

## ASPR TRACIE Technical Assistance Request

**Request Receipt Date (by ASPR TRACIE):** 27 November 2017

**Response Date:** 5 December 2017; updated 15 February 2019; updated 29 September 2022

**Type of TA Request:** Standard

### Request:

The requestor asked if ASPR TRACIE had a glossary of emergency management terms and emergency management 101 presentations or webinars. She noted that many of their healthcare coalition (HCC) partners, primarily facilities such as long-term care, are not required to take National Incident Management System (NIMS) courses and therefore do not have background on emergency management functions and terminology.

### Response:

The ASPR TRACIE team conducted an online search for materials on emergency management glossaries and presentations/ webinars for a variety of healthcare systems (e.g., hospitals, clinics, public health departments). We also reviewed existing ASPR TRACIE Topic Collections; namely, the [Emergency Operations Plans/ Emergency Management Program](#), [Exercise Program](#), and [Incident Management](#) Topic Collections. Resources collected are listed in this document and are categorized as follows (resources indicated with an asterisk are in more than one section):

- Section I: PowerPoint presentations related to hospital/ healthcare emergency management/ incident command
- Section II: General emergency operations and incident management training resources.
- Section III: General exercise-related training resources.
- Section IV: General incident management materials.
- Section V: Emergency management glossaries

These resources may be helpful in providing general background information and can be used if developing a tailored training for a jurisdiction/ coalition. In particular, we would like to highlight the following resource:

California Hospital Association. (2011). [Emergency Management Principles and Practices for Healthcare Systems](#).

These free online trainings include five units that describe key principles in healthcare emergency management. Units include: Emergency Management Program; Incident Command System, Multiagency Coordination System, and the Application of Strategic NIMS Principles; Healthcare System Emergency Response and Recovery; and Emergency Management System Evaluation and Organizational Learning for Healthcare Systems. A glossary of emergency management terms is also provided.

## I. Emergency Management PowerPoint Presentations

ASPR TRACIE. (2018). [Hospital-Based Incident Command Systems: Real Experiences and Practical Applications](#).

Speakers in this 1.5-hour ASPR TRACIE webinar share an overview of hospital-based incident command and lessons learned from activating their systems in response to recent incidents (e.g., Hurricane Sandy and the 2017 California wildfires).

ASPR TRACIE. (2019). [Hospital-Based Incident Command Systems: Small and Rural Hospitals](#).

This webinar features speakers from small and rural hospitals who have experienced a recent emergency and activated their hospital-based incident command systems. They provided an overview of the incident, described how they implemented their incident command system, discussed tools and shared lessons learned for small and rural hospitals, and shared how they have incorporated these lessons into their current systems and plans. Links to speaker biographies and Q&A are provided on the first slide.

Buchman, T. (2011). [Using the Hospital Incident Command Forms: Which Ones, When and Why](#). Creighton University and University of Nebraska, Center for Preparedness Education.

This PowerPoint presentation addresses the appropriate forms to complete before and after activating hospital incident command, and why accurate and complete forms are crucial during an incident.

Davies, S. and Chin, D. (2010). [Challenges and Approaches to Measuring Hospital Emergency Preparedness](#). Agency for Healthcare Research and Quality-Annual Meeting.

This presentation covers the various emergency management evaluation tools for healthcare entities, surveys determining the most important metrics, and steps forward for developing a more standardized evaluation system in the U.S.

Florida Department of Health, Bureau of Preparedness and Response, Hospital Surge Capability Team. (2011). [Recommended Disaster Core Competencies for Hospital Personnel](#).

This PowerPoint presentation provides an overview and description of emergency preparedness core competencies for hospital personnel, how to apply the competencies, and ideas for introducing the competencies to staff.

Hick, J. (2010). [CO-S-TR Guide for Initial Incident Actions](#). Author's personal PowerPoint slide.

This PowerPoint presentation highlights how the CO-S-TR model can help hospital incident command personnel prioritize and address key components of surge capacity. "CO" stands for command, control, communications, and coordination; "S" refers to staff,

stuff, space, and special (event-specific) considerations; and "TR" comprises tracking, triage, treatment, and transportation.

Upstate University Hospital (NY). (2010). [Emergency Preparedness Program](#).

This PowerPoint presentation is part of the hospital's nursing program orientation to emergency preparedness. It provides an overview of the program's key components, hospital incident command, and roles and responsibilities.

## II. Emergency Operations and Incident Management Training Resources

\*California Hospital Association. (2011). [Emergency Management Principles and Practices for Healthcare Systems](#).

These free online trainings include five units that describe key principles in healthcare emergency management. Units include: Emergency Management Program; Incident Command System, Multiagency Coordination System, and the Application of Strategic NIMS Principles; Healthcare System Emergency Response and Recovery; and Emergency Management System Evaluation and Organizational Learning for Healthcare Systems. A glossary of emergency management terms is also provided.

Center for Domestic Preparedness. (2022). [Framework for Healthcare Emergency Management](#).

