Why Hospitals Should Use Hospital Incident Command System (HICS)

Bryan M. Miller
MS, BSN, RN, NHDP-BC
What I’ll cover....

• What are the Hospital’s NIMS requirements?
• What is Hospital Incident Command System (HICS)?
• Hospital staffing
• All Hands on Deck
• Training
• Using HICS
• HICS Incident Planning Guides & HICS Incident Response Guides
• Job Action Sheets
• HICS Forms
What are the Hospital’s NIMS requirements?

• FEMA NIMS compliance IS-100, IS-200, IS-700 & IS-800
• The Joint Commission compliance that hospital’s incident command structure is integrated and consistent with its community
• Most hospitals say they use HICS as their incident management system but have never received formal training in HICS
• Some hospitals get ICS 300 & 400 training then use HICS forms, while this is beneficial there are many differences
• Some hospitals read through some of the HICS info and scramble through forms during incidents or drills
What is Hospital Incident Command System (HICS)?

- The Hospital Incident Command System (HICS) is an incident management system that can be used by any hospital to manage threats, planned events, or emergency incidents.*
- As a system, HICS is extremely useful; not only does it provide an organizational structure for incident management but it also guides the process for planning, building, and adapting that structure. *
- Using HICS for every incident or planned event helps hone and maintain skills needed for the large scale incidents. *

*Hospital Incident Command System Guidebook; Fifth Edition; May 2014
Hospital Staffing

• Most hospitals are running more lean
• Some hospitals have staff on call and others rely on call back trees or mass notification systems to recall staff
• Until those extra staff arrive, it could impact current patient care by stretching the staff on duty and having to support the incident/event
All Hands on Deck

- When an incident/event occurs it draws all attention to the Emergency Department and many hospital’s staff believe it’s the ED’s problem until it gets to their Unit. Then it’s why is this happening? We need help!
- Some hospitals have it figured out. They train and exercise more than the Center for Medicaid and Medicare Services or The Joint Commission requires which is twice a year for hospitals.
Training

• Are all staff, including Physicians, trained in IS-100, IS-200, IS-700 & IS-800 or just a select few of staff like Administrators, Directors & Managers?

• HICS training?

• ICS 300 & 400 training?

• Most training is conducted during the day shift

• Most exercises are conducted during the day shift

• How does the night shift get trained?
While these online courses cover most of the materials, they lack the Tabletop Exercises to bring all the materials & learning together. Instructor led HICS courses are preferred.
Using HICS

• As with all incidents or events the only required position is the Incident Commander.
• Usually the Administrator on Call (AOC) or the Shift/House Supervisor will be Incident Commander (IC) for any incident/event
• Span of control is the same within HICS as ICS
• IC adds staff as needed and demobilizes when needed
• No differences within the Command and General staff to include titles
HICS Incident Planning Guides & HICS Incident Response Guides

- Active Shooter
- Evacuation, Shelter-in-Place & Hospital Abandonment
- Staff Shortage
- Mass Casualty Incident
- Hostage or Barricade Incident
- Missing Person
- Utility Failure

- Severe Weather with Warning
- Tornado
- Earthquake
- Wildfire
- Infectious Disease
- IT Failure
- Chemical Incident
- Radiation Incident
- Explosive Incident
Job Action Sheets

The Job Action Sheets (JAS) are an incident management tool designed to familiarize the user with critical aspects of the management position he or she is assuming. The JAS have been developed for each of the positions (activated only as needed) in the full Hospital Incident Management Team (HIMT) chart and are, by design, generic to the position and should be complemented by the hazard-specific Incident Response Guide (IRG). JAS are intended to be handed-off to the next person assuming the position and/or upon shift change.*

*Hospital Incident Command System Guidebook; Fifth Edition; May 2014
HICS & ICS Forms that are the same number with similar purpose

- **HICS 201**  Incident Briefing
- **ICS Form 201, Incident Briefing (v2).pdf**
- **HICS 202**  Incident Objectives
- **ICS Form 202, Incident Objectives (v2).pdf**
- **HICS 203**  Organization Assignment List
- **ICS Form 203, Organization Assignment List (v2).pdf**
- **HICS 204**  Assignment List
- **ICS Form 204, Assignment List (v2).pdf**
- **HICS 205A**  Communications List
- **ICS Form 205A, Communications List (v2).pdf**
- **HICS 206**  Staff Medical Plan
- **ICS Form 206, Medical Plan (v2).pdf**
- **HICS 207**  Hospital Incident Management Team (HIMT) Chart
- **ICS Form 207, Incident Organization Chart (v2).pdf**
- **HICS 213**  General Message Form
- **ICS Form 213, General Message (v2).pdf**
- **HICS 214**  Activity Log
- **ICS Form 214, Activity Log (v2).pdf**
- **HICS 215A**  Incident Action Plan (IAP) Safety Analysis
- **ICS Form 215A, Incident Action Plan Safety Analysis (v2).pdf**
- **HICS 221**  Demobilization Check-Out
- **ICS Form 221, Demobilization Check-Out (v2).pdf**
HICS & ICS Forms that are different

- HICS 200 Incident Action Plan (IAP) Cover Sheet
- IAP Quick Start Incident Action Plan (IAP) Quick Start
- HICS 251 Facility System Status Report
- HICS 252 Section Personnel Time Sheet
- HICS 253 Volunteer Registration
- HICS 254 Disaster Victim/Patient Tracking
- HICS 255 Master Patient Evacuation Tracking
- HICS 256 Procurement Summary Report
- HICS 257 Resource Accounting Record
- HICS 258 Hospital Resource Directory
- HICS 259 Hospital Casualty/Fatality Report
- HICS 260 Patient Evacuation Tracking
- ICS Form 205, Incident Radio Communications Plan (v2).pdf
- ICS Form 208, Safety Message-Plan (v2).pdf
- ICS Form 209, Incident Status Summary (v2).pdf
- ICS Form 210, Resource Status Change (v2).pdf
- ICS Form 211, Incident Check-In List (v2).pdf
- ICS Form 213RR, Resource Request Message (v2).pdf
- ICS Form 215, Operational Planning Worksheet (v2).pdf
- ICS Form 218, Support Vehicle-Equipment Inventory (v2).pdf
- ICS Form 219, T-Card Instructions.pdf
- ICS Form 219-1, T-Card (Gray) (v2).pdf
- ICS Form 219-10, T-Card (Purple) (v2).pdf
- ICS Form 219-2, T-Card (Green) (v2).pdf
- ICS Form 219-3, T-Card (Rose) (v2).pdf
- ICS Form 219-4, T-Card (Blue) (v2).pdf
- ICS Form 219-5, T-Card (White) (v2).pdf
- ICS Form 219-6, T-Card (Orange) (v2).pdf
- ICS Form 219-7, T-Card (Yellow) (v2).pdf
- ICS Form 219-8, T-Card (Tan) (v2).pdf
- ICS Form 220, Air Operations Summary (v2).pdf
- ICS Form 225, Incident Personnel Performance Rating (v2).pdf
Why Hospitals Should Use Hospital Incident Command System (HICS)

• Hospital based Incident Management System
• Hospital specific forms
• More supportive information during incidents/events
• Guides for multiple situations
• NIMS compliant
• CMMS compliant
• The Joint Commission & other accreditation organizations compliant
Bryan M. Miller
MS, BSN, RN, NHDP-BC
hicscourse@gmail.com
(361) 229-3483

Member, Hospital Incident Command System (HICS) National Advisory Committee