

Incident Action Plan Responsibilities



Importance of HICS Forms

- Documents for Incident Action Plan
- Foundation for corrective action
- Ensure consistency and compliance with regulatory guidelines
- Complies with documentation for FEMA reimbursement



2	2

St	tony Brook Medicine	HICS Form
No.	Name	Responsible
221	Demobilization Check-Out	Demobilization Unit Leader
251	Facility System Status Report	Infrastructure Branch Director
252	Section Personnel Time Sheet	Section Chiefs
253	Volunteer Staff Registration	Labor Pool and Credentialing Unit Leader
254	Disaster Victim / Patient Tracking	Patient Tracking Manager
255	Master Patient Evacuation Tracking	Patient Tracking Manager
256	Procurement Summary Report	Procurement Unit Leader
257	Resource Accounting Record	Section Chiefs
258	Hospital Resource Directory	Resource Unit Leader
259	Hospital Casualty / Fatality Report	Patient Tracking Manager
260	Patient Evacuation Tracking Form	Inpatient Unit Leader Outpatient Unit Leader, Casualty Care Unit Leader

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# Incident Action Plan Responsibilities

#### **Incident Commander**

- Develops Incident Briefing (HICS 201)
- Provides overall Incident Objectives
- Sets Operational Period
- Develops major strategies (priorities)
- Activates Hospital Incident Management Team
- Establishes policy for resource orders
- Approves initial actions and Incident Action Plan



# Incident Action Plan Responsibilities

## **Safety Officer**

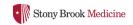
- Develops the Safety Plan (HICS 215A)
- Advises Incident Commander and Section Chiefs on safety issues and mitigation measures
- Oversees safety of operations and tactics
- Has authority to halt tactical response activities

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# Incident Action Plan Responsibilities

#### **Operations Section Chief**

- Issues Section/Branch strategies, tactic assignments and resource requirements on HICS 204.
- Advises Incident Commander of activated Operations positions and work assignments
- Communicates needs with Logistics



# Incident Action Plan Responsibilities

#### **Planning Section Chief**

- Completes HICS 202 Incident Objectives
- · Prepares for and conducts Planning Meetings
  - √ Gathers info for Incident Action Plan
  - √ HICS 201, 202, 203, 204s and 215A
  - ✓ Develops demobilization plans
- Submits IAP to Incident Commander for approval
- Disseminates Incident Action Plan



## Incident Action Plan Responsibilities

#### **Logistics Section Chief**

- Determines Section/Branch objectives, strategies and tactics, resources and issues assignments (HICS 204)
- Activates Logistics positions and advises Incident Commander of work assignments
- Communicates with Operations and Finance
- Ensures resources to support Incident Action Plan
  - √ Communications Plans
  - √ Transportation Plans

2	4

Stony Brook Medicine
Finance/Administration S  Determines Section tactics and issues assignments (H  Track personnel and mate implications of the Incider  Ensures Incident Action Plant
Stony Brook Medicine

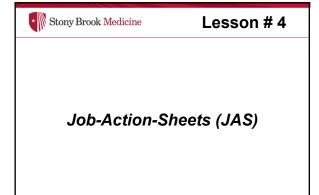
## **Incident Action Plan** Responsibilities

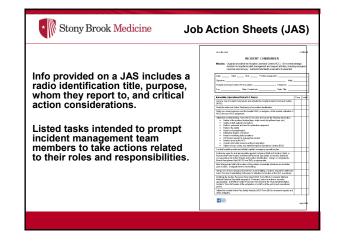
## ection Chief

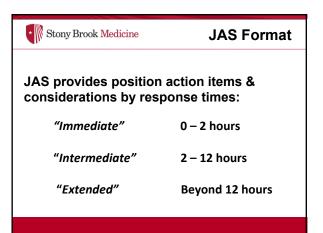
- and resource requirements ICS 204)
- riel costs and provides cost nt Objectives
- an is within cost limitations

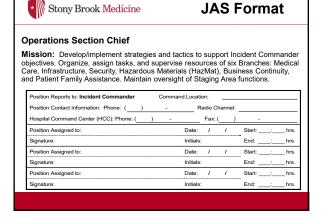
# Lesson #3

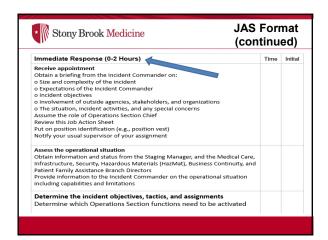
# Questions?