This four-day course provides healthcare personnel basic information on healthcare emergency management. The course covers topics such as: integration of government agencies and stakeholders; disaster preparedness planning; and emergency management issues for healthcare. **NOTE:** Course enrollment requires registration and state agency approval.

Center for Domestic Preparedness. (2022). [Incident Command: Capabilities, Planning and Response Actions for All Hazards](#).

Incident Command: Capabilities, Planning, and Response Actions for All Hazards (IC) is a three-day course that provides management-level responders with knowledge of how decisions made by responders from various disciplines can impact the handling of a chemical, biological, radiological, nuclear, or explosive (CBRNE) incident. **NOTE:** Course enrollment requires registration and state agency approval.

Cleveland, K., Sharpe, A., and Wible, J.R. (2014). [Utilizing Government Resources in a Disaster](#). South Central Preparedness and Emergency Response Learning Center. (Site requires free registration.)

The authors of this three-hour, free online awareness level course share lessons learned from Hurricane Katrina and provide an overview of the state's role and federal role in both planning and response activities; discuss the Stafford Act, National Response Plan,

and Concept of Operations; and describe assets available to assist with emergency healthcare needs.

Federal Emergency Management Agency. (2018) [IS-100.C: Introduction to the Incident Command System, ICS 100.](#)

After completing this online course, students will be familiar with Incident Command System applications for healthcare/hospitals, including organizational elements, positions and responsibilities, facilities and functions, and planning.

Federal Emergency Management Agency. (2019). [IS-200.C: Basic Incident Command System for Initial Response.](#)

This course reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. It provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.

Federal Emergency Management Agency. (2021). [IS-230.D: Fundamentals of Emergency Management.](#)

This free online course introduces participants to the concepts and principals of emergency management.

Federal Emergency Management Agency. (2015). [IS-235.C: Emergency Planning.](#)

This five hour-long, free online course covers the basics of the emergency planning process and is geared towards “all individuals involved in crisis and emergency management decision making.”

Federal Emergency Management Agency. (2018). [IS-700.B: An Introduction to the National Incident Management System.](#)

This online free course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

Federal Emergency Management Agency. (2018). [IS-800.C: National Response Framework, an Introduction.](#)

This online free course introduces participants to the concepts and principles of the National Response Framework.

Florida Department of Health. (2011). [Recommended Disaster Core Competencies for Healthcare Personnel.](#) California Hospital Association.

These core competencies list the disaster preparedness and response knowledge, skills, and abilities needed by relevant types of hospital personnel given the current state of the art of Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) hazards and healthcare system vulnerabilities. Applying these competencies will assist hospitals in the development, implementation, coordination, and evaluation of disaster preparedness and response training programs.

### III. Exercise-Related Training Resources

Federal Emergency Management Agency. (n.d.). [HSEEP Policy and Guidance](#). (Accessed 9/29/2022.)

This website contains links to templates emergency planners can tailor for exercise program management, design and development, conduct, evaluation, and improvement planning. A link to exercise evaluation guides is also provided.

Federal Emergency Management Agency. (2018). [IS-120.C: An Introduction to Exercises](#).

This five-hour, interactive, web-based, free training course introduces the basics of emergency management exercises and identifies the five phases of the exercise process.

Federal Emergency Management Agency. (2018). [IS-130.A: How to be an Exercise Evaluator](#).

This nearly three-hour course provides the foundation for HSEEP-based exercise evaluation concepts and practices.

Johns Hopkins University. (2016). [Public Health Preparedness Exercise Program: From Design to Evaluation](#). (Free registration required.)

The speaker highlights design, implementation, and evaluation of public health emergency preparedness exercises in this three-part 1.5-hour training.

### IV. General Incident Management Resources

Association of Healthcare Emergency Preparedness Professionals. (2014). [HICS \(Hospital Incident Command System\) for Small Hospitals](#).

This resource provides links to guidance and templates that can help smaller hospitals implement the Hospital Incident Command System (HICS).

\*Backer, H., Smiley, D., Schoenthal, L. et al. (2014). [Hospital Incident Command System \(HICS\) Guidebook: Fifth Edition, May 2014](#). California Emergency Medical Services Authority.

This latest version of the HICS guidebook meets the needs of all types of hospitals, regardless of location, size, or patient care capabilities and provides event-based

templates and resources in addition to the system framework and job action sheet templates. Specifying the ICS used and how it is implemented is a key component of the EOP.

California Hospital Association. (2018). [HICS Education](#).

The California Hospital Association provides links to numerous training courses that may be of interest to healthcare emergency preparedness professionals.

Federal Emergency Management Agency. (2012). [Incident Action Planning Guide](#).

This resource is a comprehensive guide to FEMA's incident action planning process and can be used and applied by any agency / facility.

Federal Emergency Management Agency. (2019). [National Incident Management System \(NIMS\)](#).

The National Incident Management System is a comprehensive, nationwide systematic approach to incident management and is composed of a core set of doctrine, concepts, principles, terminology and organizational processes. The Hospital Incident Command System (HICS) builds upon National Incident Management concepts.

