

ASPR TRACIE Technical Assistance Request

Response Date: 5 November 2019; updated 16 February 2021

Type of TA Request: Standard

Request:

The requestor asked where he could find definitions for the roles and responsibilities for positions under incident command. The requestor indicated that they would be using this information for an upcoming drill in their facility.

Response:

ASPR TRACIE reviewed existing resources, including those in the [Incident Management, Exercise Program](#), [Emergency Operations Plans/ Emergency Management Program](#), and [Rural Disaster Health](#) Topic Collections. Previous [technical assistance requests](#) and resources focused on the unique planning needs of rural areas and tribal communities were also reviewed.

Section I features resources focused on incident command, particularly in healthcare settings, such as the use of the Hospital Incident Command System (HICS). Section II includes general incident management exercise materials that may be helpful in clarifying incident command roles during a drill. Please note that we also included resources specific to small/rural/tribal facilities.

I. Incident Command Resources

ASPR TRACIE. (2019). [Hospital-Based Incident Command Systems: Small and Rural Hospitals](#).

This webinar features speakers from small and rural hospitals who have experienced a recent emergency and activated their hospital-based incident command systems. They provided an overview of the incident, described how they implemented their incident command system, discussed tools and shared lessons learned for small and rural hospitals, and shared how they have incorporated these lessons into their current systems and plans. Links to speaker biographies and Q&A are provided on the first slide. The presentation by Barbara Dodge describing the adaptation of HICS for small and rural hospitals may be particularly helpful.

Association of Healthcare Emergency Preparedness Professionals. (2014). [HICS \(Hospital Incident Command System\) for Small Hospitals](#).

This resource provides links to guidance and templates that can help smaller hospitals implement the Hospital Incident Command System.

Author Unknown. (n.d.). Overview of ICS and Delegation of Duties and Responsibilities.

This PowerPoint presentation is an overview of the incident command system. Seven associated documents allow for the delegation of duties and responsibilities for incident command roles. These documents, provided by the Indian Health Service regional emergency management office, are attached. **NOTE:** Please contact askasprtracie@hhs.gov for these documents.

Backer, H., Smiley, D., Schoenthal, L. et al. (2014). [Hospital Incident Command System \(HICS\) Guidebook: Fifth Edition, May 2014](#). California Emergency Medical Services Authority.

This latest version of the HICS guidebook meets the needs of all types of hospitals, regardless of location, size, or patient care capabilities and provides event-based templates and resources in addition to the system framework and job action sheet templates. Specifying the ICS used and how it is implemented is a key component of the EOP.

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

The speakers in this webinar discuss the appropriate forms to complete before and after activating hospital incident command, and why accurate and complete forms are crucial during an incident. These forms are appropriate for use during drills and exercises as well as real-life incidents.

California Department of Public Health (CDPH) and the California Association of Health Facilities (CAHF). (2017). [NHICS: Nursing Home Incident Command System](#). American Health Care Association.

This webpage includes information on the nursing home incident command system (NHICS), which can be used by facilities regardless of size or resident care capabilities, and is intended to assist with their emergency planning and response efforts for all hazards. Links to the NHICS guidebook, forms, response guides, Job Action Sheets (JAS), and training are included.

California Hospital Association. (n.d.). [HICS Education](#). (Accessed 2/16/2021.)

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

Federal Emergency Management Agency. (2019). [National Incident Management System Training](#). U.S. Department of Homeland Security.

This webpage includes links to FEMA's Incident Command System (ICS) training courses and other related resources. The course [IS-100.C: Introduction to the Incident Command System, ICS 100](#) provides an excellent foundation for understanding incident command roles and responsibilities.

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

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

The Center for HICS Education and Training. (2014). [Hospital Incident Management Team Organizational Chart](#).

This online, fillable PDF form represents the typical incident management structure under the Hospital Incident Command System. It can be completed online and printed, sent via e-mail, or saved by the users.

The Center for Preparedness Education. (n.d.). [Hospital Resources: HICS for Small Hospitals](#). (Accessed 2/16/2021.)

This webpage includes links to HICS resources specifically adapted for use by small hospitals, including an Incident Management Team Chart, Job Action Sheets, and Job Aids.

University of Rochester Medical Center. (n.d.). [Hospital Command Center Course Materials](#). (Accessed 2/16/2021.)

These course materials review planning and operations considerations for the hospital command center and may help other facilities as they set up and build their emergency management infrastructure.

II. General Incident Management Exercise Materials

Association of Healthcare Emergency Preparedness Professionals. (2014). [Disaster Exercises](#).

This website provides links to operations- and exercise-based documents and other resources that can assist healthcare emergency planners with creating, conducting and evaluating exercises.

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.

Fruhworth, K., Chambers, G., Shields, S., et al. (2012). [Conducting Drills and Exercises: A Guide for Hospitals.](#)

This guidebook describes how disaster exercises are one of the best ways to evaluate a hospital's emergency management plan, equipment, and systems. Information on exercise design, creation and evaluation is also included.

Rural Health Information Hub. (2016). [Rural Emergency Preparedness and Response.](#)

This webpage toolkit provides answers to frequently asked questions and links to resources specific to rural health preparedness and response.