

Hospital Plan Template

Incident Command Section

- Document that your facility utilizes the concepts described in the National Incident Management System (NIMS), including use of incident command structure to manage response to significant events and emergencies.
- Describe the activation process
 - Criteria for activation
 - Identify who has authority to activate (by position or title, not by name)
 - Identify where the incident command operations center is located
 - List the equipment and supplies that should be brought to the operations center when activated
- Describe relationship to local or county EOC
 - List contact information and describe how you establish communication
 - Define primary and secondary methods of communication
 - Will your hospital have a representative at the local/county EOC or keep in contact on a regular schedule or as needed? Is this incident specific? Define what types of incidents will require a hospital representative in the EOC.
 - Describe the role of local/county EOC in hospital emergency
 - Define which issues will result in primary contact to local EOC
- Describe relationship to local public health unit
 - List contact information and describe how you will establish communication with the local public health unit during an emergency
 - Define primary and secondary methods of communication
 - Describe the relationship of the hospital with local public health and the role of local public health unit in hospital emergency
 - Define the issues that will result in primary contact to the local public health agency.
- Describe relationship to ND Department of Health, Emergency Preparedness and Response during an emergency
 - List contact information and describe to how you establish communication with ND DoH during an emergency
 - Define primary and secondary methods of communication
 - Describe the relationship of the hospital with ND DoH and their role in an emergency that involves other medical partners beyond the single hospital facility or exceeds the capacity, capability, and resources of the single hospital.
 - Describe the hospital participation in use of HC Standard and BT WAN
 - Define the issues that will result in primary contact to NDDoH.
- Develop your incident command chart
 - Identify by position who will fill the ICS positions
 - Define replacement staff or extended shifts
 - Define alternate staff that could fill roles in setting of high absenteeism

- Review and revise job action sheets to meet the needs of the facility based on your resources available.
- Select forms for documentation
- Define training requirements for ICS staff
 - Initial: ICS 100, 200, 700, 800
 - Frequency of refresher courses or in-hospital training requirements
 - Define minimum exercise requirements

References:

HICS IV Documents at www.emsa.ca.gov/hics/hics.asp

Appendix B—ICS Chart

Appendix C—Job Action Sheets

Appendix D—Documentation forms and instructions

Appendix I—NIMS requirements