

# **Application**

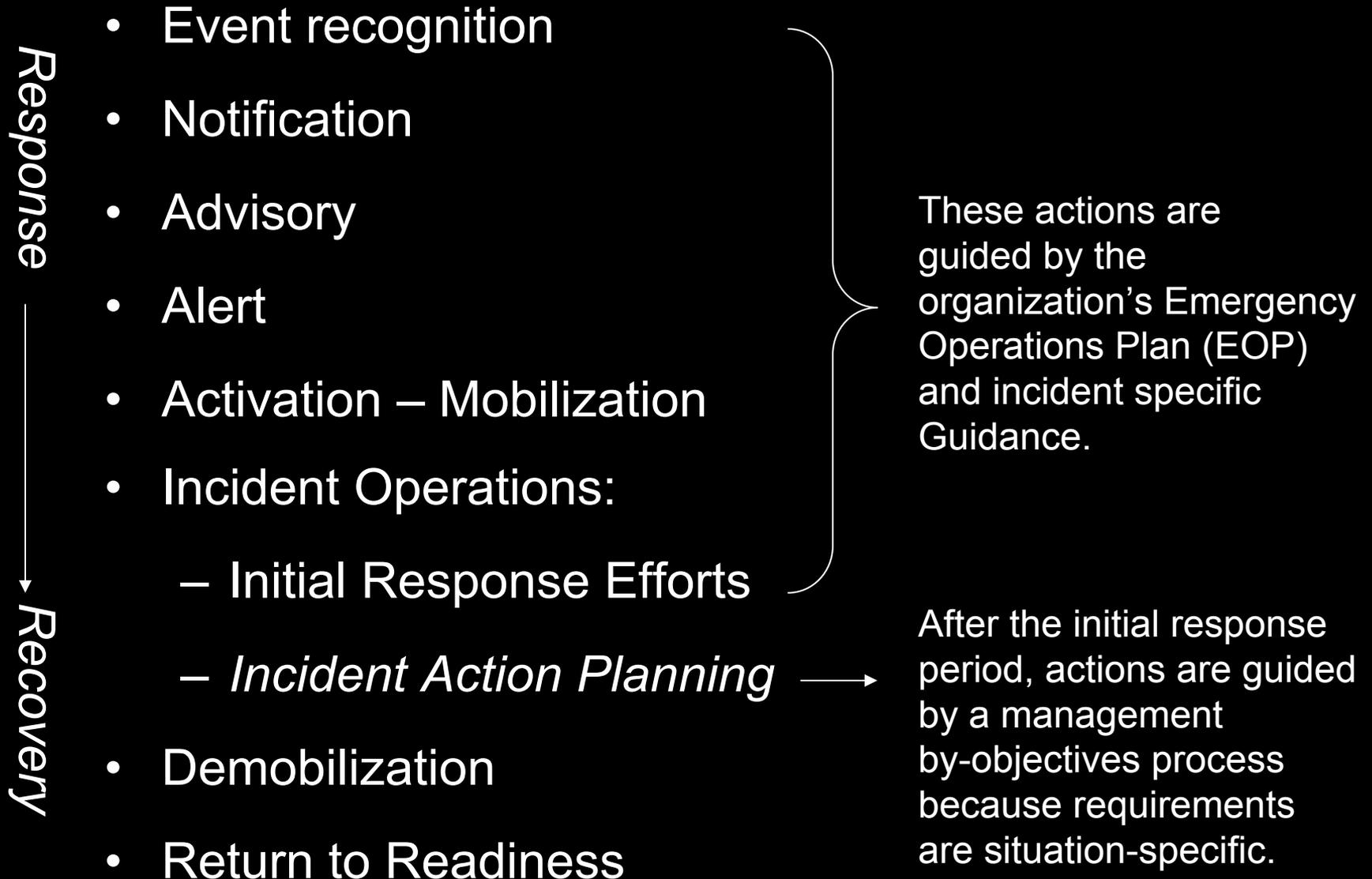
## Primary Reference

- *Emergency Management Principles and Practices for Healthcare Systems*, The Institute for Crisis, Disaster and Risk Management (ICDRM) at the George Washington University (GWU) for the Veterans Health Administration, Department of Veterans Affairs (VA), Washington, DC, June, 2006. Available at [www.va.gov/emshg](http://www.va.gov/emshg)

