MODULE 3: Response Toolkit
Objectives - Module 3

• Become familiar with the NHICS Response Toolkit including:
  – Job Action Sheets (JASs)
  – Incident Response Guides (IRGs)
  – Incident Action Plan (IAP) Quick Start
  – NHICS Forms
Job Action Sheets

• Job Actions Sheets (JASs) provide IMT staff with position-specific responsibilities

• They should be reviewed:
  – In the planning phase (prior to activation)
  – Immediately upon receiving an IMT assignment, i.e., at the onset of activation to ensure all tasks and activities are considered and acted on if necessary
Tasks in the Job Action Sheets are grouped according to time periods:

- Immediate Response (0–2 hours)
- Intermediate Response (2–12 hours)
- Extended Response and System Recovery (greater than 12 hours)

The structure of the JASs mirror the organization of the Incident Response Guides (IRGs)
Job Action Sheets...

• The JAS for each IMT position is sub-divided into:
  – **Activities** to be completed
  – Required **Documentation** to be filled out
  – **Resources** that may be needed
  – Important **Communication**
Job Action Sheets...

- The **Documents and Tools** section at the end of each JAS includes a list of NHICS Forms most relevant to the position.
  - Depending on the IMT position, the JAS indicates which NHICS Forms must be filled out (or whether the position should receive a copy of a completed NHICS Form).
Incident Response Guides

- Incident Response Guides (IRGs):
  - Indicate critical actions to be taken or considered
  - Are organized by IMT position
  - Include fields that allow the IMT member to add his/her initials when actions are completed
Incident Response Guides... 

• Incident Response Guides (IRGs) are grouped according to time periods (similar to JASs):
  – Immediate Response (0–2 hours)
  – Intermediate Response (2–12 hours)
  – Extended Response and System Recovery (greater than 12 hours)
Incident Response Guides...

• A Rapid Response Checklist is included at the beginning of each IRG which includes:
  – Critical tasks that happen in tandem with mobilization
  – Example: Evacuation to an alternate site
A **Documents and Tools** section is included in each IRG. Elements include:

- Nursing Home Emergency Operations Plan
- Business Continuity Plan
- Security Procedures
- Fatality Management Procedures
- NHICS Forms
- Job Action Sheets
Incident Response Guides...

• Other Documents and Tools include:
  – Nursing home organization chart
  – Campus floor plans, maps and evacuation routes
  – Television/radio/internet to monitor news
  – Telephone and cell phone
  – Satellite, amateur or 2-way radio
The new NHICS 200: Incident Action Plan (IAP) Quick Start is designed to:

• Be used at the onset of an activation

• Assist the Incident Commander by reducing the time spent filling out forms

• May be the only form needed for smaller activations
NHICS Forms

• NHICS 2017 provides 19 NHICS Forms:
  – Use only the forms you need
  – Use throughout the life of an activation
  – OK to customize if necessary but retain the form number and name for standardization
Note on the NHICS 258

• In the planning stage (before an emergency occurs) your team should ensure completion and maintenance of the NHICS 258 Facility Resource Directory. It documents all of the entities your facility may need services from during a disaster, including
  – Utilities
  – Hospitals
  – Medical Supply Companies
NHICS Forms...

- In NHICS 2017, for your convenience, electronic NHICS Forms are available as both:
  - Fillable Adobe PDF
  - Fillable Microsoft Word
- Any format can be printed and filled out by hand
- A customizable IMT chart is included in Visio format for editing
• A new one-page **Instruction Sheet** is included at the end of each NHICS Form that describes:
  
  – The purpose of the form
  
  – Who completes it
  
  – Who it is routed to
  
  – Each form field in a summary table
The advantages of using NHICS Forms include:

- Clear, standardized documentation of response and recovery activities
- Quality assurance tool
- May assist in reviewing the response
- May assist in financial recovery
<table>
<thead>
<tr>
<th>NHICS 2017</th>
<th>Completed by</th>
<th>Recommended or Optional</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>200 Incident Action Plan (IAP) Quick Start</td>
<td>Incident Commander or Planning Section Chief</td>
<td>Recommended*</td>
<td>Provides a fast approach to developing the IAP by combing forms</td>
</tr>
<tr>
<td>201 Incident Briefing</td>
<td>Incident Commander or designee</td>
<td>Optional</td>
<td>Documents initial response actions</td>
</tr>
<tr>
<td>202 Incident Objectives</td>
<td>Planning Section Chief</td>
<td>Optional</td>
<td>Defines command objectives and key messages</td>
</tr>
<tr>
<td>203 Organization Assignment List</td>
<td>Planning Section Chief</td>
<td>Optional. IMT contact information</td>
<td>Documents the IMT positions</td>
</tr>
<tr>
<td>204 Assignment List</td>
<td>Planning Section Chief</td>
<td>Optional full form. Abbreviated in IAP Quick Start</td>
<td>Documents the strategies and tactics of an activated Section and resources required</td>
</tr>
<tr>
<td>205 Communications List</td>
<td>Logistics Section Chief</td>
<td>Optional full form. Abbreviated in IAP Quick Start</td>
<td>Documents communication technology and contacts.</td>
</tr>
</tbody>
</table>

