

## ASPR TRACIE Technical Assistance Request

**Requestor:** [REDACTED]  
**Requestor Phone:**  
**Requestor Email:**  
**Request Receipt Date (by ASPR TRACIE):** 27 November 2017  
**Response Date:** 5 December 2017  
**Type of TA Request:** Standard

### Request:

[REDACTED] asked if ASPR TRACIE had a glossary of emergency management terms and emergency management 101 presentations or webinars. She noted that many of their healthcare coalition (HCC) partners, primarily facilities such as long-term care, are not required to take National Incident Management System (NIMS) courses and therefore do not have background on emergency management functions and terminology.

### Response:

The ASPR TRACIE team conducted an online search for materials on emergency management glossaries and presentations/ webinars for a variety of healthcare systems (e.g., hospitals, clinics, public health departments). We also reviewed existing ASPR TRACIE Topic Collections; namely, the [Emergency Operations Plans/ Emergency Management Program](#), [Exercise Program](#), and [Incident Management](#) Topic Collections. Resources collected are listed below and are categorized as follows:

- Section I: PowerPoint presentations related to hospital/ healthcare emergency management.
- Section II: Basic emergency operations resources.
- Section III: Basic emergency management resources.
- Section IV: General exercise-related resources.
- Section V: General incident management materials.
- Section VI: Emergency management glossaries

These resources may be helpful in providing general background information and can be used if developing a tailored training for a jurisdiction/ coalition. Per the request of [REDACTED], it is our recommendation that the most comprehensive training that provides general emergency management information for healthcare providers that can be tailored and used by different coalition partners is:

California Hospital Association. (2011). [Emergency Management Principles and Practices for Healthcare Systems.](#)

These free online trainings include five units that describe key principles in healthcare emergency management. Units include: Emergency Management Program; Incident Command System, Multiagency Coordination System, and the Application of Strategic NIMS Principles; Healthcare System Emergency Response and Recovery; and Emergency Management System Evaluation and Organizational Learning for Healthcare Systems.

## **I. Emergency Management PowerPoint Presentations**

Davies, S. and Chin, D. (2010). [Challenges and Approaches to Measuring Hospital Emergency Preparedness.](#) Agency for Healthcare Research and Quality-Annual Meeting.

This presentation covers all of the various emergency management evaluation tools for healthcare entities, surveys determining the most important metrics, and steps forward for developing a more standardized evaluation system in the U.S.

Florida Department of Health, Bureau of Preparedness and Response, Hospital Surge Capability Team. (2011). [Recommended Disaster Core Competencies for Hospital Personnel.](#)

This PowerPoint presentation provides an overview and description of emergency preparedness core competencies for hospital personnel, how to apply the competencies, and ideas for introducing the competencies to staff.

Hick, J. (2010). [CO-S-TR Guide for Initial Incident Actions.](#) Author's personal PowerPoint slide.

This PowerPoint presentation highlights how the CO-S-TR model can help hospital incident command personnel prioritize and address key components of surge capacity. "CO" stands for command, control, communications, and coordination; "S" refers to staff, stuff, space, and special (event-specific) considerations; and "TR" comprises tracking, triage, treatment, and transportation.

Maine Center for Disease Control and Prevention. (2014). [Healthcare Preparedness Program \(HPP\): An In-Depth Look at the HPP Grant & How it relates to Healthcare Coalitions.](#)

This PowerPoint presentation provides an overview of the history of the federal Healthcare Preparedness Program (HPP) and HPP Capabilities.

Newsome, L. (n.d.). [How Can I Implement It In My Emergency Management Program?](#) (Accessed 11/30/2017.)

In this presentation, the author describes modifications and revisions to the Hospital Incident Command System and shares steps for incorporating the changes into a hospital emergency management program.

Upstate University Hospital (NY). (2010). [Emergency Preparedness Program](#).

This PowerPoint presentation is part of the hospital's nursing program orientation to emergency preparedness. It provides an overview of the program's key components, hospital incident command, and roles and responsibilities.

## II. Emergency Operations Planning Training Resources

Cleveland, K., Sharpe, A., and Wible, J.R. (2014). [Utilizing Government Resources in a Disaster](#). South Central Preparedness and Emergency Response Learning Center. (Site requires free registration.)

The authors of this three-hour, free online awareness level course share lessons learned from Hurricane Katrina and provide an overview of the state's role and federal role in both planning and response activities; discuss the Stafford Act, National Response Plan, and Concept of Operations; and describe assets available to assist with emergency healthcare needs.

Federal Emergency Management Agency. (2013). [IS-235.C: Emergency Planning](#).

This five hour-long, free online course covers the basics of the emergency planning process and is geared towards "all individuals involved in crisis and emergency management decision making."

