

It is important to designate an area within the nursing home to serve as the Facility or Nursing Home Incident Command Center. This should happen as part of the planning process, not at the time the incident occurs. Conference rooms are often used for this purpose. The room ideally should be in a secure location and suitable in size to accommodate the anticipated number of personnel filling Incident Management Team (IMT) positions who will operate from this area.

**Primary Location:**

Phone #:

Fax #:

Wi-Fi Access:

Password:

**Secondary / Backup Location:**

Phone #:

Fax #:

Wi-Fi Access:

Password:

**Incident Command Center Supply Checklist:**

- Phones (4-6 desktop phones with rollover capability)
- Computers (desktops or laptops)
- Internet capability (hardwired or Wi-Fi)
- Printer / Copier / Fax machine (in or near room)
- General Supplies (paper, pens, white board markers, tape, staplers, etc.)
- Whiteboard (fixed or wheeled)
- LCD projector (fixed or portable)
- ICS Color-coded vests with Job Action Sheets (JAS) for each Command and General Staff position

Convenient access to bathrooms and food is also important. Space should be organized so that each Command position has a desk area and access to available technology.