Implementing NHICS in Your Center

Today’s Presenters

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Disaster Preparedness
Nursing Home Incident Command System Review

NHICS IS A FRAMEWORK
Not an Emergency Operations Plan
An EOP is a comprehensive document that is customized for your center, is kept current and includes:

- Risk assessment
- Policies and procedures specific to your hazards
- Communication plan
- Equipment and supplies
- Collaboration with local response
- Training and updating of plan

How do we know what to address in our EOP?

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Emergency Management Program
Nursing Home Emergency Operations Plan (EOP) Index

<table>
<thead>
<tr>
<th>Checklist for Ensuring an Effective Plan</th>
<th>Section 1</th>
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<tr>
<td>Ensure Staff &amp; Facility are Prepared for a Disaster</td>
<td>Section 2</td>
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<td>Responsibilities for Ensuring Availability of Critical Supplies and Activities</td>
<td>Section 3</td>
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<tr>
<td>Command Post Supply List</td>
<td>Section 4</td>
</tr>
<tr>
<td>Telephone Numbers to Have at the Command Post</td>
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General Emergency Management Plan Infrastructure

- Activation of Plan
- Command Post and Incident Management
- Building Lockdown
- Internal Communications During a Disaster
- External Communications During a Disaster
- Notification of Off-Duty Staff
- Disaster Staffing
- Disaster Privileging
- Loss of Parking / Inability to Commute to the Facility
- Surge Capacity Plan
- Morgue / Mass Fatality Plan

Healthcare Incident Command System

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Survey & Certification

Emergency Preparedness for Every Emergency

EMERGENCY PREPAREDNESS CHECKLIST
RECOMMENDED TOOL FOR EFFECTIVE HEALTH CARE FACILITY PLANNING

<table>
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<th>Tasks</th>
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<tr>
<td><strong>Develop Emergency Plan:</strong> Gather all available relevant information when developing the emergency plan. This information includes, but is not limited to:</td>
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<td>Copies of any state and local emergency planning regulations or requirements</td>
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<td><strong>All Hazards Continuity of Operations (COOP) Plan:</strong> Develop a continuity of operations business plan using an all-hazards approach (e.g., hurricanes, floods, tornadoes, fire, bioterrorism, pandemic, etc.) that would potentially affect the facility directly and indirectly within the particular area of location. Indirect hazards could affect the community but not the facility and as a result interrupt necessary utilities, supplies or staffing. Determine all essential functions and critical personnel.</td>
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<td><strong>Collaborate with Local Emergency Management Agency:</strong> Collaborate with local emergency management agencies to ensure the development of an effective emergency plan.</td>
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<td><strong>Analyze Each Hazard:</strong> Assess the specific vulnerabilities of the facility and determine the</td>
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LONG TERM CARE EMERGENCY PREPAREDNESS CHECKLIST - CROSSWALK TO THE LTC-MAP
RECOMMENDED TOOL FOR EFFECTIVE HEALTH CARE FACILITY PLANNING

| Status Key: P = Element is partially satisfied by the LTC-MAP  S = Element is satisfied by the LTC-MAP |
| CMS Revised Emergency Preparations Checklist, 02-2014 |

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<td><strong>P</strong> 2-F key contacts identified</td>
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<tr>
<td><strong>S</strong> Attachment 6</td>
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<tr>
<td><strong>P</strong> Aggregate Resident/Citizen Emergency Preparedness Plan</td>
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<td><strong>P</strong> COOP is an internal plan; essential functions involving regional and facility integration and support are in the LTC-MAP.</td>
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<td><strong>P</strong> Local EMA's are invited to LTC-MAP education, meetings and exercises, and during plan activation. Information is provided through the state EMA agency (situation reports). Local EMA's are alerted in a disaster involving facilities in their jurisdiction.</td>
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NHICS does not take the place of your Emergency Operations Plan

It is an addition to your plan that:

- Organizes your response
- Outlines a standardized chain of command
- Provides planning assistance in the form of “checklists” and forms
- Gives a common language for inter-facility and inter-agency communication

The Benefits of NHICS....

- Empowers staff
- Promotes interoperability
- Improves efficiency
- Applies to ALL HAZARDS
Key Features NHICS

1. Command structure
2. Modular organization
3. Incident Action Planning/Objectives
4. Common terminology

Command Structure

- Command
- Operations
- Planning
- Logistics
- Finance/Administration
Step 1: Getting Started

- Appoint someone in charge of the implementation effort
- Convene a work group
- Read the NHICS Guidebook for background assistance

www.cahfdisasterprep.org

Who will lead the work group?

