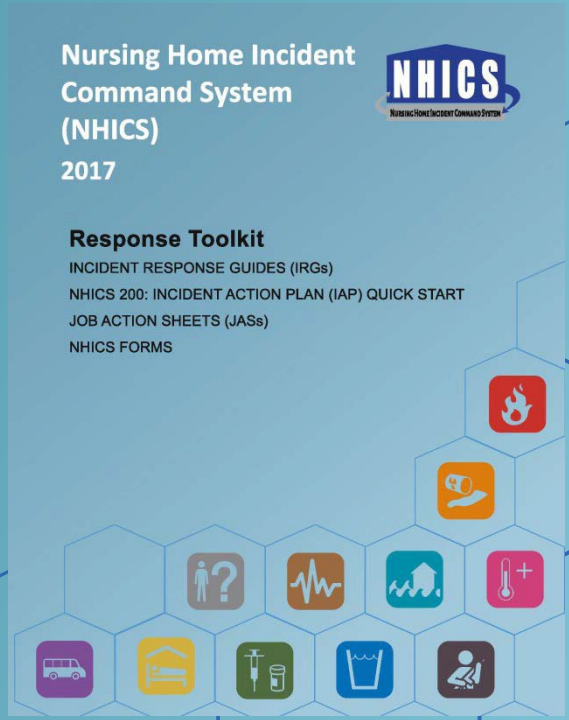
NHICS
NURSING HOME INCIDENT COMMAND SYSTEM

MODULE 3:
Response Toolkit

Objectives - Module 3

- Become familiar with the **NHICS Response Toolkit** including:
  - Job Action Sheets (JASs)
  - Incident Response Guides (IRGs)
  - Incident Action Plan (IAP) Quick Start
  - NHICS Forms



Job Action Sheets

- Job Actions Sheets (JASs) provide IMT staff with position-specific responsibilities
- They should be reviewed:
  - In the planning phase (prior to activation)
  - Immediately upon receiving an IMT assignment, i.e., at the onset of activation to ensure all tasks and activities are considered and acted on if necessary

Job Action Sheets…

- Tasks in the Job Action Sheets are grouped according to time periods:
  - Immediate Response (0–2 hours)
  - Intermediate Response (2–12 hours)
  - Extended Response and System Recovery (greater than 12 hours)
- The structure of the JASs mirror the organization of the Incident Response Guides (IRGs)

Job Action Sheets…

- The JAS for each IMT position is sub-divided into:
  - **Activities** to be completed
  - Required **Documentation** to be filled out
  - **Resources** that may be needed
  - Important **Communication**

Job Action Sheets…

- The **Documents and Tools** section at the end of each JAS includes a list of NHICS Forms most relevant to the position
  - Depending on the IMT position, the JAS indicates which NHICS Forms must be filled out (or whether the position should receive a copy of a completed NHICS Form)

Incident Response Guides

- Incident Response Guides (IRGs):
  - Indicate critical actions to be taken or considered
  - Are organized by IMT position
  - Include fields that allow the IMT member to add his/her initials when actions are completed

Incident Response Guides…

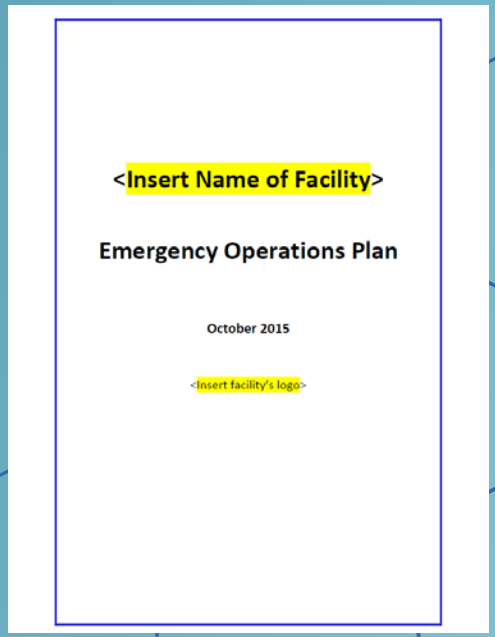
- Incident Response Guides (IRGs) are grouped according to time periods (similar to JASs):
  - Immediate Response (0–2 hours)
  - Intermediate Response (2–12 hours)
  - Extended Response and System Recovery (greater than 12 hours)

Incident Response Guides…

- A **Rapid Response Checklist** is included at the beginning of each IRG which includes:
  - Critical tasks that happen in tandem with mobilization
  - Example: Evacuation to an alternate site

Incident Response Guides…

- A **Documents and Tools** section is included in each IRG. Elements include:
  - Nursing Home Emergency Operations Plan
  - Business Continuity Plan
  - Security Procedures
  - Fatality Management Procedures
  - NHICS Forms
  - Job Action Sheets



Incident Response Guides…

- Other Documents and Tools include:
  - Nursing home organization chart
  - Campus floor plans, maps and evacuation routes
  - Television/radio/internet to monitor news
  - Telephone and cell phone
  - Satellite, amateur or 2-way radio

Incident Action Plan Quick Start

The new *NHICS 200: Incident Action Plan (IAP) Quick Start* is designed to:

- Be used at the onset of an activation
- Assist the Incident Commander by reducing the time spent filling out forms
- May be the only form needed for smaller activations

