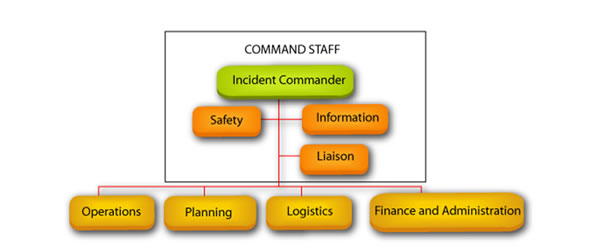
**Appendix C: Organization chart/Job Action Sheets/ICS Quick start guide**

**LTC Organization chart:**



Depending on the size of the facility, one person may occupy multiple positions **within the section.** You do not need to activate all positions – only activate what you need for the incident. This is your basic Incident Command, if part of a larger system i.e.: health organization, you will need to know where your ICS fits within that organizations structure

These titles are universal and not subject to local change

## 

## Incident Management Systems Basic Job Action Sheets

*Customize these sheets as needed based on the type and number of staff at your facility****. Note that more than one person could be assigned management duties and staff that will be assigned the duties must be trained on these responsibilities. You should develop Management Duties vs. Staff Duties for each area. The managers all report to the “Incident Commander.” All duties to be performed are disaster specific, so some items might not be applicable to your situation.***

## Incident Command

|  |  |  |
| --- | --- | --- |
| Position Assigned to: |  | |
| Reporting to: | CEO/Other Oversight Management Structure: | |
| Command Center Location: |  | Telephone: |

|  |  |
| --- | --- |
| Mission: | Organize and direct the facility’s emergency operations. Give overall direction for facility operations and make evacuation and sheltering in place decisions. |

|  |  |  |
| --- | --- | --- |
| Immediate | | (Operational Period 0-2 Hours) |
| Time Completed | Initials |  |
|  |  | Assume role of Incident Commander and activate the Nursing Home Incident Command System (NHICS) |
|  |  | Notify your usual supervisor of the incident activation of NHICS. |
|  |  | Determine the following prior to the initial NHICS team meeting. (This will comprise the first components of the facility’s Incident Action Plan). |
|  |  | 1. Nature of the problem (incident type, injury/illness type, etc.) 2. Safety of staff, residents and visitors 3. Risks to personnel and need for protective equipment 4. Risks to the facility 5. Need for decontamination 6. Estimated duration of incident 7. Need for modifying daily operations 8. NHICS team required to manage the incident 9. Need to open up the facility’s Incident Command Center (ICC) location 10. Overall community response actions being taken 11. Need to communicate with state licensing agency 12. Status of local, county, and state Emergency Operations Centers (EOC) |
|  |  | Determine need for and appropriately appoint Command Staff and Section Chiefs, or  Branch/Unit/Team leaders as needed; distribute corresponding Job Action Sheets and position identification. |
|  |  | Brief all appointed staff of the nature of the problem, immediate critical issues and initial  plan of action. Designate time for next briefing. |
|  |  | Assign clerical personnel to function as the ICC recorder(s). Document all key activities, actions, and decisions on a continual basis. |
|  |  | Communicate to Command Staff and Section Chiefs how personnel time is to be recorded. Determine if Finance/Administration has any special preferences for submission at this time. |
|  |  | Define and document specific existing or potential safety risks and hazards, which Section or Branch may be affected, and steps to mitigate the threat. This is the first step in an ongoing process continued by the Safety Officer and included in the subsequent briefing meetings. |