Federal Emergency Management Agency. (2013). [IS-808: Emergency Support Function \(ESF\) #8 – Public Health and Medical Services](#).

As part of the National Response Framework, Emergency Support Functions (ESFs) are primary mechanisms at the operational level used to organize and provide assistance. This free online course provides an introduction to ESF #8 – Public Health and Medical Services.

## III. Emergency Management Training Resources

California Hospital Association. (2011). [Emergency Management Principles and Practices for Healthcare Systems](#).

These free online trainings include five units that describe key principles in healthcare emergency management. Units include: Emergency Management Program; Incident Command System, Multiagency Coordination System, and the Application of Strategic NIMS Principles; Healthcare System Emergency Response and Recovery; and Emergency Management System Evaluation and Organizational Learning for Healthcare Systems.

Center for Domestic Preparedness. (n.d.). [Framework for Healthcare Emergency Management](#). (Accessed 11/30/2017.)

This four-day course provides healthcare personnel basic information on healthcare emergency management. The course covers topics such as: integration of government agencies and stakeholders; disaster preparedness planning; and emergency management issues for healthcare. Note: Course enrollment requires registration and state agency approval.

Federal Emergency Management Agency. (2013). [IS-230.D: Fundamentals of Emergency Management](#).

This online free course introduces participants to the concepts and principals of emergency management.

Florida Department of Health. (2011). [Recommended Disaster Core Competencies for Healthcare Personnel](#). California Hospital Association.

These core competencies list the disaster preparedness and response knowledge, skills, and abilities needed by relevant types of hospital personnel given the current state of the art of Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) hazards and healthcare system vulnerabilities. Applying these competencies will assist hospitals in the development, implementation, coordination, and evaluation of disaster preparedness and response training programs.

#### **IV. Exercise-Related Training Resources**

Biddinger, P. (2012). [Using Exercises to Enhance and Measure Preparedness](#). (Site requires free registration.)

This one-hour course describes how exercises can be used to enhance and measure healthcare preparedness. The course also describes the process of designing, conducting, and evaluating exercises.

Braun, J., Peterson-Kroeber, C., Scullard, M., et al. (2012). [Moving Beyond HSEEP \(Homeland Security Exercise and Evaluation Program\): Creating Well-Functioning Teams for Preparedness Response](#). (Site requires free registration.)

This train-the-trainer program is intended for public health department staff with emergency response roles and provides participants with step-by-step functional exercise guidelines.

Decosimo, K. (2013). [Public Health Preparedness Exercises: Basics of Public Health Preparedness, Module 3](#). (Site requires free registration. Course requires Flash Player.)

This course provides an overview of public health exercise planning with a focus on the Homeland Security Exercise and Evaluation Program.

Federal Emergency Management Agency (FEMA). (2008). [IS-120.A: An Introduction to Exercises.](#)

This five-hour, interactive, web-based, free training course introduces the basics of emergency management exercises and identifies the five phases of the exercise process.

Harvard T.H. Chan School of Public Health. (2012). [Review of Current Doctrine Regarding After Action Reporting.](#) (Requires free registration.)

This one hour video course provides an overview of After Action Reports and information on related federal guidance (including the Homeland Security Exercise and Evaluation Program).

Johns Hopkins University. (2016). [Public Health Preparedness Exercise Program: From Design to Evaluation.](#) (Free registration required.)

The speaker highlights design, implementation, and evaluation of public health emergency preparedness exercises in this three-part 1.5 hour training.

## V. Incident Management-Related Training Resources

Buchman, T. (2011). [Using the Hospital Incident Command Forms: Which Ones, When and Why.](#) Creighton University and University of Nebraska, Center for Preparedness Education.

This PowerPoint presentation addresses the appropriate forms to complete before and after activating hospital incident command, and why accurate and complete forms are crucial during an incident.

California Hospital Association. (n.d.). [HICS Education.](#) (Accessed 11/30/2017.)

The California Hospital Association provides links to numerous training courses that may be of interest to healthcare emergency preparedness professionals.

Center for Domestic Preparedness. (n.d.). [Incident Command: Capabilities, Planning and Response Actions for All Hazards.](#) (Accessed 11/30/2017.)

Incident Command: Capabilities, Planning, and Response Actions for All Hazards (IC) is a three-day course that provides management-level responders with knowledge of how decisions made by responders from various disciplines can impact the handling of a chemical, biological, radiological, nuclear, or explosive (CBRNE) incident. Note: Course enrollment requires registration and state agency approval.

Federal Emergency Management Agency. (2013). [Applying ICS \(Incident Command System\) to Healthcare Organizations \(IS-200.HCa\)](#).

This online free course builds on the IS-100.HC (Introduction to the Incident Command System for Healthcare/Hospitals) course. It should be completed by hospital personnel that would have a direct role in emergency preparedness, incident management, and/or emergency response during an incident.