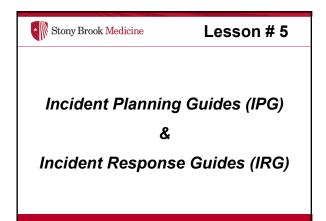




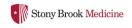








Stony Brook Medicine Incident Planning Guides
Scenario-based <i>Incident Planning Guides (IPG)</i> assist in evaluating existing plans and training programs:
✓ Address up to 16 scenarios, based on HVA  ✓ Mitigation / Preparedness / Immediate Response / Intermediate / Extended  ✓ Identify actions/strategies relating to identified hazards
✓ Assess current plans and identify gaps
✓ Foundation for event-specific Incident Response Guides
✓ California Emergency Medical Services Authority  https://emsa.ca.gov/hospital-incident-command-system-incident-planning-guides-2014/



## **IPG Scenarios**

- 1. Active Shooter
- 2. Chemical Incident
- 3. Earthquake
- 4. Evacuation, Shelter-in-Place, and Hospital Abandonment
- 5. Explosive Incident
- 6. Hostage or Barricade Incident
- 7. Infectious Disease
- 8. Information Technology Failure

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## **IPG Scenarios**

- 9. Mass Casualty Incident
- 10. Missing Person
- 11. Radiation Incident
- 12. Severe Weather with Warning
- 13. Staff Shortage
- 14. Tornado
- 15. Utility Failure
- 16. Wildland Fire

Do	es your Emergency Management Program address the following issues?
Mit	igation
1.	Does your hospital address the threat and impact of an active shooter incident in the annual Hazard Vulnerability Analysis, including the identification of mitigation strategies and tactics?
2.	Does your hospital participate in pre-incident local response planning with public safety officials (e.g., emergency medical services, fire, and law enforcement), local emergency management officials, other area hospitals, regional healthcare coalition coordinators, and other appropriate public and private organizations, including meetings and conference calls to plan and share status?
3.	Does your hospital have a plan to establish a liaison role with local law enforcement, special weapons and tactics (SWAT) team and the Federal Bureau of Investigation?
4.	Does your hospital have a plan to immediately evacuate patients from nearby areas for protection?
5.	Does your hospital have a way to notify and provide information to staff without causing unnecessary fear?

Stony Brook Medicine	Incident Response Guides
Derived from Incident Plans	ning Guides and HVA scenarios
Provide incident-specific	c response actions
• Compliments EOP & Job	Action Sheets
• Facilitates formation of	incident objectives
Management tasks by fu	unction and timeframes
Template for Incident M	lanagement Team

* Stony Bro	ook Medicine	;	Incident Response	Guid
Immediate Resp	onse (0 – 10 minutes	) Time	Action	Initials
section	Onicei		Ensure notification of all staff, patients, and visitors of the threat using mass notification, overhead page, radios, and phones, as appropriate.	
			Notify law enforcement and provide details of the event.	
			Notify the hospital Chief Executive Officer, Board of Directors, and other appropriate internal and external officials of situation status.	
			Activate the Emergency Operations Plan and Active Shooter Plan.	
	Incident Commander		Activate the Hospital Command Center and the applicable Hospital Incident Management Team positions. Ensure the location of the Hospital Command Center (and the routes to and from it) is in an offsite location or in a secured area away from any danger posed by the shooter.	
Command			Establish a Liaison with law enforcement upon their arrival.	
			Establish operational periods, objectives, and a regular briefing schedule. Consider the use of the Incident Action Plan Quick Start for initial documentation of the incident.	
	Public Information Officer		Monitor media outlets for updates on the incident and possible impacts on the hospital. Communicate information via regular briefings to Section Chiefs and incident Commander as directed.	
	Liaison Officer		Notify community partners in accordance with local policies and procedures (e.g., consider local Emergency Operations Center, other area hospitals, local emergency medical services, and healthcare coalition coordinator), to determine incident details, community status, estimates of casualties and community status, estimates of casualties and equipment, or personnel not available in the hospital.	
	Safety Officer		Ensure the safety of patients, families, visitors, and staff during evacuation procedures.	



#### **Section Review**

#### Incident Planning & Response Guides:

- · Incident-specific planning, training, and response tools
- · Assist in meeting regulatory requirements
- Guide Command and General Staff with decision-making
- · Should be consistent with hospital EOP
- · Compliment but do not replace Job Action Sheets



Helpful Resources



CALIFORNIA EMERGENCY MEDICAL SERVICES AUTHORITY

www.emsa.ca.gov



https://www.calhospitalprepare.org/post/center-hics



#### ICS RECORDED SESSIONS

#### https://www.nylearnsph.com

- ✓ RTC-IS 700 Recorded
- ✓ RTC-IS 800 Recorded
- ✓ RTC-IS 100 Recorded
- ✓ RTC-IS 200 Recorded
- ✓ RTC-HICS Recorded