

IMPORTANT INFORMATION

Please review the following before we begin the HICS Webinar

Joining Instructions

- Upon entering the chat attendees have been placed on mute
- Open Participants and Chat Panel located at the bottom of your computer screen
- Click on panels to move for better viewing of presentation
- Webinar will be recorded for future viewing

Attendance

- If you do not input your **full name** listed under "Attendees" provide your name to the Host using the Chat Function
- If you are hosting a group of participants in a room, notify the Host using the Chat Function. A group Sign-In Sheet should be emailed to crisismanagementtraining@northwell.edu by COB today. Please include course name, facility name (not system name), date and time on your facility Sign-In Sheet

Communication

- Check the Chat window during the presentation for important messages and instructions from the Host
- Communicate with the host, panel and/or presenter using the Hand or Chat
- Raise Hand – request to be unmuted for a verbal question or comment
- Chat – type questions, comments or suggestions during presentation

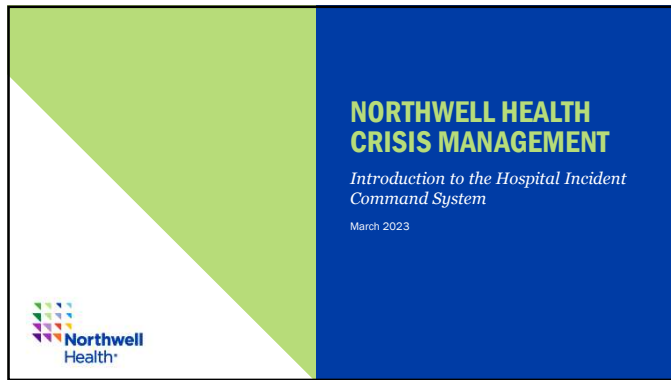
LMS Certificates

- Will be available to participants that registered for the course on the NYS Learning Management System www.nylearnsoph.com

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EMERGENCY MANAGEMENT BACKGROUND

- During the 1970's, a series of prolonged, large-scale California wildfires left several dead and millions of dollars in property damage.
- Local, state and federal officials conducted a comprehensive study to determine shortcomings and help better prepare for similar events; the final report identified five (5) major areas for improvement:

1. **Nonstandard terminology.**
2. **Lack of Organizational flexibility to expand & control.**
3. **Nonstandard/nonintegrated communications.**
4. **Lack of a consolidated action plan.**
5. **Lack of designated facilities.**



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EMERGENCY MANAGEMENT BACKGROUND

- By 1980, California developed 'FIRESCOPE' (Firefighting Resources of California Organized for Potential Emergencies) to help tackle those 5 issues.
- Law enforcement and paramilitary agencies adopted the more universal version of FIRESCOPE called 'Incident Command System'.

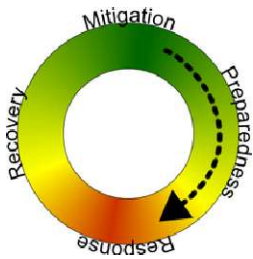


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EMERGENCY MANAGEMENT BACKGROUND



For most of the 20th Century, Emergency Management revolved around planned responses to mass casualty disasters, fires, and inclement weather that historically impacted an area.

During the late 1980's, cities saw the benefit of creating a standardized process to a "variety of disasters and events" for planning and training.

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WAKEUP CALL #1

Let play Disaster Response.

You're the Town Supervisor. Your admin assistant frantically barges into a meeting and announces a Metro North train hit a truck...or a School bus...they're not sure.

What are you doing first?

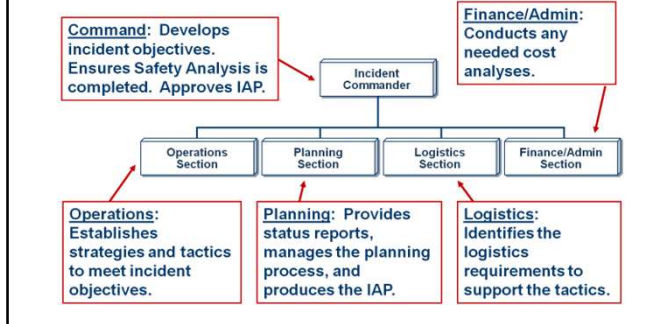
What organizational support do you need?