|  |  |  |
| --- | --- | --- |
| Immediate | | (Operational Period 0-2 Hours) |
| Time Completed | Initials |  |
|  |  | Receive status reports from and develop an Incident Action Plan with Section Chiefs and  Command Staff to determine appropriate response and recovery levels. During initial  briefing/status reports, the following information may be needed:   * Initial facility damage survey report across sections. * Evaluate the need for evacuation. As appropriate to the incident, verify transportation plans. * Obtain resident census and status and request a projection report for 4, 8, 12, 24 & 48 hours from time of incident onset. Adjust projections as necessary. Assign to Planning Section Chief. * Identify the operational period and ICC shift change. * As appropriate to the incident, authorize a resident prioritization assessment for the purposes of designating appropriate early discharge (e.g. dialysis, vent –dependent). * Ensure that appropriate contact with outside agencies has been established and facility status and resource information provided through the Liaison Officer. * Seek information from Section Chiefs regarding on-hand resources of medical equipment, supplies, medications, food, and water as indicated by the incident. * Assess generator function and fuel supply. * Review security and facility surge capacity as appropriate, especially if serving as a host site or in case the local emergency management office requests beds. |
|  |  | Oversee and approve revision of the Incident Action Plan developed by the Planning  Section Chief. Ensure that the approved plan is communicated to all Command Staff and  Section Chiefs. |
|  |  | Communicate facility and incident status and the Incident Action Plan to CEO or designee,  or to other executives and/or Board of Directors members on a need-to-know basis. |
|  |  | Draft initial message for Public Information Officer (PIO) for notification to family members, responsible parties, and/or other interested persons regarding facility and resident status. |
| Ongoing | |  |
| Time Completed | Initials |  |
|  |  | Ensure staff, resident, and media briefings are being conducted regularly. |
|  |  | Evaluate overall nursing home operational status, and ensure critical issues are addressed. |
|  |  | Ensure incident action planning for each operational period and a reporting of the Incident  Action Plan at each shift change and briefing. |
|  |  | Review /revise the Incident Action Plan with the Planning Section Chief for each operational period. |
|  |  | Ensure continued communications with local, regional, and state response coordination centers through the Liaison Officer and others. |
|  |  | Authorize resources as needed or requested by Section Chiefs. |
|  |  | Set up routine briefings with Section Chiefs to receive status reports and update the action plan regarding the continuance and termination of the action plan. |
|  |  | Approve media releases submitted by PIO. |
|  |  | Observe all staff, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to Human Resources. Provide for staff rest periods and relief. |

## 

## Liaison Officer

|  |  |  |
| --- | --- | --- |
| Position Assigned to: |  | |
| Reporting to: | Incident Command: | |
| Command Center Location: |  | Telephone: |

|  |  |
| --- | --- |
| Mission: | Function as the incident contact person in the nursing home for representatives from other agencies, such as the local emergency management office, police, and the licensing agency. |

|  |  |  |
| --- | --- | --- |
| Immediate | | (Operational Period 0-2 Hours) |
| Time Completed | Initials |  |
|  |  | Receive appointment from Incident Commander. Obtain Job Action Sheet. |
|  |  | Notify your usual supervisor of your NHICS assignment. |
|  |  | Obtain briefing from Emergency Incident Commander and note time for next meeting. |
|  |  | Establish contact with local, county and/or state emergency organization agencies to share information on current status, appropriate contacts, and message routing. |
|  |  | Communicate information obtained and coordinate with Public Information Officer. |
|  |  | Obtain initial status and information from the Planning Section Chief to provide as  appropriate to external stakeholders and local and/or county Emergency Operations Center (EOC)EOC, upon request:   * Resident Care Capacity – The number of residents that can be received and current census. * Nursing Home’s Overall Status – Current condition of facility structure, security, and utilities. * Any current or anticipated shortage of critical resources including personnel, equipment, supplies, medications, etc. * Number of residents and mode of transportation for residents requiring transfer to hospitals or receiving facilities, if applicable. * Any resources that are requested by other facilities (e.g., personnel, equipment, supplies). * Media relations efforts being initiated, in conjunction with the PIO. |
|  |  | Establish communication with other nursing homes as appropriate, the local EOC, and/or local response agencies (e.g., public health department). Report current facility status. |
|  |  | Keep local EOC liaison officer updated as to critical issues and unmet resource needs. |
|  |  | Document all key activities, actions, and decisions on a continual basis. |

| Ongoing | |  |
| --- | --- | --- |
| Time Completed | Initials |  |
|  |  | Attend all command briefings and Incident Action Planning meetings to gather and share incident and facility information. Contribute inter-facility information and community response activities and provide Liaison goals to the Incident Action Plan. |
|  |  | Request assistance and information as needed through the facility’s network or from the local and/or regional EOC. |
|  |  | Obtain the following information from the Planning Section Chief and be prepared to report to appropriate authorities the following data:   * Number of new residents admitted and level of care needs. * Current resident census * Number of residents hospitalized, discharged home, or transferred to other facilities * Number dead |
|  |  | Communicate with Logistics Section Chief on status of supplies, equipment and other resources that could be mobilized to other facilities, if needed or requested. |

