

# Nursing Home Incident Command System

## Module 3 Applying ICS in Nursing Homes

*This program has been produced by the Center for HICS Education and Training with funding from the California Long Term Care Association. The materials contained within are provided for Nursing Homes and other Long Term Care Facilities in development of emergency preparedness and response programs.*

# Objectives

- By the end of this presentation, the participant will:
  - Understand how general Incident Command principles apply to Nursing Homes
  - Understand why an Incident Management Team (IMT) is implemented, including Command and General Staff roles and responsibilities
  - Demonstrate how to build and implement a Nursing Home IMT

# Incident Management Functions

- Every incident requires management functions to be performed by:
  - Evaluate the problem
  - Developing a plan to address
  - Acquiring resources needed
- Management by Objective (MBO) is a critical component
- ICS organization frequently does not correlate with daily administrative function
- Positions activated in the response serve as the Incident Management Team (IMT)
  - IMT purpose is to respond to and recover from the event through coordinated objectives and tactics.

# Incident Management Team (IMT) Functions

- *Incident Commander*
  - Only position always activated in an incident
  - Sets the objectives, devises strategies and priorities, and maintains overall responsibility for managing incident
- *Operations*
  - Conducts tactical operations (e.g., resident services, clean up) to carry out the plan using defined objectives and directing all needed resources

# IMT Functions (cont.)

- *Planning*
  - collects and evaluates information for decision support, maintains resource status information, prepares documents such as the Incident Action Plan, and maintains documentation for incident reports
- *Logistics*
  - provides support, resources, and other essential services to meet the operational objectives
- *Finance/Administration*
  - monitors costs related to incident and provides accounting, procurement, time recording, and cost analyses

# Building the IMT

Position titles define the role and the tasks assigned to that role and identify the position within the chain of command:

- ***Commander:***
  - there is only one commander position during the incident response, this being the Incident Commander
- ***Officers:***
  - officers are part of the command section. In NHICS, an officer role is the Safety Officer, who reports directly to the Incident Commander
- ***Chiefs:***
  - oversight for a section is provided by a Section Chief. Chiefs report directly to the Commander
- ***Directors:***
  - branches may be activated under sections to maintain the span of control and provide specific duties and actions (i.e., the Resident Services and the Infrastructure Branch in the Operations Section, both with Directors overseeing the branch)
- ***Units:***
  - These are sub units of a section with functional responsibility for a specific incident