# Lesson Objectives

- Identify the life cycle stages of incident management.
- Describe the components of an Emergency Operations Plan that are used to guide the initial response to an incident.
- Describe the three Incident Command System (ICS) management elements that relate to any organization.
- Explain how ICS is used to sustain response and recovery activities.

# Life Cycle Stages of an Incident



# Components of the EOP used in Response Phase

- Incident-specific guidance
  - Decision tree/initial action list
  - Notifications and reporting requirements
- Call-back rosters
- ICS Position descriptions/Job Action Sheets
- ICS forms
- Other checklists

# ICS Management Elements

- **Agency Executive** – Director/CEO at the hospital facility, regional or national level.
  - Set overall policies and priorities.
- **Policy Coordination Entity** - Operating unit/Department managers.
  - Support the Agency Executive and the IMT with technical assistance and program coordination.
- **Incident Management Team (IMT)** – Staff trained to perform ICS command and general positions.
  - Staff the Emergency Operations Center and Response Support Unit
  - Develop the Incident Action Plan
  - Provide the Situation Briefings and Operations Briefings.

National

Agency  
Executive

Policy  
Coordinating Entity

EOC

IMT

Regional

Agency  
Executive

Policy  
Coordinating Entity

EOC

IMT

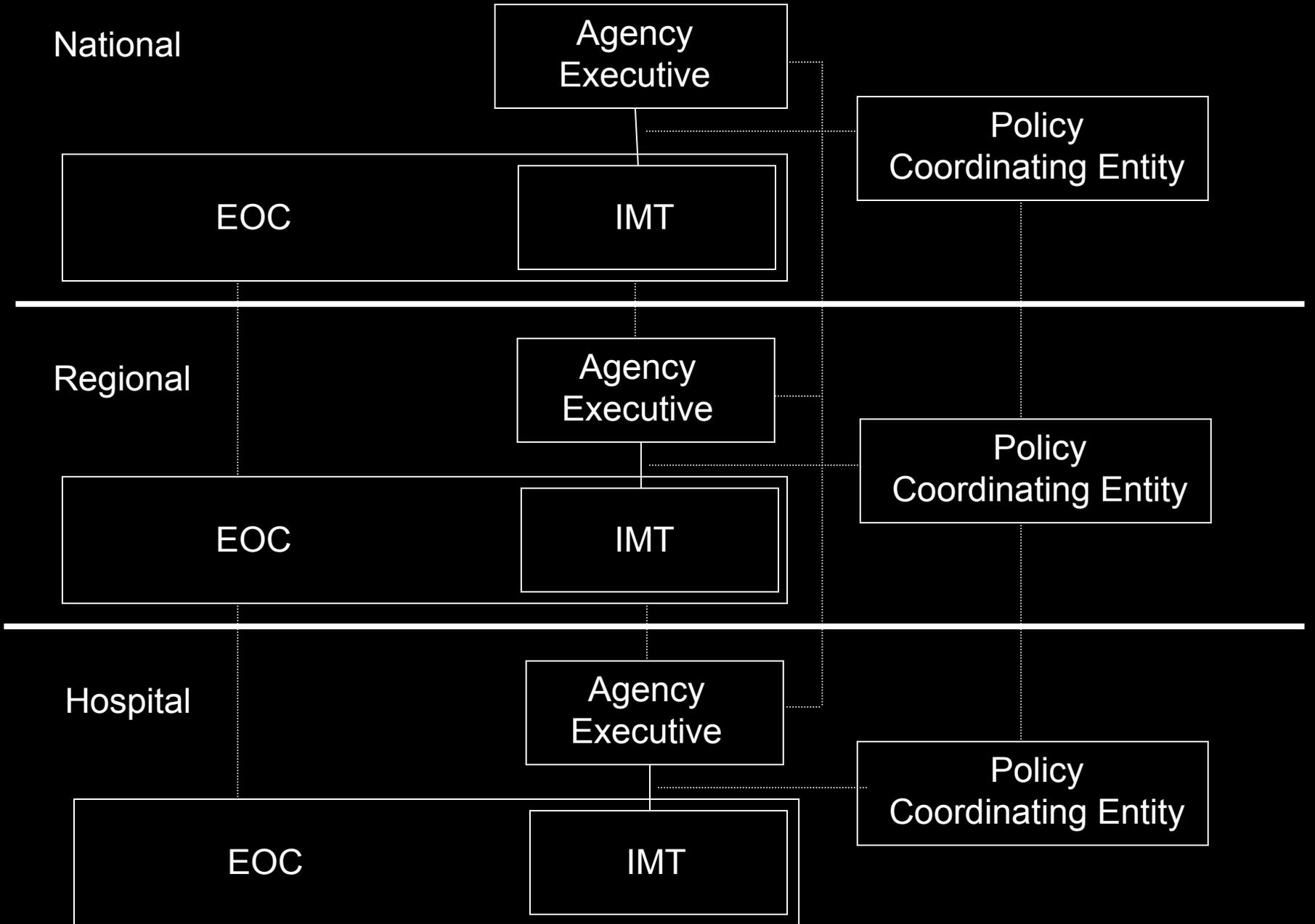
Hospital

Agency  
Executive

Policy  
Coordinating Entity

EOC

IMT



# Agency Executive Role

- Operates from normal office, continues to run the organization and participates in incident action planning.
- Articulates policy, direction and scope of authority to the Incident Management Team (IMT) Commander.
- Evaluates effectiveness and correct deficiencies.
- Determines priorities across and within incidents.

# Policy Coordinating Entity \* Role

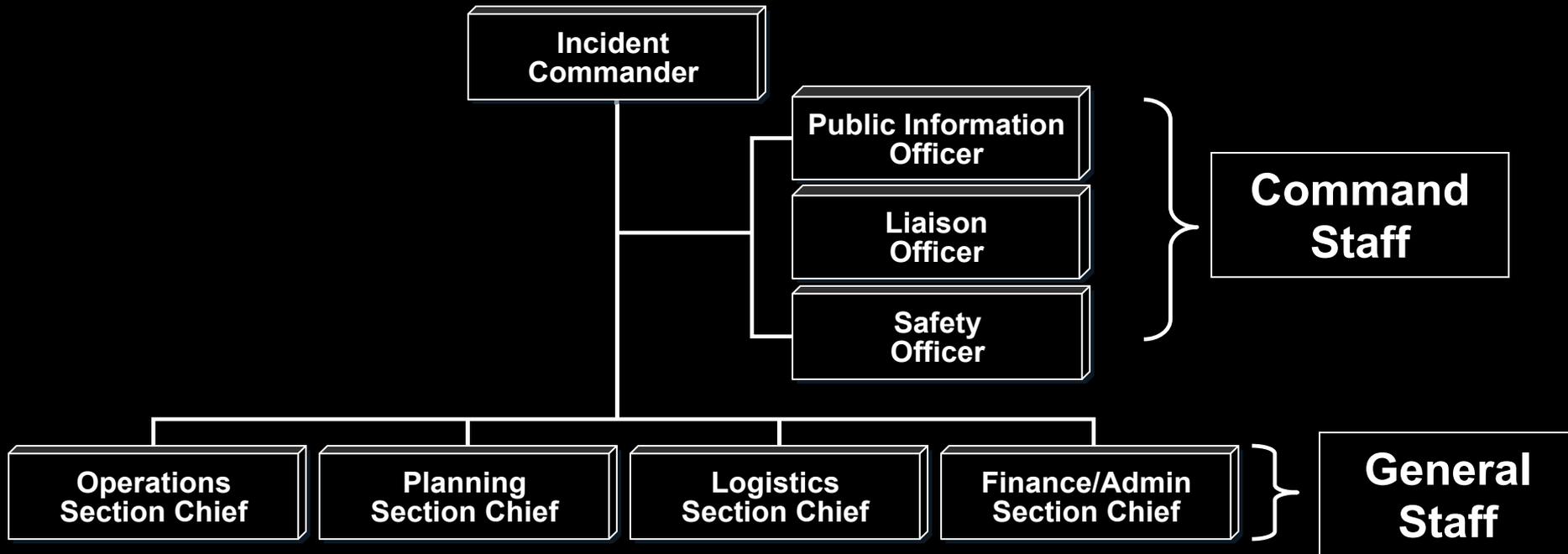
- Operates from normal office, continues with day-to-day program management, but convenes as needed to advise the Agency Executive and IMT Commander.
- Provides technical guidance to support policies or actions during emergencies.
- Consists of program representatives with decision-making authority.
- Coordinates issues between program areas and across the system.