## Public Information Officer

|  |  |  |
| --- | --- | --- |
| Position Assigned to: |  | |
| Reporting to: | Incident Command: | |
| Command Center Location: |  | Telephone: |

|  |  |
| --- | --- |
| Mission: | Serve as the conduit for information to internal and external stakeholders, including staff, visitors and families, and the news media, as approved by the Incident Commander. |

|  |  |  |
| --- | --- | --- |
| Immediate | | (Operational Period 0-2 Hours) |
| Time Completed | Initials |  |
|  |  | Receive appointment from Incident Commander. Obtain Job Action Sheet. |
|  |  | Notify your usual supervisor of your NHICS assignment. |
|  |  | Obtain briefing from Emergency Incident Commander and note time for next briefing. |
|  |  | Decide where a media briefing area might be located if needed (away from the facility’s Incident Command Center and the resident care activity areas). Coordinate designation of such areas with Safety Officer. |
|  |  | Contact external Public Information Officers from community and governmental agencies and/or their designated websites to determine public information and media messages developed by those entities to ensure consistent messages from all entities. |
|  |  | Develop public information and media messages to be reviewed and approved by the  Incident Commander before release to families, news media, and the public. Identify appropriate spokespersons to contact families or to deliver press briefings as needed. |
|  |  | Assess the need to activate a staff and/or family member “hotline” for recorded information concerning the incident and facility status and establish the “hotline” if needed. |
|  |  | Attend all command briefings and incident action planning meetings to gather and share incident and nursing home information. |
|  |  | Monitor incident/response information through the internet, radio, television and newspapers. |
|  |  | Establish communication with other nursing homes as appropriate, local Emergency Operations Center (EOC), and/or local response agencies (e.g., public health department). Report current facility status. |
|  |  | Document all key activities, actions, and decisions on a continual basis. |

|  |  |  |
| --- | --- | --- |
| Ongoing | |  |
| Time Completed | Initials |  |
|  |  | Coordinate with the Operations regarding:   * Receiving and screening inquiries regarding the status of individual residents. * Release of appropriate information to appropriate requesting entities. |
|  |  | Continue to attend all Command briefings and incident action planning meetings to gather and share incident and nursing home information. Contribute media and public information activities and goals to the Incident Action Plan. |
|  |  | Continue dialogue with external community and governmental agencies to get public information and media messages. Coordinate translation of critical communications into languages for residents as appropriate. |
|  |  | Continue to develop and revise public information and media messages to be reviewed and approved by the Incident Commander before release to the news media and the public. |
|  |  | Develop regular information and status update messages to keep staff informed of the incident, community, and facility status. Assist in the development and distribution of signage as needed. |

## Safety Officer

|  |  |  |
| --- | --- | --- |
| Position Assigned to: |  | |
| Reporting to: | Incident Command: | |
| Command Center Location: |  | Telephone: |

|  |  |
| --- | --- |
| Mission: | Ensure safety of staff, residents, and visitors, monitor and correct hazardous conditions.  Have authority to halt any operation that poses immediate threat to life and health. |

|  |  |  |
| --- | --- | --- |
| Immediate | | (Operational Period 0-2 Hours) |
| Time Completed | Initials | Receive appointment from Incident Commander. Obtain Job Action Sheet. |
|  |  | Read this entire Job Action Sheet and review emergency organizational chart. |
|  |  | Put on position identification (garment, vest, cap, etc.). |
|  |  | Notify your usual supervisor of your NHICS assignment. |
|  |  |  |
|  |  | Determine safety risks of the incident to personnel, the physical plant, and the environment. Advise the Incident Commander and Section Chiefs of any unsafe condition and corrective recommendations. |
|  |  | Communicate with the Logistics Chief to procure and post non-entry signs around unsafe areas. |
|  |  | Ensure the following activities are initiated as indicated by the incident/situation:   * Evaluate building or incident hazards and identify vulnerabilities * Specify type and level of Personal Protective Equipment to be utilized by staff to ensure their protection, based upon the incident or hazardous condition * Monitor operational safety of decontamination operations if needed * Contact and coordinate safety efforts with the Operations to identify and report all hazards and unsafe conditions to the Operations Section Chief. |
|  |  | Work with Incident Command staff in designating restricted access areas and providing signage. |
|  |  | Assess nursing home operations and practices of staff, and terminate and report any unsafe operation or practice, recommending corrective actions to ensure safe service delivery. |
|  |  | Ensure implementation of all safety practices and procedures in the facility. |
|  |  | Initiate environmental monitoring as indicated by the incident or hazardous condition. |
|  |  | Attend all command briefings and Incident Action Planning meetings to gather and share incident and facility safety requirements. |
|  |  | Document all key activities, actions, and decisions on a continual basis. |

|  |  |  |
| --- | --- | --- |
| Ongoing | |  |
| Time Completed | Initials |  |
|  |  | Continue to assess safety risks of the incident to personnel, the facility, and the environment. Advise the Incident Commander and Section Chiefs of any unsafe condition and corrective recommendations. |
|  |  | Ensure proper equipment needs are met and equipment is operational prior to each operational period. |
|  |  | Continue to attend all command briefings and incident action planning meetings to gather and share incident and facility information. Contribute safety issues, activities and goals to the Incident Action Plan. |