Federal Emergency Management Agency. (2019) [National Incident Management System Training](#). U.S. Department of Homeland Security.

This webpage includes links to FEMA's Incident Command System (ICS) training courses (e.g., Introduction to Incident Command System, Public Information Systems, and NIMS Intrastate Mutual Aid - An Introduction) and other related resources.

Hospital Incident Command System. (2014). [Hospital Incident Command System](#).

This website provides access to the HICS 2014 Guidebook, HICS forms and Job Aids.

Lessons Learned Information Sharing. (n.d.). [Best Practice. Emergency Management Programs for Healthcare Facilities: Program Organization](#). (Accessed 9/29/2022.) U.S. Department of Homeland Security, Federal Emergency Management Agency.

This document provides an overview of the managerial roles and responsibilities for a healthcare facility's emergency management program. It also emphasizes that an emergency management program should typically be managed by one individual, while a committee should provide guidance and overall direction for the program.

Stanford Health Care. (2011). [Hospital Incident Command System: An Introduction for Physicians](#).

This video provides an overview of the HICS and is intended to highlight information necessary for physicians who may assume the role of a Medical Technical Specialist.

Stanford Health Care. (2015). [The Hospital Incident Command System: A Guide for Hospital Personnel.](#)

The following video provides an overview of the HICS, highlights position descriptions and defines roles and responsibilities for each position.

University of Rochester Medical Center. (2015). [Hospital Command Center Course Materials.](#)

This University of Rochester Medical Center website houses course materials that can help other facilities as they set up and build their emergency management infrastructure.

U.S. Department of Health and Human Services, Administration for Strategic Preparedness and Response. (2012). [What is an Incident Action Plan?](#)

This webpage defines an Incident Action Plan (IAP), lists key data points for inclusion in an IAP, and provides an example of an IAP for an individual healthcare organization as a reference.

## V. Glossaries

Arizona Alliance for Community Health Centers. (2014). [Emergency Preparedness Glossary.](#)

This document provides definitions for various emergency management terms.

\*Backer, H., Smiley, D., Schoenthal, L. et al. (2014). [Hospital Incident Command System \(HICS\) Guidebook: Fifth Edition, May 2014.](#) California Emergency Medical Services Authority.

This latest version of the HICS guidebook meets the needs of all types of hospitals, regardless of location, size, or patient care capabilities and provides event-based templates and resources in addition to the system framework and job action sheet templates. Specifying the ICS used and how it is implemented is a key component of the EOP. **NOTE:** An acronym list and glossary are provided as Appendix A and B, respectively.

Blanchard, B.W. (2008). [Guide to Emergency Management and Related Terms, Definitions, Concepts, Acronyms, Organizations, Programs, Guidance, Executive Orders & Legislation.](#)

This document is a collection of emergency management terms, definitions, acronyms, and program and legislative descriptions. However, the author noted it is not a comprehensive list.



\*California Hospital Association. (2011). [Emergency Management Principles and Practices for Healthcare Systems.](#)

These free online trainings include five units that describe key principles in healthcare emergency management. Units include: Emergency Management Program; Incident Command System, Multiagency Coordination System, and the Application of Strategic NIMS Principles; Healthcare System Emergency Response and Recovery; and Emergency Management System Evaluation and Organizational Learning for Healthcare Systems. **NOTE:** A glossary of emergency management terms is also provided.

Federal Emergency Management Agency. (n.d.). [Glossary.](#) (Accessed 9/29/2022.)

This webpage includes key emergency management terms and definitions.

Federal Emergency Management Agency, Incident Management Systems Integration Division. (2009). [Acronyms, Abbreviations, and Terms: A Capability Assurance Job Aid.](#)

Emergency planners can use the information contained in this guide to become more familiar with the various acronyms and terms used in the emergency management field.

Readiness and Emergency Management for Schools Technical Assistance Center. (2014). [Glossary of Key Terms.](#)

This document provides several definitions for terms used in emergency management.

U.S. Department of Health and Human Services, Administration for Strategic Preparedness and Response. (2016). [2017-2022 Health Care Preparedness and Response Capabilities.](#)

These capabilities describe what the health care delivery system, including HCCs, hospitals, and emergency medical services (EMS), have to do to effectively prepare for and respond to emergencies that impact the public's health. A glossary of terms can be found starting on page 56.

U.S. Department of Health and Human Services Administration for Strategic Preparedness and Response (ASPR) and Centers for Disease Control and Prevention (CDC) / Agency for Toxic Substance and Disease Registry (ATSDR). (2017). [2017-2022 Hospital Preparedness Program \(HPP\)- Public Health Emergency Preparedness \(PHEP\) Cooperative Agreement.](#)

The glossary of terms in this funding opportunity announcement for the next cooperative agreement can be found in Section I (page 127).

U.S. Department of Homeland Security Risk Steering Committee. (2010). [DHS Risk Lexicon.](#)

This document establishes a common vocabulary and language intended to improve risk-related communications internally to the U.S. Department of Homeland Security.