Federal Emergency Management Agency. (2013). [Introduction to the Incident Command System \(ICS 100\) for Healthcare/Hospitals](#).

After completing this ICS 100.HCb online course, students will be familiar with Incident Command System applications for healthcare/hospitals, including organizational elements, positions and responsibilities, facilities and functions, and planning.

Federal Emergency Management Agency. (2013). [IS-700.A: National Incident Management System \(NIMS\) An Introduction](#).

This online free course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

Federal Emergency Management Agency. (2013). [IS-800.B: National Response Framework, An Introduction](#).

This online free course introduces participants to the concepts and principles of the National Response Framework.

Minnesota Department of Health. (2015). [Public Health Incident Leadership Training](#).

This free, web-based course can help public health incident commanders and other public health leaders manage a public health emergency response. Links to PowerPoint presentations and other course materials (e.g., role play activities, checklists, forms) are also included.

Reeves, C. (2008). [Basic Emergency Preparedness for Staff of Community Health Facilities](#). University at Albany, State University of New York, School of Public Health and Health Professions, Center for Public Health Preparedness. (Site requires free registration.)

This course provides an overview of the National Incident Management System and the Incident Command System for healthcare practitioners and other staff who work at community facilities.

Stanford Health Care. (2011). [Hospital Incident Command System: An Introduction For Physicians](#).

The following video provides an overview of the Hospital Incident Command System (HICS) and is intended to highlight information necessary for physicians who may assume the role of a Medical Technical Specialist.

Stanford Health Care. (2015). [The Hospital Incident Command System: A Guide for Hospital Personnel.](#)

The following video provides an overview of the Hospital Incident Command System (HICS), highlights position descriptions and defines roles and responsibilities for each position.

University of Rochester Medical Center. (n.d.). [Hospital Command Center Course Materials.](#) (Accessed 11/30/2017.)

This University of Rochester Medical Center website houses course materials that can help other facilities as they set up and build their emergency management infrastructure.

## VI. Glossaries

Arizona Alliance for Community Health Centers. (2014). [Glossary of Emergency Management Terms.](#)

This document provides definitions for various emergency management terms.

Blanchard, B.W. (2008). [Guide to Emergency Management and Related Terms, Definitions, Concepts, Acronyms, Organizations, Programs, Guidance, Executive Orders & Legislation.](#)

This document is a collection of emergency management terms, definitions, acronyms, and program and legislative descriptions. However, the author noted it is not a comprehensive list.

Federal Emergency Management Agency. (n.d.). [Glossary.](#)

This webpage includes key emergency management terms and definitions.

Federal Emergency Management Agency. (2015). [Glossary of Terms.](#)

This webpage provides a glossary of terms used specifically in the Assistance to Firefighters Grants Program. However, it can still be helpful for some general emergency management definitions.

Federal Emergency Management Agency, Incident Management Systems Integration Division. (2009). [Acronyms, Abbreviations, and Terms: A Capability Assurance Job Aid.](#)

Emergency planners can use the information contained in this guide to become more familiar with the various acronyms and terms used in the emergency management field.

Office of the Assistant Secretary for Preparedness and Response (ASPR) and Centers for Disease Control and Prevention (CDC) / Agency for Toxic Substance and Disease Registry (ATSDR). (2017). [2017-2022 Hospital Preparedness Program \(HPP\)- Public Health Emergency Preparedness \(PHEP\) Cooperative Agreement](#).

The glossary of terms in this funding opportunity announcement for the next cooperative agreement can be found in Section I (page 124).

Readiness and Emergency Management for Schools Technical Assistance Center. (2014). [Glossary of Key Terms](#).

This document provides several definitions for terms used in emergency management.

The George Washington University, Institute for Crisis, Disaster, and Risk Management. (2010). [ICDRM/GWU Emergency Management Glossary of Terms](#).

This document contains a glossary of terms and definitions related to emergency management.

U.S. Department of Health and Human Services, Assistant Secretary for Preparedness and Response. (2016). 2017-2022 Health Care Preparedness and Response Capabilities.

These capabilities describe what the health care delivery system, including HCCs, hospitals, and emergency medical services (EMS), have to do to effectively prepare for and respond to emergencies that impact the public's health. A glossary of terms can be found starting on page 56.

U.S. Department of Health and Human Services, Assistant Secretary for Preparedness and Response. (2015). [National Health Security Strategy and Implementation Plan 2015-2018](#).

The NHSS 2015–2018 provides a foundation on which the whole community can contribute to the common goal of national health security. The glossary of terms can be found in Appendix B (page 67).

U.S. Department of Homeland Security Risk Steering Committee. (2010). [DHS Risk Lexicon](#).

This document establishes a common vocabulary and language intended to improve risk-related communications internally to the U.S. Department of Homeland Security.