## Operations

|  |  |  |
| --- | --- | --- |
| Position Assigned to: |  | |
| Reporting to: | Incident Command: | |
| Command Center Location: |  | Telephone: |

|  |  |
| --- | --- |
| Mission: | Organize and direct activities relating to the Operations Section. Carry out directives of the Incident Commander. Coordinate and supervise the branches within the Operations Section. Oversee the direct implementation of resident care and services, dietary services, and environmental services. Contribute to the Incident Action Plan. |

|  |  |  |
| --- | --- | --- |
| Immediate | | (Operational Period 0-2 Hours) |
| Time Completed | Initials |  |
|  |  | Receive appointment from Incident Commander. Obtain packet containing Section's Job Action Sheets. |
|  |  | Notify your usual supervisor of your NHICS assignment. |
|  |  | Obtain briefing from Emergency Incident Commander and designate time for next meeting. |
|  |  | Assess need to appoint Branch Directors:   * Resident Services * Infrastructure |
|  |  | Transfer the corresponding Job Action Sheets to Branch Director. If a Branch Director is not assigned, the Planning Chief keeps the Job Action Sheet and assumes that function. |
|  |  | Brief Branch Directors on current situation and develop the section's initial projection/status report. Establish the Operations Section chain of command and designate time and location for next section briefing. Share resident census and condition information gained at initial Command briefing. Communicate how personnel time is to be recorded. |
|  |  | Establish Operations Section Center (in proximity to Incident Command area, if possible). |
|  |  | Serve as primary contact with nursing home Medical Director. |
|  |  | * Meet with Resident Services Branch Director and Nursing Services Unit Leader and communicate with Medical Director to plan and project resident care needs. |
|  |  | Document all key activities, actions, and decisions on a continual basis. |

| Ongoing | |  |
| --- | --- | --- |
| Time Completed | Initials |  |
|  |  | From information reported by Branch Directors, inform Incident Command of facility’s internal factors which may contribute to the decision to evacuate or shelter in place:   * Resident acuity * Physical structure |
|  |  | Implement resident evacuation at the direction of the Incident Commander with support of Branch Directors and other Section Chiefs. |
|  |  | Meet regularly with the Incident Commander, Command Staff and other Section Chiefs to  update status of the response and relay important information to Operations Section’s Staff. |
|  |  | As the incident requires, in preparation for movement of residents within the facility or to a staging area, work with Logistics to assist in the gathering and placement of transport equipment (wheelchairs, canes, stretchers, walkers, etc). |
|  |  | Designate times for briefings and updates with Branch Directors to develop and update section's projection/status report. |
|  |  | Coordinate personnel needs with Logistics . |
|  |  | Coordinate supply and equipment needs with Logistics |
|  |  | Provide situation reports and projections to the Planning Section within stated time frames. |
|  |  | Coordinate financial issues with the Finance/Administration Section. |
|  |  | Ensure that this Section’s branches are adequately staffed and supplied. |
|  |  | Observe all staff, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to Human Resources. Provide for staff rest periods and relief. |

## Planning

|  |  |  |
| --- | --- | --- |
| Position Assigned to: |  | |
| Reporting to: | Incident Command: | |
| Command Center Location: |  | Telephone: |

|  |  |
| --- | --- |
| Mission: | Gather and analyze incident-related information. Obtain status and resource projections from all section chiefs for long range planning and conduct planning meetings. From these projections, compile and distribute the facility’s Incident Action Plan. Coordinate and supervise the units within the Planning Section. |