\* Title in NIMS ICS is “Multi-agency Coordination Entity.” Title was adapted to reflect an internally-focused entity focused on policy coordination.

# Incident Management Team Role

- Operates from an Emergency Operations Center.
- Conducts incident action planning efforts.
- Manages response activities.
- Compiles, authenticates and publishes regular summary situation status and resource status information.
- Coordinates through liaison officers with other agencies.

# Incident Management Team Positions



## **Discussion Question:**

- *What are some experiences with designating staff to ICS positions, particularly the Director as “Incident Commander?”*

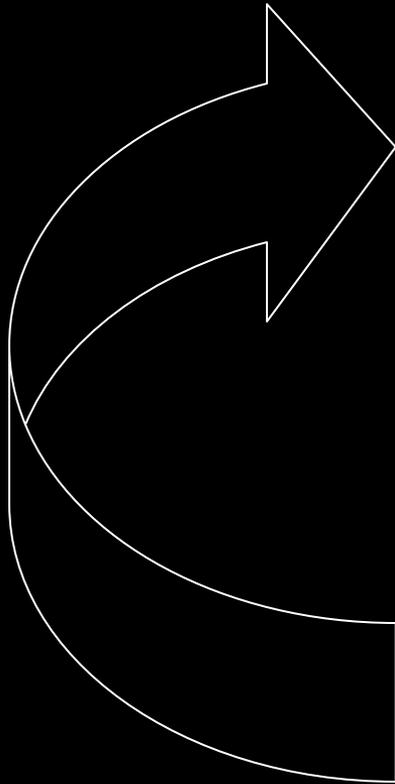
# Managing Information in ICS

- Designate operational periods.
- Synchronize planning cycles across the organization and/or community.
- Establish a conference call schedule that supports planning cycles.
- Keep meetings short and focused on management-by-objectives.
- Determine reporting forms and deadlines.
- Designate times for updates and briefings.

