



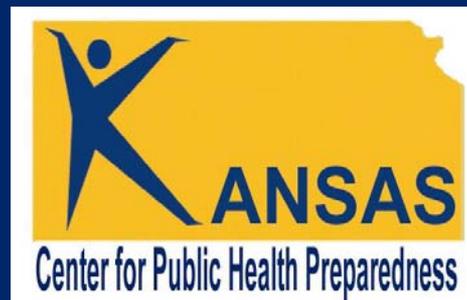
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Our Vision - Healthy Kansans living in safe and sustainable environments



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



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.



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



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.



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)

Regular Hospital Duty	HICS Assigned Position
On-Duty Administrator	Incident Commander
Public Information Officer	Public Information Officer
Director of Nursing	Operations Section Chief
Chief Financial Officer	Finance/Administration Section Chief
Maintenance Supervisor	Infrastructure Branch Director



Annexes & Attachments

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Annexes & Attachments

- For all Annexes & Attachments
 - HICS updates
 - “Clean up”
 - Clarification
 - Formatting



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



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



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



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



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



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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