Image from www.blog.intrapromote.com
The Emergency Management Committee

Emergency Management Life Cycle

- Recovery
- Mitigation
- Response
- Preparedness
Step 2: Determine Your IMT
Nursing Home Incident Command System

9/15/2009

Key:
- Incident Command: Red
- Medical Director: Blue
- Operations: Yellow
- Planning: Green
- Logistics: Orange
- Finance/Administration: Pink
- Personnel: Black
- Equipment: Blue
- Communication: Green
- Security: Red
- Infrastructure: Yellow
- Documentation: Green
- Consultant: Light Blue
- Served by Chief: Black
- Served by Division: Blue
- Served by Leaders: Green

The Palms of Sebring
Emergency Management Roles & Responsibilities
STEP 3: UTILIZE GUIDES AND FORMS

- Customize the Job Action Sheets
- Customize the Forms
- Customize the Incident Planning and Response Guides
NHICS 201 Incident Briefing & Operational Log

MassMAP Forms

- Resident Emergency Evacuation Form
- Resident / Medical Record / Staff / Equipment Tracking
- Influx of Residents Log
MA RESIDENT EMERGENCY EVACUATION FORM

Every Resident

MA RESIDENT EMERGENCY EVACUATION FORM

Groupings of Residents Sent

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Groupings of Residents Sent

MA RESIDENT EMERGENCY EVACUATION FORM

Every Resident
### INFLUX MassMAP – INFLUX OF RESIDENTS LOG

<table>
<thead>
<tr>
<th>Map or Tracking #: Facility Received From</th>
<th>Resident Name (Last, First)</th>
<th>Sex</th>
<th>DOB</th>
<th>Arrival Time</th>
<th>What was received with Resident</th>
<th>Family Contact: Date (D), Time (T), Name (N), Phone # (P)</th>
<th>Physician Contact: Date (D), Time (T), Name (N), Phone # (P)</th>
<th>Time Left Trigger/Disposition</th>
</tr>
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<tr>
<td>Y/N</td>
<td>Chart Y/N</td>
<td>Sc</td>
<td>T</td>
<td></td>
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<td>T/N N T P</td>
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Special Notes: Receiving Facility Actions – Please complete

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<tr>
<th>Receiving Facility Actions</th>
<th>Facility Name</th>
<th>City</th>
<th>State</th>
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<tr>
<td>A) Did you communicate receipt of residents with the LTC Coordinating Center/RMCC or Disaster Struck Facility?</td>
<td>YES / NO (if not, please do so now)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B) Print Name of Key Contact</td>
<td>Phone #:</td>
<td>Fax #:</td>
<td></td>
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Top Copy - Fax to Sending Facility / Middle Copy - EMS / Transportation / Bottom Copy - Retain / Fax Copy to LTC Coordinating Center/RMCC

### INCIDENT SPECIFIC GUIDES

#### MANMADE DISASTER: LOSS OF POWER

**INCIDENT RESPONSE GUIDE**

**Mission:** To safely manage the operations of the nursing home during a power outage and its restoration.

**DIRECTIONS**
- Read this entire response guide and review Incident Management Team Chart.
- Use this response guide as a checklist to ensure all tasks are addressed and completed.

**OBJECTIVES**
- Maintain emergency power systems.
- Maintain resident care management and safety.
- Minimize impact on nursing home operations.
- Evacuate residents to other facilities, if appropriate.
- Communicate situation to staff, residents, the media, community officials, and regulatory agencies, and receive information.
Incident Specific Guides as indicated by your center’s hazard vulnerability analysis (HVA)

Complete your EOP with NHICS FORMS as needed

Step 4: Develop a NHICS Kit

- Vests for Command and Section Chiefs
- Clipboards, forms, quick reference guides
- Flashlights, radios, etc.
- Other?
The **POWER** of the Vest...

- A quiet private space
- Easily accessible to bathroom
- Wired for phone/computer
- Alternative power if possible
- Table, chairs, board or flip chart

**Step 5: ID Command Center**
FINAL STEPS

- **Step 6**: Provide Training
- **Step 7**: Conduct Drill/Exercise
- **Step 8**: Refine your practice
Step 6: Provide Training

Utilize a Range of Exercises
Everyone knows their own responsibilities
Everyone knows who is in charge
Everyone knows to stay focused on safety
Everyone understands their role

Integrating NHICS into your drills...

- Integrate NHICS into fire drills
- Integrate NHICS into disaster drills
- Integrate NHICS into Table top and discussion based exercised
- Utilize NHICS for ALL EMERGENT events including Survey!
- Utilize NHICS for non-emergent events
Additional Training in ICS

• Free On-line FEMA Training- IS 100-HCb / IS-700.A
  http://training.fema.gov/EMIWeb/IS/is100HCb.asp
  http://training.fema.gov/EMIWeb/is/is700a.asp

• Request Training Assistance from Local Resources

THANK YOU

Jocelyn Montgomery
Andy McGuire