



# MODULE 4: Implementing NHICS and the Planning Toolkit





# Objectives - Module 4

- Familiarize yourself with the NHICS planning tools
- Learn the 10 steps for implementing NHICS at your facility



# Planning Toolkit

- The 2017 Planning Toolkit includes the:
  - Streamlined All Hazards Incident Planning Guide (IPG)
    - Replaces incident-specific IPGs
  - NHICS Glossary

Nursing Home Incident  
Command System  
(NHICS)  
2017



## Planning Toolkit

ALL HAZARDS INCIDENT PLANNING GUIDE (IPG)  
GLOSSARY





# All Hazards Incident Planning Guide (IPG)

- The All Hazards IPG is:
  - Used for planning and discussion; are modifications necessary for your facility?
  - Organized by four phases of emergency management:
    - Mitigation
    - Preparedness
    - Immediate and Intermediate Response
    - Extended Response and System Recovery



# All Hazards Incident Planning Guide (IPG)...

- An “All Hazards” approach to emergency management calls for a nursing home to work toward:
  - Hazard prevention while at the same time preparing for the emergencies that may occur at any time without warning
  - May be customized to your facility’s needs



# Glossary

- The NHICS Glossary is:
  - A quick reference guide for key terms
  - Arranged alphabetically
  - Includes acronyms used in the NHICS Guidebook and Toolkit



# NHICS Implementation

- NHICS can be implemented in 10 basic steps





# Step 1 – Getting Started

- Appoint a person to lead implementation
- Convene a planning workgroup
- Read the NHICS Guidebook
- Review Toolkit materials
- Complete NHICS training
- Outline necessary activities
- Establish the final approval process





# Step 1 – Getting Started...

- Set up a work schedule
- Consider developing an implementation/ training program with other area nursing homes for standardization and mutual aid assistance
- Invite public safety, public health, EMS and emergency management officials to participate as appropriate



## Step 2 – Determine your IMT

- Review the NHICS IMT chart
- Determine who is appropriate for each role
  - Remember that a specific person may not be available when the emergency strikes
  - Ideally, select multiple persons for each position
  - Limit the number of times a specific person can be listed



## Step 3 – Revise Job Action Sheets if necessary

- JASs are available for each position on your IMT
- Review each JAS to ensure consistency with your facility's policies and procedures
- Make changes as needed to each JAS, but try to limit changes to preserve standardization



## Step 3 – Revise the Job Action Sheets...

- Once any adjustments to the JASs are completed, immediately publish the final JASs:
  - Include in the Emergency Operations Plan (EOP)
  - Put JASs on computers that can be accessed in the Nursing Home Command Center and other key areas
  - Be sure that printed JASs are readily accessible in the Nursing Home Command Center in case computers become unavailable
  - Put JASs into pocket of the NHICS Command Vests



## Step 4 – Review the NHICS Forms

- Review the NHICS Forms:
  - Make limited changes if necessary (to maintain standardization)
  - Add additional forms you feel may be needed or easier to use based on your facility’s policies or procedures
- Publish and share the final NHICS Forms



## Step 4 – Review the NHICS Forms...

- Place final documents in the Nursing Home Command Center
  - Ensure easy access by all that may need access
  - Maintain electronic and hard copies
- Keep forms current with periodic reviews
  - NHICS 258 Facility Resource Directory (update regularly in the planning stage)



# Step 5 – Review the IRGs and All Hazards IPG

- Study the results of your Hazard Vulnerability Analysis (HVA)
- Adjust the All Hazards IPG to meet your facility's needs based on the HVA
- Review the IRGs and modify if needed
- Place revised materials where they can be easily accessed



## Step 6 – Develop Activation Kits

- Assemble Activation Kits for each IMT position including:
  - IMT Chart
  - Color-Coded Vest that indicates IMT role
  - JAS for the position(s)
  - NHICS Forms
  - Other tools – radio/directories/paper/pens
  - Place in a box or bag, in a secure location
- Assess each Activation Kit periodically





## Step 7 – Identify the Nursing Home Command Center (NHCC)

- Where key IMT staff work
- Should be large enough to accommodate necessary personnel
  - Accessible/safe/secure
  - Sufficient space for the assigned personnel
  - Adequate access to computers, phones, NHICS material, etc.
- Close to bathrooms and food