NHICS Forms

- NHICS 2017 provides 19 NHICS Forms:
  - Use only the forms you need
  - Use throughout the life of an activation
  - OK to customize if necessary but retain the form number and name for standardization

Note on the NHICS 258

- In the planning stage (before an emergency occurs) your team should ensure completion and maintenance of the NHICS 258 Facility Resource Directory. It documents all of the entities your facility may need services from during a disaster, including
  - Utilities
  - Hospitals
  - Medical Supply Companies

NHICS Forms…

- In NHICS 2017, for your convenience, electronic NHICS Forms are available as both:
  - Fillable Adobe PDF
  - Fillable Microsoft Word
- Any format can be printed and filled out by hand
- A customizable IMT chart is included in Visio format for editing

NHICS Forms…

- A new one-page Instruction Sheet is included at the end of each NHICS Form that describes:
  - The purpose of the form
  - Who completes it
  - Who it is routed to
  - Each form field in a summary table

NHICS Forms…

- The advantages of using NHICS Forms include:
  - Clear, standardized documentation of response and recovery activities
  - Quality assurance tool
  - May assist in reviewing the response
  - May assist in financial recovery

NHICS Forms…

NHICS 2017	Completed by	Recommended or Optional	Purpose
200 Incident Action Plan (IAP) Quick Start	Incident Commander or Planning Section Chief	Recommended*	Provides a fast approach to developing the IAP by combing forms
201 Incident Briefing	Incident Commander or designee	Optional	Documents initial response actions
202 Incident Objectives	Planning Section Chief	Optional	Defines command objectives and key messages
203 Organization Assignment List	Planning Section Chief	Optional. IMT contact information	Documents the IMT positions
204 Assignment List	Planning Section Chief	Optional full form. Abbreviated in IAP Quick Start	Documents the strategies and tactics of an activated Section and resources required
205 Communications List	Logistics Section Chief	Optional full form. Abbreviated in IAP Quick Start	Documents communication technology and contacts.

* Forms highlighted in **blue** are recommended for every activation.

NHICS Forms…

NHICS 2017	Completed by	Recommended or Optional	Purpose
206 Staff Medical Plan	Safety Officer	Optional full form. Abbreviated in IAP Quick Start	Addresses the treatment plan for injured or ill staff members and/or volunteers
207 Incident Management Team Chart	Incident Commander or designee	Optional. Included in Quick Start IAP	Provides a visual display of the personnel assigned to the IMT positions
214 Activity Log	All IMT Personnel	Recommended*	Provides basic documentation of incident activity
215A Incident Action Plan (IAP) Safety Analysis	Safety Officer	Recommended full form. Abbreviated in IAP Quick Start	Records the findings of the Safety Officer after completing an operational risk assessment
251 Facility System Status Report	Infrastructure Branch Director	Recommended	Records the status of various critical facility systems and infrastructure
252 Section Personnel Time Sheet	All IMT Personnel	Recommended	Tracks hours worked during the response

* Forms highlighted in **blue** are recommended for every activation.

NHICS Forms…

NHICS 2017	Completed by	Recommended or Optional	Purpose
253 Volunteer Registration	Logistics Section Chief	Optional, may use own tracking system	Documents volunteer sign in and out for each operational period
254 Emergency Admit Tracking	Resident Services Branch Director	Recommended*	Records the triage, treatment and disposition of emergency admits
255 Master Resident Evacuation Tracking	Resident Services Branch Director	Recommended	Tracks all residents evacuated
257 Resource Accounting Record	All IMT Personnel; under Logistics Section Chief JAS	Optional, may use own tracking system	Documents the request, use, return, and condition of resources used to respond
258 Facility Resource Directory	Planning Section Chief	Recommended	Critical contact information for all facility resources
259 Facility Casualty Fatality Report	Resident Services Branch Director	Recommended	Documents injury or death of residents
260 Resident Evacuation Tracking	Resident Services Branch Director	Recommended	Documents individual evacuated residents

* Forms highlighted in blue are recommended for every activation.

Knowledge Check - Question 1

The Scribe/Runner may be used in which of the following IMT sections:

A. Operations
B. Logistics
C. Planning
D. Finance/Administration
E. All of the Above

Knowledge Check - Question 2

The NHICS 200: Incident Action Plan (IAP) Quick start can replace the:

A. NHICS 201
B. NHICS 202
C. NHICS 203
D. NHICS 204
E. NHICS 215A
F. All of the above

Knowledge Check - Question 3

Which of the following is not true regarding the proper use of NHICS Forms:

A. Use of NHICS Forms facilitates clear documentation of actions, times, and responsibilities
B. Use of NHICS Forms supports quality assurance
C. Filling out as many NHICS Forms as possible is preferable to filling out only those NHICS Forms that are needed
D. Use of NHICS Forms may assist in financial recovery

Knowledge Check – Question 4

Which NHICS Form should be completed during the planning process?

A. NHICS 258 – Facility Resource Directory

B. NHICS 257 – Resource Accounting Record

C. NHICS 254 Emergency Admit Tracking

D. NHICS 241 – Facility Status Report

Summary

- In Module 3, you became familiar with the NHICS Response Toolkit including:
  - Job Action Sheets (JASs)
  - Incident Response Guides (IRGs)
  - Incident Action Plan (IAP) Quick Start
  - NHICS Forms

LINKS TO ADDITIONAL INFORMATION:
NHICS Guidebook and Toolkits: http://www.cahfdisasterprep.com/NHICS/GuidebookTools.aspx