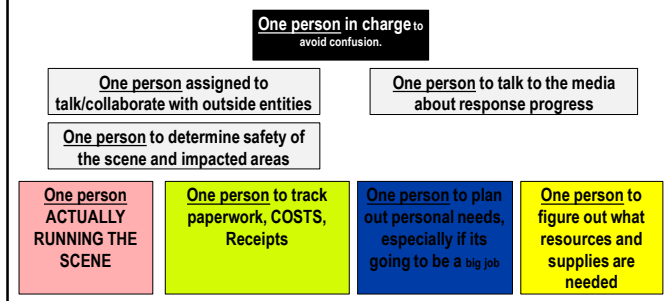
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WHO DOES WHAT?

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WAKEUP CALL #1: WHAT ORGANIZATIONAL SUPPORT DO YOU NEED?

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PART I
HICS STRUCTURE,
POSITION TITLES & RESPONSIBILITIES

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INCIDENT BRIEFING (ICS FORM 201)

Provides staff with information about the incident situation and the resources allocated to the incident.

Serves as a permanent record of the initial response to the incident.

Can be used for transfer of command.

INCIDENT BRIEFING (ICS 201)	
1. Incident Number:	2. Date/Time Issued:
3. Description of Incident (including location, nature, and extent of damage, including any fatalities, injuries, or property damage, and any other information that may be relevant to the incident.)	
<ul style="list-style-type: none"> Incident situation (maps, significant events) Incident objectives Summary of current actions Status of resources assigned or ordered 	

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HICS

Incident Command System (ICS) is a management structure designed to handle a wide scope of abnormal situations. This *All-Hazards Response* is the backbone of FEMA's post-911 doctrine

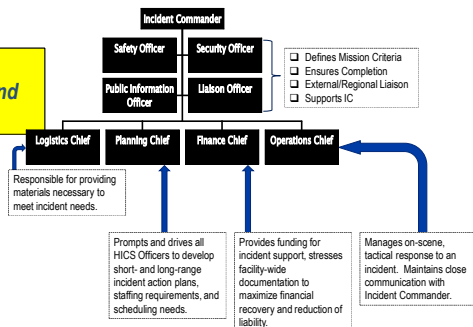
Specifically, ICS provides:

- ✓ An "All-Hazards" Command Structure
- ✓ A Dependable Chain of Command
- ✓ Scaled Activation
- ✓ Prioritization of Essential Tasks
- ✓ Span of Control
- ✓ Organized Documentation System
- ✓ Effective Mutual Aid Planning
- ✓ A universal link with outside resources

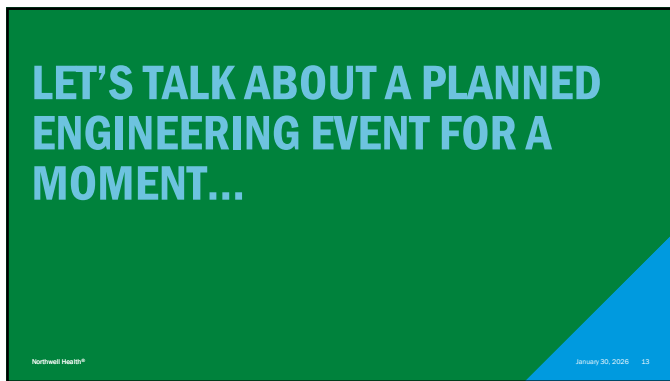
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HICS