|  |  |  |  |
| --- | --- | --- | --- |
| Immediate | | (Operational Period 0-2 Hours) | |
| Time Completed | Initials |  | |
|  |  | Receive appointment from Incident Commander. Obtain packet containing Section's Job Action Sheets. | |
|  |  | Notify your usual supervisor of your NHICS assignment. | |
|  |  | Obtain briefing from Emergency Incident Commander and designate time for next meeting. | |
|  |  | Assess need for the following Unit Leaders and appoint as needed: | |
|  |  | 1. Situation-Status | 1. Documentation |
|  |  | Transfer the corresponding Job Action Sheets to Unit Leader. If a unit leader is not assigned, the Planning Chief keeps the Job Action Sheet and assumes that function. | |
|  |  | Brief all unit leaders on current situation and develop the section's initial projection/status report. Designate time and location for next section briefing. Communicate how personnel time is to be recorded. | |
|  |  | Establish a Planning/Information Section Center. | |
|  |  | Facilitate and conduct incident action planning meetings with Command Staff, Section Chiefs, and other key personnel as needed to plan for the next operational period. | |
|  |  | Coordinate preparation and documentation of the Incident Action Plan and distribute copies to the Incident Commander and all Section Chiefs. | |
|  |  | Call for status and resource projection reports from all Section Chiefs for scenarios 4, 8, 24 & 48 hours from time of incident onset. Adjust time for receiving these reports as necessary. | |
|  |  | Direct Situation Unit Leader to document and update projection/status reports from all sections. | |
|  |  | Document all key activities, actions, and decisions on a continual basis. | |

|  |  |  |
| --- | --- | --- |
| Ongoing | |  |
| Time Completed | Initials |  |
|  |  | Meet regularly with the Incident Commander, Command Staff and other Section Chiefs to update status of the response and relay important information to Planning Section’s Staff. |
|  |  | Ensure that personnel and equipment are being tracked. |
|  |  | Designate times for briefings and updates with group supervisors to develop and update section's projection/status report. |
|  |  | Ensure that this Section’s groups are adequately staffed and supplied. |
|  |  | Observe all staff, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to Human Resources. Provide for staff rest periods and relief. |

## Logistics

|  |  |  |
| --- | --- | --- |
| Position Assigned to: |  | |
| Reporting to: | Incident Command: | |
| Command Center Location: |  | Telephone: |

|  |  |
| --- | --- |
| Mission: | Organize and direct those operations associated with maintenance of the physical environment, and adequate levels of personnel, food, and supplies to support the incident objectives. Coordinate and supervise the branches within the Logistics Section. Contribute to the Incident Action Plan. |

|  |  |  |
| --- | --- | --- |
| Immediate | | (Operational Period 0-2 Hours) |
| Time Completed | Initials |  |
|  |  | Receive appointment from Incident Commander. Obtain packet containing Section's Job Action Sheets. |
|  |  | Notify your usual supervisor of your NHICS assignment. |
|  |  | Obtain briefing from Emergency Incident Commander and designate time for next meeting. |
|  |  | Assess need to appoint Branch Directors and/or Unit Leaders and distribute corresponding Job Action Sheets. Refer to Nursing Home Incident Command System organizational chart. Transfer the corresponding Job Action Sheets to persons appointed. |
|  |  | * If a function is not assigned, the Logistics Chief keeps the Job Action Sheet and assumes that function. |
|  |  | Brief Branch Directors on current situation and develop the section's initial projection/status report. Establish the Logistics Section chain of command and designate time and location for next section briefing. Communicate how personnel time is to be recorded. |
|  |  | Establish Logistics Center. |
|  |  | Maintain communications with Operations Section Chief and Branch Directors to assess critical issues and resource needs. |
|  |  | Ensure resource ordering procedures are communicated to appropriate Sections and their requests are timely and accurately processed. |
|  |  | Attend damage assessment meeting with Incident Commander, Environmental Services Unit Leader, and the Safety Officer. |
|  |  | Document all key activities, actions, and decisions on a continual basis. |

|  |  |  |
| --- | --- | --- |
| Ongoing | |  |
| Time Completed | Initials |  |
|  |  | From information reported by Branch Directors, inform Incident Command of facility’s internal factors which may contribute to the decision to evacuate or shelter in place:   * Transportation and Status of Destination Locations * Supplies * Access to Staff |
|  |  | Meet regularly with the Incident Commander, Command Staff and other Section Chiefs to  update status of the response and relay important information to Logistics Section’s Staff. |
|  |  | Obtain needed material and fulfill resource requests with the assistance of the  Finance/Administration Section Chief and Liaison Officer. |
|  |  | Ensure the following resources are obtained and tracked: |
|  |  | * Staff |
|  |  | * Resident care supplies |
|  |  | * Communication hardware |
|  |  | * Food and water |
|  |  | Obtain information and updates regularly from Branch Directors and Unit Leaders. |
|  |  | Ensure that this Section’s groups are adequately staffed and supplied. |
|  |  | Observe all staff, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to Human Resources. Provide for staff rest periods and relief. |