# “Operational Period”

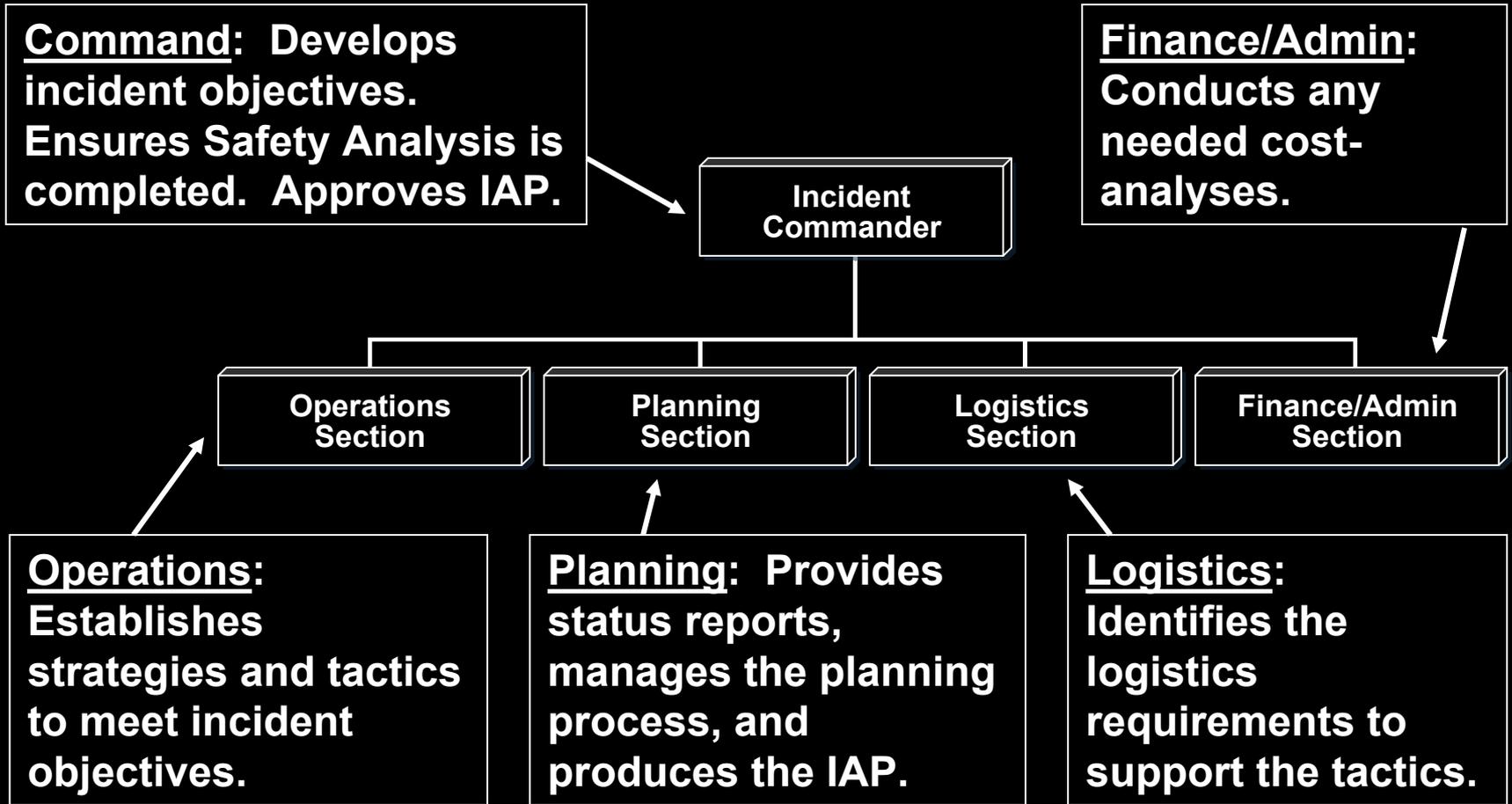
- The designated time period in which tactical objectives are to be accomplished and re-evaluated.
- Common lengths are:
  - 12 or 24 hours for severe weather.
  - 2 to 4 hours for fires, acts of violence.
  - Multiple days for relatively stable situations like debris removal from building collapses or landslides.

# Planning Cycle Activities



- Situation updates/reporting
- Situation briefing/Shift change
- Management meeting
- **Planning meeting**
- Operations briefing
- Implementation and monitoring

# Planning Meeting Responsibilities



**Questions?**