Summary of NIMS Implementation Activities
for Hospitals and Healthcare Systems

Organizational Adoption

Element 1
Adopt the National Incident Management System (NIMS) at the organizational level for all appropriate departments and business units, as well as promote and encourage NIMS adoption by associations, utilities, partners and suppliers.

Implementation example:
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, exercises 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 Communication Plans.

Implementation example:
The organization's Emergency Operations Plan explains the use of ICS, particularly incident action planning and a common communication plan.

Element 3
Multi-agency Coordination System

Coordinates and supports emergency incident and event management through the development and use of integrated multiagency coordination systems (MACs). That is, develop and coordinate connectivity capability with Hospital Command Center (HCC) and local Incident Command Posts (ICPs), local 911 centers, local Emergency Operations Centers (EOCs), the state EOC and others as applicable.

Implementation example:
The organization's Emergency Operations Plan demonstrates the management and coordination connection between the HCC and other similar external centers multi-agency coordination system entities (i.e., local EOC, public health, EMS, law enforcement, and others as appropriate).

Element 4
Public Information System (PIS)

Implements processes and/or plans to communicate timely accurate information through a Joint Information System (JIS) and Joint Information Center (JIC).

Implementation example:
The organization's Emergency Operation Plan explains the management and coordination of public information with healthcare partners and jurisdictional authorities such as local public health, EMS, emergency management and others as appropriate.

Preparedness Planning

Element 5
Hospitals and healthcare systems will track NIMS implementation annually as part of the organization's emergency management program.

Implementation example:
> *NIMS organizational adoption, command and management, preparedness planning, training, 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.

Implementation example:
> *The organization's emergency management program documentation includes information on local, state, and federal preparedness grants that have been received and deliverables to be achieved. Documentation demonstrates that preparedness grants received by the organization meet any regional, state, or local funding commitments.*

Element 7
Revise and update plans [i.e. Emergency Operations Plan (EOPs)] and standard operating procedures (SOPs) to incorporate NIMS components, principles and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.

Implementation example:
> *The organization's emergency management program work plan reflects status of any revisions to EOPs such as training materials, response procedures, exercise procedures, equipment changes and/or purchases, evaluation and corrective processes.*

Element 8
Participate in and promote interagency mutual-aid agreements, to include agreements with public and private sector and/or nongovernmental organizations.

Implementation example:
> *The organization's emergency management program documentation includes information supporting any hospital mutual aid agreements.*

Preparedness Training

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

Implementation example:
> *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.A: NRP: An Introduction*

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

Element 11
Complete *ICS 100* and *ICS 200* Training or equivalent courses

Examples of compliance:
> *The organization's emergency preparedness program training records track completion of the ICS-100 and ICS-200 or equivalent courses by personnel who will a have primary responsibility as part of emergency management.*

Preparedness Exercises

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

Implementation example:
- *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.

Implementation example:
> *The organization's emergency management program training and exercise documentation reflects the organization's participation in exercises with various external entities.*

Element 14
Hospitals and healthcare systems will incorporate corrective actions into preparedness and response plans and procedures.

Implementation example:
> *The organization's emergency management program documentation reflects a corrective action process.*

Resource Management

Element 15
Maintain an inventory of organizational response assets.

Implementation example:
> *The organization's emergency management program documentation includes a resource inventory (i.e., 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.

Implementation example:
> *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

Element 17
Apply standardized and consistent terminology, including the establishment of plain English communication standards across the public safety sector.

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