

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. 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 NHICS IMT chart
- 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