## Step 7 – Identify the Nursing Home Command Center (NHCC)...

- Necessary technologies for the NHCC include:
  - Phones
  - Computers (with all NHICS Forms, etc., pre-loaded)
  - Radios/communications
  - Fax/printer
- All technologies should be regularly tested
- Arrange for maintenance during an incident



## Step 8 – Provide Training

- Promote individual AND team training
- Encourage and reward an understanding of NHICS concepts
  - Individual reading of materials
  - Discussions/Presentations/Exercises
- Use the NHICS Guidebook and training modules



# Step 9 – Conduct an Exercise

- Select an Exercise Committee and Chairperson
- Choose an incident from your Hazard Vulnerability Analysis (HVA)
- Become familiar with the types of exercises and select the type you want
- Establish the exercise objectives

LINK TO ADDITIONAL INFORMATION (Homeland Security Exercise and Evaluation Program):  
<https://www.fema.gov/media-library/assets/documents/32326>



## Step 9 – Conduct an Exercise...

- Consider a disaster drill first (walk before you run)
- Incorporate NHICS Forms
- Develop an evaluation strategy
- Conduct the drill/exercise
- Conduct a Hot Wash
- Write an After Action Report (AAR) and Improvement Plan



## Step 10 – Make Needed Changes Based on “Lessons Learned”

- Identify needed revisions to your facility’s EOP and/or NHICS materials
- Ensure changes are made consistently across all materials
- Discuss lessons learned and changes at meetings and training sessions; get the word out



# Knowledge Check - Question 1

The Incident Planning Guide (IPG) is a response tool.

- A. True
- B. False



## Knowledge Check - Question 2

When the Planning Team meets to discuss the facility's response to an earthquake, they should consider that the initial earthquake may lead to additional cascading events, e.g., the need to evacuate the facility.

- A. True
- B. False





# Knowledge Check – Question 3

Before conducting an exercise, it is prudent to determine:

- A. Who will serve on the exercise committee
- B. The type of exercise, e.g., drill, facilitated discussion, table top exercise, etc.
- C. What is the purpose of the exercise, i.e., what is being tested?
- D. An evaluation strategy
- E. All of the above



# Summary

- In Module 4, you learned about the:
  - The new All Hazards Incident Planning Guide
  - NHICS Glossary
  - The 10 steps for implementing NHICS

## LINKS TO ADDITIONAL INFORMATION:

CAHF Disaster Preparedness Program: <http://www.cahfdisasterprep.com/>

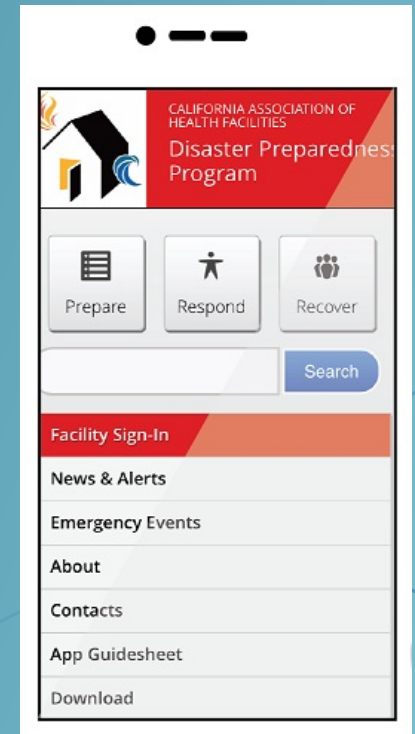
CAHF Disaster Preparedness App: <http://dpapp.cahf.org>

NHICS Guidebook and Toolkits: <http://www.cahfdisasterprep.com/NHICS/GuidebookTools.aspx>



# Disaster Preparedness App

- Developed by CAHF for long-term care providers to easily:
  - Populate with general emergency information
  - Upload facility-specific information





# Thank you!

By participating in this training and acquiring a working knowledge of your facility's Emergency Operations Plan (EOP) and NHICS 2017 materials, you should be better prepared to protect yourself, your family, and the residents, staff and visitors at your facility who may be otherwise impacted by future emergencies.



# Acknowledgements

This **2017 NHICS training** was developed by the **California Association of Health Facilities** with support from the **California Department of Public Health**. Please visit the web site below for complete information on the new 2017 NHICS.

California Association of Health Facilities  
Sacramento, CA

<http://www.cahfdisasterprep.com/>