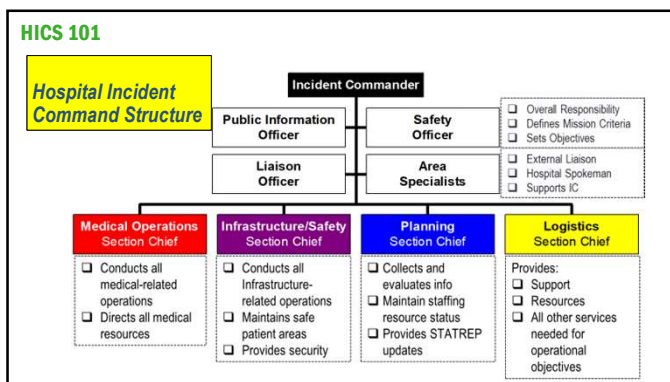
The 'Traditional' Incident Command Structure



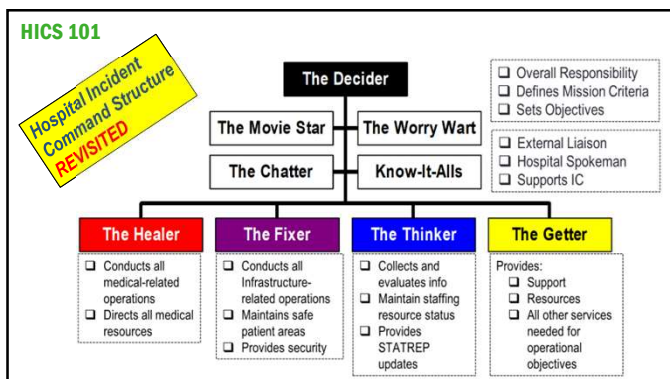
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HICS 101 - POSITIONS

The Incident Commander

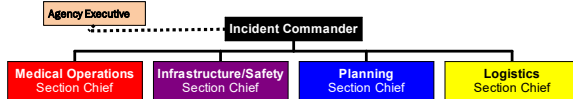
- ☐ Provides overall leadership for incident response.
- ☐ Delegates authority to others.
- ☐ Counsels with hospital administrators/officials, BUT MAINTAINS ULTIMATE DECISION-MAKING AUTHORITY ON EVENT RESPONSE
- ☐ On small incidents/events, the Incident Commander may accomplish all five (5) management functions.
- ☐ The Incident Commander is the only position that is always staffed on an incident.
- ☐ The hospital Chief Executive is referred to as the *Agency Executive*; this person delegates decision-making authority to the Incident Commander.

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HICS 101 - POSITIONS



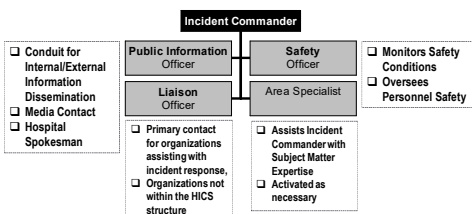
The **Incident Commander** is specifically responsible for:

- ✓ Ensuring incident safety.
- ✓ Providing information services to internal and external stakeholders.
- ✓ Establishing and maintaining liaison with other agencies participating in the incident.
- ✓ All activities and functions until delegated and assigned to staff.
- ✓ Needs for staff.
- ✓ Assist in establishing incident objectives and the *Incident Action Plan*.

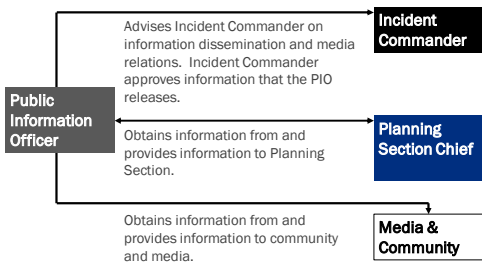
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HICS 101 – COMMAND STAFF

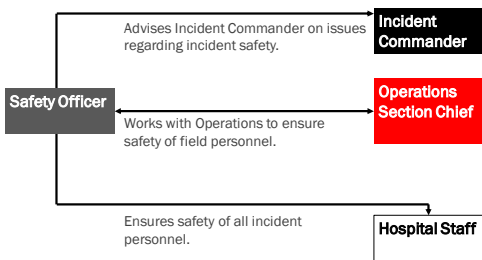
- Depending on the event's scope and duration, the Incident Commander (IC) opens the command center. This specifically augments the IC's capabilities while still maintaining operational control.
- The *Command Staff Team* is directly responsible for disseminating information, liaising with outside entities, and safety expertise.