Finance/Administration

|  |  |  |
| --- | --- | --- |
| Position Assigned to: |  | |
| Reporting to: | Incident Command: | |
| Command Center Location: |  | Telephone: |

|  |  |
| --- | --- |
| Mission: | Monitor the utilization of financial assets and the accounting for financial expenditures. Supervise the documentation of expenditures and cost reimbursement activities. Coordinate and supervise the units within the Finance/Admin Section. Contribute to the Incident Action Plan. |

|  |  |  |
| --- | --- | --- |
| Immediate | | (Operational Period 0-2 Hours) |
| Time Completed | Initials |  |
|  |  | Receive appointment from Incident Commander. Obtain packet containing Section's Job Action Sheets. |
|  |  | Notify your usual supervisor of your NHICS assignment. |
|  |  | Obtain briefing from Incident Commander and designate time for next meeting. |
|  |  | Assess need for the following Unit Leaders and appoint as needed: |
|  |  | 1. Procurement |
|  |  | 1. Cost |
|  |  | 1. Employee Time |
|  |  | 1. Compensation/Claims |
|  |  | 1. Business Continuity |
|  |  | Transfer the corresponding Job Action Sheets to Unit Leaders. If a unit leader is not assigned, the Finance/Admin Chief keeps the Job Action Sheet and assumes that function. |
|  |  | Brief unit leaders on current situation and develop the section's initial projection/status report. Designate time for next section briefing. Communicate how personnel time is to be recorded. |
|  |  | Discuss with Employee Time Unit Leader how to document facility-wide personnel work hours worked relevant to the emergency. |
|  |  | Assess the need to obtain cash reserves in the event access to cash is likely to be restricted as an outcome of the emergency incident. |
|  |  | Participate in Incident Action Plan preparation, briefings, and meetings as needed:   * Provide cost implications of incident objectives * Ensure Incident Action Plan is within financial limits established by Incident Command * Determine if any special contractual arrangements/agreements are needed |
|  |  | Identify and document insurance company requirements for submitting damage/claim reports. |
|  |  | Document all key activities, actions, and decisions on a continual basis. |

|  |  |  |
| --- | --- | --- |
| Ongoing | |  |
| Time Completed | Initials |  |
|  |  | Coordinate emergency procurement requests with Logistics. |
|  |  | Maintain cash reserves on hand. |
|  |  | Consult with state and federal officials regarding reimbursement regulations and requirements; ensure required documentation is prepared accordingly. |
|  |  | Meet regularly with the Incident Commander, Command Staff and other Section Chiefs to update status of the response and relay important information to Finance/Admin Section Staff. |
|  |  | Approve and submit to Incident Command a "cost-to-date" incident financial status report every 8 hours (prepared by the Cost Unit Leader, if appointed) summarizing financial data relative to personnel, supplies, and miscellaneous expenses. |
|  |  | Ensure that required financial and administrative documentation is properly prepared. |
|  |  | Process invoices received. |
|  |  | Maintain routine, non-incident related administrative oversight of financial operations. |
|  |  | Observe all staff, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to Human Resources. Provide for staff rest periods and relief. |

## 

## Department Considerations for Jobs

**Other departments within the organization will have personnel assigned within the ICS structure depending on their roles, talents, and current need. There are items each department should consider as they assign personnel:**

**DIETARY/FOOD SERVICES UNIT LEADER**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reports to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Management Duties**

|  |  |  |
| --- | --- | --- |
| **Completed** | **Initials** | **Item** |
|  |  | Oversee kitchen management. |
|  |  | Notify staff if there will be an evacuation. |
|  |  | Ensure gas appliances are turned off before departure. |
|  |  | Contact dietary/food service staff whom need to report to duty. |
|  |  | Supervise movement and separation of food stores to  designated area(s). |
|  |  | Supervise loading of food in the event of an evacuation. |
|  |  | Supervise closing of the kitchen. |
|  |  | Ensure preparation of food and water to be transported to the receiving facility. |
|  |  | Ensure disposable utensils, cups, straws, napkins are packed |
|  |  | Ensure adequate food is available and packed for staff going to receiving facility. |
|  |  | Brief Commander as needed. |

