



HOSPITAL INCIDENT COMMAND SYSTEM EDUCATION MATERIALS



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INTRODUCTION TO THE EDUCATION MATERIALS

The following educational outline was developed to combine a national perspective regarding emergency preparedness activities with specific information for developing a hospital-based emergency management program. It includes a summary of the National Incident Management System (NIMS) training courses provided by FEMA's Emergency Management Institute (EMI) and the HICS Learning Modules featuring key information extracted from the HICS Guidebook. The intent is to improve preparedness and response capability through community integration and assist hospitals in implementing a compatible emergency management program within their own facility or healthcare system.

Before beginning the HICS Learning Modules, it is important for students to consider first completing the EMI Courses to gain a broad understanding of community preparedness. Course selection should be consistent with the student's responder position(s) on the hospital incident management team as outlined in the hospital Emergency Operations Plan and NIMS compliance guidelines. The primary courses are listed below as Modules 1 through 4 and may be accessed through the EMI web site at www.training.fema.gov/EMIweb/.

The eight HICS Learning Modules (5-12) summarize key information featured in the chapters of the HICS Guidebook. Each Learning Module begins with a set of learning objectives and concludes with a review of key points to allow the student to follow, and the HICS instructors to present the material in a clear and standardized format. All modules may be modified to fit the unique education and response needs of the facility. Additional HICS content, pictures, and other graphic material can be added by the instructor to enhance the presentation of the information. However, the core content material should not be modified to ensure standardization and consistency.

Both the EMI Courses and HICS Learning Modules provide only a basic view of hospital emergency management, planning, and preparedness. Students are encouraged to expand their education through participation in community planning efforts, attending relevant seminars, reviewing literature, and playing an active role during disaster drills.



HICS Learning Modules

- Module 1: ICS 100 - Introduction to ICS
- Module 2: ICS 200 - Basic ICS
- Module 3: IS 700 - NIMS, An Introduction
- Module 4: IS 800 - National Response Plan, An Introduction
- Module 5: Overview of the Hospital Incident Command System Project
- Module 6: Review of the Incident Command System
- Module 7: National Incident Management System: Compliance Activities for Hospitals and Healthcare Organizations
- Module 8: The Emergency Management Program
- Module 9: The Hospital Incident Command System
- Module 10: The Life Cycle of an Incident
- Module 11: Incident Planning and Incident Response Scenarios
- Module 12: Application of HICS Principles and Practices

Suggested HICS Instructor Experience and Background

It is essential that hospitals working to implement HICS use well qualified personnel to conduct training and exercises. The following are suggestions for the background and experience that a competent and successful instructor is most likely to possess.

Education

Each instructor should have successfully completed the following courses through EMI (or an equivalent course recognized by the NIMS Integration Center):

- ICS 100
- ICS 200
- IS 700
- IS 800

Experience

1. More than 5 years experience as a practicing hospital based clinician and/or mid-level or senior administrator actively engaged in hospital emergency preparedness activities.
2. More than 5 years experience teaching hospital based personnel emergency preparedness related topics.
 - Familiar with creating and operating PowerPoint based instructional programs
 - Experience in developing multimedia based instructional programs
 - Experience in computer based learning management systems
 - Expertise in facilitating small and large group discussions
3. Training in adult learning principles.

4. Experience in developing, facilitating, and evaluating all types of training exercises and drills.
5. Documented experience at having successfully completed all HICS training.
6. Possessing the following behavioral characteristics.
 - Professional appearance and comportment
 - Approachable
 - Confident demeanor
 - Organized
 - Disciplined
 - Effective time management
 - Appropriate sense of humor
 - Trustworthy
 - Ethical