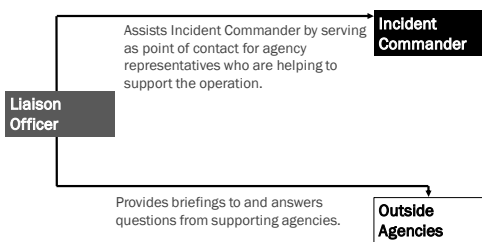
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PUBLIC INFORMATION OFFICER (PIO)

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SAFETY OFFICER

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LIAISON OFFICER

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OPERATIONS SECTION CHIEF - MEDICAL OPERATIONS

- ❑ Develops and implements strategy and tactics to carry out the medical-related objectives.
- ❑ Organizes, assigns and supervises the medical-related resources.
- ❑ Coordinates activities with other members of the Command and General Staff.
- ❑ Is almost always a Clinician/Doctor
- ❑ Directs and coordinates all incident tactical operations.
- ❑ Is typically one of the first organizations to be assigned to the incident.
- ❑ Expands from the bottom up.
- ❑ Has the most incident resources.
- ❑ May have Staging Areas, Labor Pools & other special organizations.



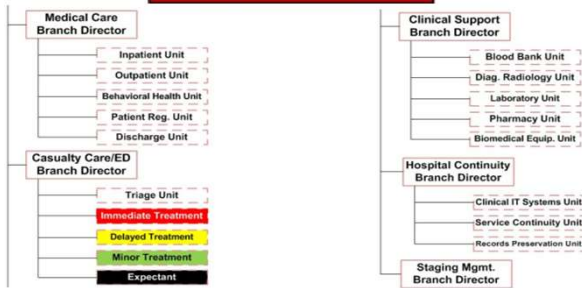
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OPERATIONS SECTION

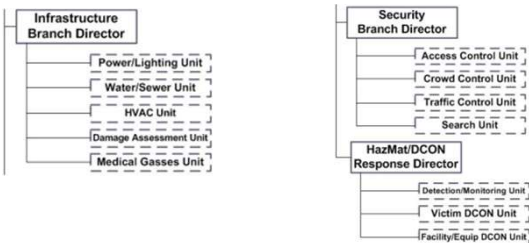
Medical Operations



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INFRASTRUCTURE AND SAFETY OPERATIONS

Infrastructure & Safety Operations



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PLANNING SECTION

- ☐ Gathers, analyzes, and disseminates information and intelligence.
- ☐ Manages the planning process.
- ☐ Completes the Incident Action Plan with the assistance from all sections.



Planning Section Chief

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PLANNING SECTION

Planning Section tasks include:

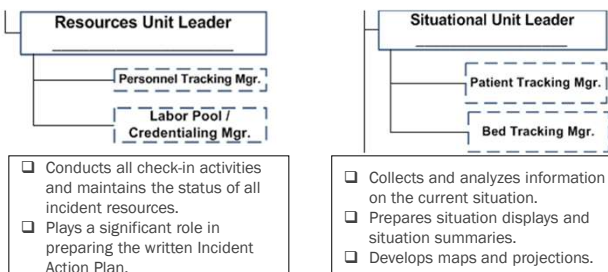
- Collecting, evaluating, and displaying incident information.
- Responsible for collecting all the ICS forms from all sections.
- Conducting long-range and/or contingency staff planning.
- Responsible for developing plans for demobilization.
- Helps maintain incident documentation.



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PLANNING SECTION



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LOGISTICS SECTION

- ☐ Provides resources and services required to support incident activities.
- ☐ Develops portions of Incident Action Plan and forwards them to Planning Section.
- ☐ Contracts for and purchases goods and services needed at the incident.