**HOUSKEEPING UNIT LEADER**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reports to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Duties as assigned by Manager**

|  |  |  |
| --- | --- | --- |
| **Completed** | **Initials** | **Item** |
|  |  | Brief supervisor as needed. |
|  |  | Ensure cleanliness of resident’s environment |
|  |  | Ensure provision of housekeeping supplies for three days. |
|  |  | Clear corridors of any obstructions such as carts,  wheelchairs, etc. |
|  |  | Ensure adequate cleaning supplies and toilet paper is  available. |
|  |  | Check equipment (wet/dry vacuums, etc.). |
|  |  | Secure facility (close windows, lower blinds, etc.) |
|  |  | Perform clean-up, sanitation and related preparations. |
|  |  | Assist with moving residents to departure areas as needed. |
|  |  | Ensure adequate supplies of linens, blankets, and pillows. |
|  |  | Ensure emergency linens are available for soaking up spills and leaks. |
|  |  | Supervise loading of laundry and housekeeping supplies into transportation vehicles. |

**INFRASTRUCTURE AND MAINTENANCE SERVICES UNIT LEADER**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reports to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Completed** | **Initials** | **Item** |
|  |  | Brief supervisor as needed. |
|  |  | Ensure communications equipment is operational and extra batteries are available. |
|  |  | Check and ensure safety of surrounding areas (secure loose outdoor equipment and furniture) |
|  |  | Secure exterior doors and windows |
|  |  | Check/fuel emergency generator and switch to alternative power as necessary. |
|  |  | Alert Department Heads of equipment supported by  emergency generator. |
|  |  | If pump or switch on emergency generator is controlled  electrically, install manual pump or switch. |
|  |  | Ensure readiness of buildings and grounds. |
|  |  | Call fire department if applicable. |
|  |  | Conduct inventory of vehicles, tools and equipment  and report to administrative service. |
|  |  | Fuel vehicles |
|  |  | Identify shut off valves and switches for gas, oil, water, and electricity and post charts to inform personnel. |
|  |  | Identify hazardous and protective areas of facility and post locations. |
|  |  | Close down/secure facility in event of evacuation |
|  |  | Ensure all needed equipment is in working order. |
|  |  | Document and report repairs/supplies needed for the  building. |
|  |  | Ensure emergency lists are posted in appropriate areas |
|  |  | Monitor fuel supplies and generators |
|  |  | Be watchful for potential fire hazards, water leaks, water  intrusion, or blocked facility access. |
|  |  | Determine need for additional security.\* |
|  |  | Ensure supplies and equipment are safe from theft.\* |
|  |  | Identify and mitigate outdoor threats to facility. \* |

\* If your facility does not have dedicated Security Staff- otherwise, these duties would be

assigned to Security.

**NURSING DEPARTMENT UNIT LEADER**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reports to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Completed** | **Initials** | **Item** |
|  |  | Brief supervisor as needed |
|  |  | Ensure delivery of resident medical needs. |
|  |  | Assess special medical situations. |
|  |  | Coordinate oxygen use. |
|  |  | Relocate endangered residents. |
|  |  | Ensure availability of medial supplies. |
|  |  | Secure patient records. |
|  |  | Maintain resident accountability and control. |
|  |  | Supervise residents and their release to relatives, when  approved |
|  |  | Ensure proper control of arriving residents and their records. |
|  |  | Screen ambulatory residents to identify those eligible for  release. |
|  |  | Maintain master list of all residents, including their  dispositions. |
|  |  | Contact pharmacy to determine:  • Cancellation of deliveries  • Availability of backup pharmacy  • Availability of 3-days of medical supplies |
|  |  | Assist with patient transportation needs. |
|  |  | Supervise emergency care |
|  |  | Use Medication Administration Records (MAR) to verify patient/resident locations. |
|  |  | Ensure adequate medications and medical supplies are  available. |
|  |  | Periodically check medications and medical supplies. |
|  |  | Review and prioritize patient/resident care requirements |
|  |  | Coordinate staffing needs. |
|  |  | Supervise patient/resident transfer from the building. |