* Forms highlighted in blue are recommended for every activation.
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<td>206 Staff Medical Plan</td>
<td>Safety Officer</td>
<td>Optional full form. Abbreviated in IAP Quick Start</td>
<td>Addresses the treatment plan for injured or ill staff members and/or volunteers</td>
</tr>
<tr>
<td>207 Incident Management Team Chart</td>
<td>Incident Commander or designee</td>
<td>Optional. Included in Quick Start IAP</td>
<td>Provides a visual display of the personnel assigned to the IMT positions</td>
</tr>
<tr>
<td>214 Activity Log</td>
<td>All IMT Personnel</td>
<td>Recommended*</td>
<td>Provides basic documentation of incident activity</td>
</tr>
<tr>
<td>215A Incident Action Plan (IAP) Safety Analysis</td>
<td>Safety Officer</td>
<td>Recommended full form. Abbreviated in IAP Quick Start</td>
<td>Records the findings of the Safety Officer after completing an operational risk assessment</td>
</tr>
<tr>
<td>251 Facility System Status Report</td>
<td>Infrastructure Branch Director</td>
<td>Recommended</td>
<td>Records the status of various critical facility systems and infrastructure</td>
</tr>
<tr>
<td>252 Section Personnel Time Sheet</td>
<td>All IMT Personnel</td>
<td>Recommended</td>
<td>Tracks hours worked during the response</td>
</tr>
</tbody>
</table>

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## NHICS Forms...

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<tr>
<td>253 Volunteer Registration</td>
<td>Logistics Section Chief</td>
<td>Optional, may use own tracking system</td>
<td>Documents volunteer sign in and out for each operational period</td>
</tr>
<tr>
<td>254 Emergency Admit Tracking</td>
<td>Resident Services Branch Director</td>
<td>Recommended*</td>
<td>Records the triage, treatment and disposition of emergency admits</td>
</tr>
<tr>
<td>255 Master Resident Evacuation Tracking</td>
<td>Resident Services Branch Director</td>
<td>Recommended</td>
<td>Tracks all residents evacuated</td>
</tr>
<tr>
<td>257 Resource Accounting Record</td>
<td>All IMT Personnel; under Logistics Section Chief JAS</td>
<td>Optional, may use own tracking system</td>
<td>Documents the request, use, return, and condition of resources used to respond</td>
</tr>
<tr>
<td>258 Facility Resource Directory</td>
<td>Planning Section Chief</td>
<td>Recommended</td>
<td>Critical contact information for all facility resources</td>
</tr>
<tr>
<td>259 Facility Casualty Fatality Report</td>
<td>Resident Services Branch Director</td>
<td>Recommended</td>
<td>Documents injury or death of residents</td>
</tr>
<tr>
<td>260 Resident Evacuation Tracking</td>
<td>Resident Services Branch Director</td>
<td>Recommended</td>
<td>Documents individual evacuated residents</td>
</tr>
</tbody>
</table>

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Knowledge Check - Question 1

The Scribe/Runner may be used in which of the following IMT sections:

A. Operations
B. Logistics
C. Planning
D. Finance/Administration
E. All of the Above
Knowledge Check - Question 2

The NHICS 200: Incident Action Plan (IAP) Quick start can replace the:

A. NHICS 201
B. NHICS 202
C. NHICS 203
D. NHICS 204
E. NHICS 215A
F. All of the above
Knowledge Check - Question 3

Which of the following is not true regarding the proper use of NHICS Forms:

A. Use of NHICS Forms facilitates clear documentation of actions, times, and responsibilities
B. Use of NHICS Forms supports quality assurance
C. Filling out as many NHICS Forms as possible is preferable to filling out only those NHICS Forms that are needed
D. Use of NHICS Forms may assist in financial recovery
Knowledge Check – Question 4

Which NHICS Form should be completed during the planning process?

A. NHICS 258 – Facility Resource Directory
B. NHICS 257 – Resource Accounting Record
C. NHICS 254 Emergency Admit Tracking
D. NHICS 241 – Facility Status Report
Summary

• In Module 3, you became familiar with the NHICS Response Toolkit including:
  – Job Action Sheets (JASs)
  – Incident Response Guides (IRGs)
  – Incident Action Plan (IAP) Quick Start
  – NHICS Forms

LINKS TO ADDITIONAL INFORMATION: