Our Vision - Healthy Kansans living in safe and sustainable environments

www.kdheks.gov
Hospital EOP Version 1.2

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and

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Hospital EOP Version 1.2

- Template developed by CPHP staff
- Last revision 2006
- Modify to fit your needs
- Still meet requirements of work plan
2008-09 Work Plan Requirements

- NIMS Compliant
- Mass Fatality Incident annex
- Update Evacuation annex
  - All Hazards
  - Evacuation
  - Shelter in Place

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General Information

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General Changes

- Formatting/outlining was made consistent formatting throughout document (i.e., consistent use of letters, numbers, Roman numerals, bullet points, etc.)
- General “clean up” and clarification.

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HEICS to HICS

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HEICS to HICS

- Formally Hospital Emergency Incident Command System (HEICS)
- Now Hospital Incident Command System (HICS)
- Center for HICS Education & Training
  - www.hicscenter.org
HEICS to HICS

• Many changes to organizational chart
  – Titles
  – Responsibilities
  – Section assignments

• Crosswalk outlines changes to titles and section assignments.
HEICS to HICS

- New Job Action Sheets
  - Approx. 79 Job Action Sheets
  - Instruction sheet in Annex
- New Forms
  - Approx. 20 forms
  - Instruction sheets for HICS forms

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Base Plan

Part I & Part II

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Part I

• What’s new?
  – Part I all new
  – HEICS to HICS
  – Organizational chart, titles, etc.
Part I

• What didn’t change?
  – Basic ICS structure and principles
    • Incident Commander, Command Staff (Officers), General Staff (Section Chiefs)
  – Flexibility
    • You don’t have to use the whole organizational chart as presented.
    • Activate only the positions you need.
Part I

• What didn’t change?
  – Color designations
    • Staff identification vests
  – Support position titles
    • Deputies and Assistants
Part II

• General changes
  – Standard formatting
  – General “clean up”

• HVA included in Plan Development & Maintenance
Part II: Concept of Operations

• Replaced “Code Triage” with other alert terms.
• Added table of emergency nomenclature for quick reference
• KHA voting in November on standardized nomenclature
Part II: HCC & Lines of Authority

- Hospital Command Center (HCC)
  - Same info
  - Put into table format
- Lines of Authority section amended
  - Use of go-kits added
Part II: Department Responsibilities

- Titles changed to HICS
- Section Chiefs description added
- On-Duty Administrator/CEO will be IC
- Briefing locations added for each Section so the HCC is overwhelmed.

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Part II: Department Responsibilities

- Added:
  - Director of Administration
  - Central Business Office
  - IT
- PIO modified
- Morgue modified to reflect Mass Fatality Incident
Part II: Department Responsibilities

- Added table for quick reference (example below)

<table>
<thead>
<tr>
<th>Regular Hospital Duty</th>
<th>HICS Assigned Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Duty Administrator</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>Director of Nursing</td>
<td>Operations Section Chief</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>Finance/Administration Section Chief</td>
</tr>
<tr>
<td>Maintenance Supervisor</td>
<td>Infrastructure Branch Director</td>
</tr>
</tbody>
</table>
Annexes & Attachments
Annexes & Attachments

• For all Annexes & Attachments
  – HICS updates
  – "Clean up"
    • Clarification
    • Formatting

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Annexes & Attachments

• Formally used Annexes with subgroups in Tabs
• To be consistent with NIMS:
  ➢ Annexes
  ➢ Attachments
  ➢ Tabs
Annex A: Patient Surge

- Intro Page
- Annex A: Patient Surge
  - Base Patient Surge document
  - Attachment 1: SNS
  - Attachment 2: Mass Fatality Incident
Annex A, Attachment 1: SNS

- Updated SNS Request form
- Removed references to regional caches
- Clarify roles of hospital vs. Local Health Department
- CPHP continues to work on SNS attachment on protocols for storage, security, inventory, and tracking for SNS
Annex A, Attachment 2: MFI

- Mass Fatality Incident (MFI)
- ALL NEW!
- Important to focus care on living
- Key Points of MFI
  - Coordinate with district coroner and funeral homes
  - Tracking decedents at the hospital
  - Storage of bodies
  - Mental health support for staff

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Annex B: Security Events

• Intro Page
  – Attachment 1: Doctor Strong
  – Attachment 2: Doctor Newborn
  – Attachment 3: Missing Patient
  – Attachment 4: Murder/Suicide

• All the same, except formatting change
Annex C: Evacuation

- Intro Page
- Annex C: Complete or Partial Evacuation
- Attachment 1: Bomb Threat
- Attachment 2: Fire
- Attachment 3: Internal Flooding
Annex C: Evacuation Partial or Complete

• Focus on improving plans:
  – Communication
  – HICS roles
  – Evacuation routes and equipment
  – Evacuation of non-patient and patient care areas
  – Patient care areas
    • Movement of medical records, patient valuables, medical supplies, pharmaceuticals, and tagging.
  – Templates attached include:
    • Department plans (general template)
    • Buddy Assistant (template for requesting and volunteering)
  – Transportation
  – Alternate Care Site(s)
  – Buddy Assistant template
  – Security
  – Staff Training

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Annex C, Attachment 1: Bomb Threat

- Few updates and changes.
- Main plan only has a minor change.
- Added section on Decision to Activate
- Added Bomb Threat Reporting Checklist template
Annex C, Attachment 2: Fire

• All new!
• Includes fire prevention and training
  – Identifying possible hazards
  – Identifying control measures
  – Training staff
• Evacuation during a fire and location of equipment
• Evacuation protocol and authority
Annex C, Attachment 1: Internal Flood

- All new!
- Focus on
  - Authority to evacuate
  - MOUs
  - Communication (internal and external)
  - Recovery

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Annex D: HazMat (Code Orange)

- This annex is under revision and will be released soon!
Annex E: Shelter in Place

• Intro Page
• Annex E: Shelter in Place
• Attachment 1: Severe Weather
  – New: all-hazards (includes tornado and blizzard specific protocols)
• Attachment 2: Chemical Release
  – Under development and will be released soon!
Annex E: Shelter in Place

• All new! Includes:
  – Authority to activate and decision to activate
  – Communications systems
  – Identify shelters
  – HICS roles
  – Nursing guidelines
  – Mutual Aid Agreements
  – Staff training
Annex E, Attachment 1: Severe Weather

• Now includes section and few revisions on severe weather “warning” and “watch”
• The rest is all new!
  – Planning needed and general protocol
  – Facility hardening procedure
  – Staff protocol for severe weather and immediate actions
  – Additional procedures for blizzard and tornado
  – Security, Recovery, and Training

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Annex E, Attachment 2: Chemical Release

• This section is under development and will be released soon!
Annex F: Resource Directory

- Intro Page
- Attachment 1: Resource Directory
  - Same info
  - HICS Form 258 format with added info specific to Kansas
- Attachment 2: Staff Call Back List
  - Same info
  - Table format

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Annex G: Job Action Sheets

- All new!
- Intro Page
- Duties organized by operational period
- Checklist of documents/tools
Annexes H & I

• Additional terms added to both.
  – Annex H: Glossary
  – Annex I: Acronyms
Annex J: Forms

- All new!
- Intro Page
- Instructions for HICS forms included
Annex J: Forms

• Forms created by KDHE staff
  – Mass Fatality Incident (4)
  – KS Notifiable Disease form
    • Nothing new, just added to Annex for use in Patient Surge or Mass Fatality Incident
  – SNS Request form
    • In Annex J (Forms) & Annex A, Attachment 1 (SNS)
Annex K: References & Authorities

- Added Emergency Electrical Service statute
- Added HICS web site
- KAR numbers updated from KSA
What’s Next?

• CPHP “Wish List”
  – Continue work on SNS for protocols on storage, security, inventory, tracking
  – Release in late November, final versions of Chemical Release shelter in place guidance (Annex E, Attachment 2) and the HazMat Annex (Annex D)
Questions?

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