Appendix E: National Incident Management System (NIMS)
Compliance Activities for
Hospitals (public and private) [1]

Organizational Adoption

Element 1
Adopt NIMS at the organizational level for all departments and business units, as well as promote and encourage NIMS adoption by associations, utilities, partners and suppliers.

Example of compliance:
- *The seventeen elements included in this document are addressed in the organization's emergency management program documentation.*

Command and Management

Element 2
Incident Command System (ICS)
Manage all emergency incidents and preplanned (recurring/special events) in accordance with ICS organizational structures, doctrine, and procedures, as defined in NIMS. ICS implementation must include consistent application of Incident Action Planning and Common Communications Plans.

Example of compliance:
- *The organization's Emergency Operations Plan explains the use of ICS, particularly incident action planning and a common communications plan.*

Element 3
Multi-agency Coordination System
Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems. That is, develop and coordinate connectivity capability with Hospital EOC and local Incident Command Posts (ICPs), local 911 centers, local Emergency Operations Centers (EOCs) and the state EOC as applicable.

Example of compliance:
- *The organization's Emergency Operations Plan explains the management and coordination linkage between the organization's emergency operations center and other, similar, external centers(multi-agency coordination system entities)*

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[1]   Draft developed for discussion by the HICS National Working Group and consideration by the NIMS Integration Center to address the question of "what types of activities should health care organizations engage in to ensure NIMS compliance?" The draft was developed from the NIMS National Standard Curriculum Training Development Guidance. Adaptations of the language for each element for health care organizations follows legislative format, with underlined items (additions) and strikethroughs (deletions). Examples of compliance were added to provide additional specificity to a health care organization.

Element 4
Public Information System (PIS)
Implement processes and/or plans to communicate timely, accurate information including
through a Joint Information System and Joint Information Center.

Example of compliance:
- *The organization's Emergency Operations Plan explains the management and
  coordination of public information with health care partners and jurisdictional
  authorities, such as local public health, emergency management, and so on.*

Preparedness Planning

Element 5
Health care organizations will track NIMS implementation on a yearly basis as part of the
organization's emergency management program.

*Example of compliance: NIMS organizational adoption, command and management,
preparedness/planning, preparedness/training, preparedness/exercises, resource
management, and communication and information management activities will be tracked
from year-to-year with a goal of improving overall emergency management capability.*

Element 6
Develop and implement a system to coordinate appropriate hospital preparedness funding
to employ NIMS across the organization.

Example of compliance:
- *The organization's emergency management program documentation includes
  information on local, state and federal preparedness grants that have been
  received and work progress.*

Element 7
Revise and update plans and SOPs to incorporate NIMS components, principles and
policies, to include planning, training, response, exercises, equipment, evaluation and
corrective action.

Example of compliance:
- *The organization's emergency management program work plan reflects status of
  any revisions to the Emergency Operations Plan, training materials, response
  procedures, exercise procedures, equipment changes and/or purchases,
  evaluation and corrective action processes.*

Element 8
Participate in and promote interagency mutual aid agreements, to include agreements
with the public and private sector and non-governmental organizations.

Example of compliance:
- *The organization's emergency management program documentation includes
  information on mutual aid agreements.*

Preparedness Training

Element 9
Complete IS-700: NIMS: An Introduction.

Example of compliance:
- *The organization's emergency management program training records track
  completion of IS 700 or equivalent by personnel who are likely to assume an
  incident command position described in the hospital's emergency management
  plan.*

Element 10
Complete IS-800: NRP: An Introduction.

Example of compliance:
- *The organization's emergency preparedness program training records track
  completion of IS 800 or equivalent by individual(s) responsible for the hospital's
  emergency management program.*

Element 11
Complete ICS 100 and ICS 200 training.

Examples of compliance:
- *The organization's emergency preparedness program training records track
  completion of ICS 100 or equivalent by personnel who are likely to assume an
  incident command position described in the hospital's emergency management
  plan.*
- *The organization's emergency management program training records track
  completion of ICS 200 or equivalent by personnel who are likely to assume an
  incident command position described in the hospital's emergency management
  plan.*

Preparedness Exercises

Element 12
Incorporate NIMS/ICS into internal and external, local and regional emergency
management training and exercises.

Example of compliance:
- *The organization's emergency management program training and exercise
  documentation reflects use of NIMS/ICS.*

Element 13
Participate in an all-hazard exercise program based on NIMS that involves responders
from multiple disciplines, multiple agencies and organizations.

Example of compliance:
- *The organization's emergency management program training and exercise
  documentation reflects the organization's participation in exercises with various
  external entities.*

Element 14
Incorporate corrective actions into preparedness and response plans and procedures.

Example of compliance:
- *The organization's emergency management program documentation reflects a
  corrective action process.*

Resource Management

Element 15
Maintain an inventory of organizational response assets.

Example of compliance:
- *The organization's emergency management program documentation includes a
  resource inventory (e.g. medical/surgical supplies, pharmaceuticals, personal
  protective equipment, staffing, etc.).*

Element 16
To the extent permissible by law, ensure that relevant national standards and guidance to
achieve equipment, communication, and data interoperability are incorporated into
acquisition programs.

Example of compliance:
- *The organization's emergency management program documentation includes
  emphasis on the interoperability of response equipment, communications and
  data systems with external entities.*

Communications and Information Management

<u>Element 17</u>
Apply standardized and consistent terminology, including the establishment of plain English communications standards across the public safety sector.

Example of compliance:
- *The organization's emergency management program documentation reflects an emphasis on the use of plain English by staff during emergencies.*