# Command Section

Incident  
Commander

Medical  
Director/Specialist

Safety  
Officer

# Operations Section



# Logistics Section

**Logistics  
Section Chief**

**Service  
Branch  
Director**

**Support  
Branch  
Director**

# Planning Section

Planning  
Section Chief

Situation  
Unit Leader

Documentation  
Unit Leader

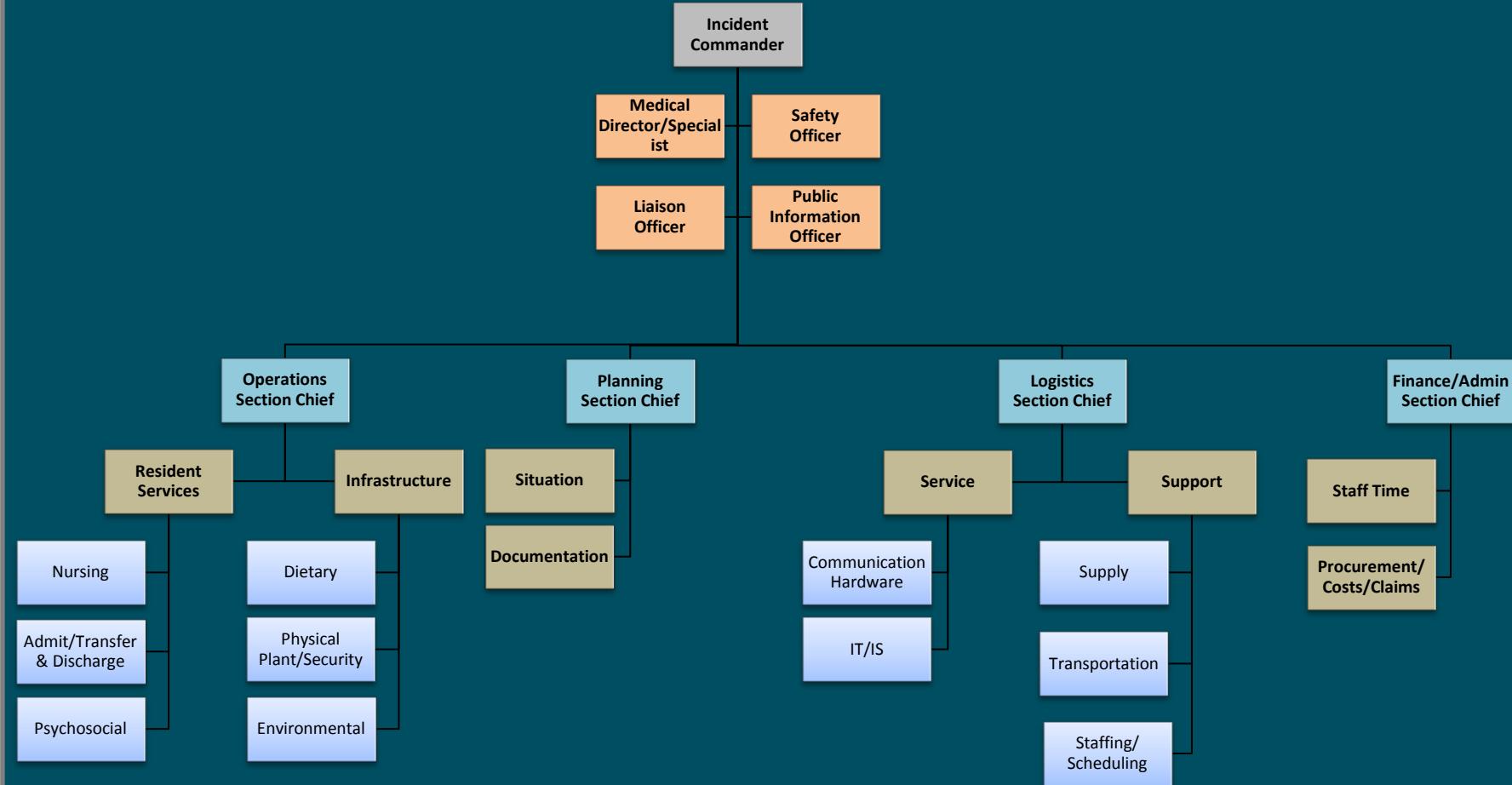
# Finance Section

**Finance/Administration  
Section Chief**

Time  
Unit Leader

Procurements/Costs/Claims  
Unit Leader

# NHICS IMT CHART



# Position Cross Walk

| NHICS POSITION                 | NH POSITION                          | ASSIGNED TO |
|--------------------------------|--------------------------------------|-------------|
| Incident Commander             | Administrator                        |             |
| Medical Director/Specialist    | Medical Director/Nurse Consultant    |             |
| Public Information Officer     | Media relations/Administrator        |             |
| Liaison Officer                | Director of Nursing                  |             |
| Safety Officer                 | <u>Maintenance</u>                   |             |
| Operations Section Chief       | Director of Nursing                  |             |
| Resident Care                  | <u>Director of Staff Development</u> |             |
| Infrastructure Branch Director | <u>Maintenance</u>                   |             |
| Planning Section Chief         | Assistant/Associate Administrator    |             |
| Situation Unit Leader          | Director of Admitting                |             |
| Documentation Unit Leader      | Director Medical Records             |             |

# Position Cross Walk (cont.)

| NHICS POSITION                      | NH POSITION                                                            | ASSIGNED TO |
|-------------------------------------|------------------------------------------------------------------------|-------------|
| Logistics Section Chief             | Assistant/Associate Administrator/ <i>Director of Dietary Services</i> |             |
| Service Branch Director             | Director/Manager Rehabilitation                                        |             |
| Support Branch Director             | Activities Director                                                    |             |
| Finance Section Chief               | Business/Finance Director                                              |             |
| Time Unit Leaders                   | Payroll                                                                |             |
| Procurement/Cost/Claims Unit Leader | <u>Payroll and Billing/Risk Manager/Finance Director</u>               |             |

# Key Summary Points

- You should now:
  - Understand how general Incident Command principles apply to Nursing Homes
  - Understand why and incident management team is implemented, including Command and General Staff roles and responsibilities
  - Demonstrate how to build and implement a Nursing Home incident management team

# Module 3 - Self Evaluation Questions

1. Why should an Incident Management Team (IMT) be used?
  - A. To guide the response and recovery from the incident
  - B. Because it looks good to surveyors
  - C. Everyone else is doing it
  - D. NO better option

# Module 3 - Questions

2. Which position in the IMT is the only one ALWAYS implemented?
  - A. Operations Chief
  - B. Staging Area Manager
  - C. Incident Commander
  - D. None of the above

# Module 3 - Questions

3. What does the Operations Section do?
  - A. Oversee the emergency response and the daily functions of the nursing home
  - B. The “doers” in the emergency response
  - C. “Get things”
  - D. Manage the financial aspects of the response

# Module 3 - Questions

4. What does the Logistics Section do?
  - A. Identifies and marshals needed supplies and equipment for the response
  - B. Provides the critical services to keep the facility operational
  - C. Provides access to critical supplies including personnel
  - D. All of the above

# Module 3 - Questions

5. What does the Planning Section do?

- A. Get requested items
- B. Completes the IAP and archives documents
- C. Pays for acquired items
- D. All of the above

# Module 3 - Questions

6. What does the Finance Section do?

- A. Orders items needed
- B. Completes the paperwork
- C. Pays for acquired items
- D. All of the above