

Nursing Home Incident Command System

Module 5

Implementing NHICS into Your Facility

*This program has been produced by
the Center for HICS Education and Training
with funding from the
California Association of Health Facilities (CAHF).*

*The materials contained within are provided for
Nursing Homes and other Long Term Care Facilities
in development of
emergency preparedness and response programs.*

Objectives

- At the end of this program the participant will:
 - Be familiar with administrative steps for NHICS implementation
 - Describe how to adopt NHICS materials
 - Discuss creating a Command kit for each IMT role
 - Outline key elements of a Nursing Home Command Center
 - Identify how staff can be trained on NHICS
 - Discuss conducting an exercise

Step 1 - Getting Started

- Appoint someone to be in charge of the implementation effort
- Convene a work group
- Read the NHICS Guidebook for background assistance
- Be clear on final approval process
- Outline the activities to complete
- Set up a work schedule
- Consider developing the program with other community SNFs for standardization and mutual aid assistance
- Invite Fire/EMS/Public Health/EMA/ and hospitals to participate where appropriate

Step 2 - Determine Your IMT

- Review the three NHICS IMT charts
- Determine what adjustments in the command positions you want to make
 - Don't modify the general and command positions
- Determine who can assume each role
 - Choose multiple persons for each position
 - Limit number of times person can be listed
- Put your logo on the IMT chart

Step 3- Revise the JAS

- JAS should be available for each position on your IMT
- Review each JAS to insure consistency with your facility operations
 - Make the changes on each JAS – try to limit needed changes to those that are most needed
 - Adapt to show forms and other tools that will be used as well
- Once completed publish for immediate access
 - Put into Emergency Operations Plan
 - Put onto computers that can be accessed in Facility Command Center and other key facility areas
 - Put into pocket of the command vest

Step 4 - Work on the Response Forms

- Review the forms provided and determine which you want to include
- Make limited changes
- Add additional forms you feel are needed
 - Follow basic outline used
- Publish the final documents to be used
 - Place in Nursing Home Command Center (computer and notebooks)
 - Insure easy access by all that will be using them
- Keep forms that require updating current with periodic reviews

Step 5 - Review the IRGs and IPGs

- Look at the results of your Hazard Vulnerability Analysis
- Choose from the six sets of Incident Planning and Response Guides provided what you would like to use
- Make modifications as needed especially to the Incident Response Guides
- Write additional guidance using similar format
- Place where they can be accessed and utilized

Step 6 - Develop a Command Kit

- Determine what you want to assemble into a kit for each position
 - IMT chart/vest
 - JAS for the position(s)
 - Forms for the position to complete
 - Other tools – radio/directories/paper/pens
- Put them together
 - Place in labeled gym bag or box
- Place in a secure location
 - Consider using zip tie
- Check on them periodically

Step 7- Identify a Nursing Home Command Center (NHCC)

- Where your key command personnel work
- Adequate in size to accommodate personnel
 - Accessible /safe/secure
 - Sufficient room for the assigned personnel
- Access to needed technology
 - Phones
 - Radios that work in the room
 - Fax/printer
 - Computers
- Close to bathrooms/food
- Arrange for maintenance during an incident

Step 8 - Provide Training

- Recognize the need for individual training AND team training
- Address promoting understanding of general concepts and NHICS
 - Individual reading of materials
 - Discussions/presentations at meetings
 - Review of web based education or CD modules
- Use the Guidebook and NHICS educational modules to assist

Step 9 - Conduct an Exercise

- Pick an exercise committee and chairperson
- Establish the exercise objectives
- Select the type of exercise you want
 - Tabletop
 - Functional exercise
 - Participate in broader community exercise
- Choose an incident from your HVA for your disaster drill
 - “walk before you run”
- Incorporate NHICS roles and forms into drills
- Develop an evaluation strategy
- Conduct the drill
- Hold a Hot Wash and write an AAR
- Share the lessons: in the facility and with others in the community

Step 10 - Make Needed Changes

- Identify needed revisions to the EOP and/or ICS materials
 - Have committee review and decide
- Make the changes
 - Insure that they are made on each appropriate document
- Share the changes made with others
 - Inside the facility
 - External partners (DOH/EMA/Fire EMS/Hospitals)
- Provide instruction on the changes
 - Review at meetings and additional training sessions

Key Points Review

- You have to start somewhere
- Implementation starts with a planning committee having a plan
- Review the package of NHICS materials
- Make modifications
- Provide training and exercises to promote familiarization and expertise
- Preparedness is a marathon – so keep practicing !!!

Module 5 Self Evaluation Questions

1. Which of the following is a step for implementation of NHICS?
 - A. Choose an IMT chart to follow
 - B. Revise the JAS
 - C. Identify a NHCC
 - D. Select the forms to be included for use
 - E. All of the above

Module 5 Questions

2. Which of the following is NOT part of the NHICS materials?
- A. EOP
 - B. JAS
 - C. IMT charts
 - D. Forms

Module 5 Questions

3. Which is the true statement about an IMT kit?
- A. Contains JAS and forms for an IMT position
 - B. Should be easily accessible
 - C. Must be checked periodically
 - D. Should be available for each IMT position
 - E. All of the above

Module 5 Questions

4. Which is the true statement about the NHCC?
- A. Should be outside the facility
 - B. Isn't needed for most situations
 - C. Is where key command personnel operate
 - D. Must be a predetermined size and shape

Module 5 Questions

5. Staff can learn about NHICS by all except:
- A. Reading the NHICS Guidebook
 - B. Attending specialized training sessions
 - C. Reviewing the NHICS education modules
 - D. Participating in a tabletop exercise
 - E. Watching the Discovery Channel on disasters