**PATIENT SERVICES UNIT LEADER**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reports to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Completed** | **Initials** | **Items** |
|  |  | Brief supervisor as needed. |
|  |  | Notify resident families/responsible parties of disaster  situation and document this notification. |
|  |  | Coordinate information release with senior administrator. |
|  |  | Monitor telephone communication |
|  |  | Answer telephones and direct questions/requests to  appropriate areas. |
|  |  | Order supplies as directed (Coordinate with Nursing/Medical Services) |
|  |  | Cancel special activities (i.e., trips, activities, family visits, etc.), deliveries and services |
|  |  | Make arrangements for emergency transportation of residents. |
|  |  | Contact additional staff when authorized. |
|  |  | Monitor and document costs associated with the incident. |
|  |  | Secure non-patient records. |
|  |  | Supervise and/or assist in clearing hallways, exits. |
|  |  | Coordinate movement of residents. |
|  |  | Assist in transport of residents from rooms to  departure areas. |
|  |  |  |
|  |  | Assist in transfer of residents to transportation  vehicles. |
|  |  | Ensure adequate trained staff is available for emotional needs of patient and staff. |
|  |  | Ensure appropriate staff are available to provide bedside  treatments |

**HICS INCIDENT ACTION PLAN (IAP) QUICK START**

**COMBINED HICS 201—202—203—204—215A**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Public Information Officer** | | | |  | |  | | | |  | | | |
| **Incident Commander** | | | |
|  |  |
|  | | | | | |
|  | **Liaison Officer** | | | |  |
|  |  |
|  | | | | | |
|  | **Safety Officer** | | | |  |
|  | |  | | | | | | |
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|  | | | | | | | |
|  | |  | | | | |  | | |  | | | |  |
| **Operations Section Chief** | | |  | **Planning Section Chief** | | | |  | **Logistics Section Chief** | | |  | **Finance / Administration Section Chief** | |

**Medical-Technical Specialists**

|  |  |
| --- | --- |
| **1. Incident Name** | **2. Operational Period** (# )  DATE: FROM: TO: \_  TIME: FROM: TO: |
| 1. **Situation Summary — HICS 201 —** | |
| **4. Current Hospital Incident Management Team** (fill in additional positions as appropriate) **— HICS 201, 203 —** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. Health and Safety Briefing** Identif y potential incident health and saf ety hazards and develop necessary measures (remove hazard, provide personal protective equipment, w arn people of the hazard) to protect responders fromthose hazards. **— HICS 202, 215A —** | | | |
| **6. Incident Objectives — HICS 202, 204 —** | | | |
|  |  |  |  |
| **6a. OBJECTIVES 6b. STRATEGIES / TACTICS 6c. RESOURCES REQUIRED 6d. ASSIGNED TO** | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| **7. Prepared by** PRINT NAME: \_ SIGNATURE:  DATE/TIME: \_ FACILITY: | | | |

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# HICS INCIDENT ACTION PLAN (IAP) QUICK START

## COMBINED HICS 201—202—203—204—215A

**PURPOSE:** The Incident Action Plan (IAP) Quick Start is a short form combining HICS Forms 201, 202, 203, 204 and 215A. It can be used in place of the full forms to document initial actions taken or during a short incident. Incident management can expand to the full forms as needed.

**ORIGINATION:** Prepared by the Incident Commander or Planning Section Chief.

**COPIES TO:** Duplicated and distributed to Command and General staff positions activated. All completed original forms must be given to the Documentation Unit Leader.

**NOTES:** If additional pages are needed for any form page, use a blank HICS IAP Quick Start and repaginate as needed. Additions may be made to the form to meet the organization’s needs.

|  |  |  |
| --- | --- | --- |
| **NUMBER** | **TITLE** | **INSTRUCTIONS** |
| **1** | **Incident Name** | Enter the name assigned to the incident. |
| **2** | **Operational Period** | Enter the start date (m/d/y) and time (24-hour clock) and end date and time for the operational period to which the form applies. |
| **3** | **Situation Summary** | Enter brief situation summary. |
| **4** | **Current Hospital**  **Incident Management Team** | Enter the names of the individuals assigned to each position on the Hospital Incident Management Team (HIMT) chart. Modify the chart as necessary, and add any lines/spaces needed for Command staff assistants, agency representatives, and the organization of each of the General staff sections. |
| **5** | **Health and Safety Briefing** | Summary of health and safety issues and instructions. |
| **6** | **Incident Objectives** |  |
|  | **6a. Objectives** | Enter each objective separately. Adjust objectives for each operational period as needed. |
|  | **6b. Strategies / Tactics** | For each objective, document the strategy/tactic to accomplish that objective. |
|  | **6c. Resources Required** | For each strategy/tactic, document the resources required to accomplish that objective. |
|  | **6d. Assigned to** | For each strategy/tactic, document the Branch or Unit assigned to that strategy/tactic. |
| **7** | **Prepared by** | Enter the name and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility. |