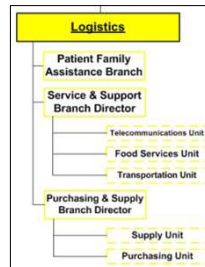
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LOGISTICS SECTION

- ☐ Family/Staff Support
- ☐ Communications
- ☐ Medical support to incident personnel
- ☐ Food for incident personnel
- ☐ Supplies
- ☐ Ground support
- ☐ Associated costs



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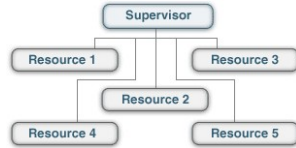
PART II: INCIDENT MANAGEMENT & HOSPITAL COMMAND CENTER

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ICS MANAGEMENT: SPAN OF CONTROL

ICS Span of Control for any supervisor:

- ☐ Pertains to number of individuals or resources that one supervisor can effectively manage during incidents.
- ☐ Span of Control is between 3-7 subordinates.
- ☐ Optimally does not exceed 5 subordinates.
- ☐ Realistic? Why does it work?



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CHAIN OF COMMAND AND UNITY OF COMMAND



Chain of command means that there is an orderly line of authority within the ranks of the incident management organization.



Unity of command means that every individual is accountable to only one designated supervisor to whom they report during an incident.

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CHANGE/TRANSFER INCIDENT COMMANDERS

Command may change to meet the needs of the incident when incidents:

- ☐ Expand or contract.
- ☐ Change in discipline.
- ☐ Become more or less complex.



Transfer of command requires:

- ☐ A transfer of command briefing for the incoming Incident Commander.
- ☐ Notification to all personnel that a change in command is taking place.

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INITIAL INCIDENT BRIEFING

Make sure that you receive an initial incident briefing, including:

Current situation assessment.

Identification of coworkers.

Location of work area.

Location of Staging Area/Labor Pool.

Identification of eating and sleeping arrangements.

Operational periods/work shifts.

Specific job responsibilities.

Procedural instructions for obtaining additional supplies, services, and personnel.

Required safety procedures/Personal Protective Equipment (PPE), as appropriate

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ELEMENTS OF AN INCIDENT ACTION PLAN (IAP)

An IAP covers an operational period and includes:

- ☐ What must be done.
- ☐ Who is responsible.
- ☐ How information will be communicated.
- ☐ What should be done if someone is injured.



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FORMS AND SUPPORTING DOCUMENTS: OVERVIEW



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SMART Management Tactic

Specific

Measurable

Attainable

Realistic

Task Oriented



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INCIDENT MANAGEMENT BY OBJECTIVE



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OBJECTIVES, STRATEGIES, AND TACTICS

Incident Objectives

- State what will be accomplished

Strategies

- Establish the general plan or direction for accomplishing the incident objectives.

Tactics

- Specify "how" the strategies will be executed.

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EFFECTIVE INCIDENT OBJECTIVES

Effective incident objectives must be . . .

- ☐ Specific and state what's to be accomplished.
- ☐ Measurable and include a standard and timeframe.
- ☐ Attainable and reasonable.
- ☐ In accordance with the Incident Commander's authorities.
- ☐ Evaluated to determine the effectiveness of strategies and tactics.

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MANAGEMENT BY OBJECTIVES

ICS is implemented by identifying an initial Incident Commander, who identifies objectives to guide response activities. Your **objectives** will **drive** the **event** while your **resources** will **drive** your **objectives**.



Objectives are communicated throughout the **entire ICS organization** through the incident planning process.



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ARE THESE OBJECTIVES SMART?

Residents in Tower A will be evacuated to Tower B by 1700 hours.

Complete Preliminary Damage Assessments of all damaged structures in ICU by 0800 hours on 3/21.

Restore water to the Hospital by 0900 hours on 3/10/2023.

Contain fire within "existing" structures (during the current operational period).

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COMPLEXITY ANALYSIS FACTORS

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INCIDENT RECORDKEEPING (1 OF 2)**General guidelines:**

- Print or type all entries.
- Enter dates in month/day/year format.
- Use military 24-hour time.
- Enter date/time on all forms & records.
Use local time.
- Fill in all blanks. Use N/A as appropriate.

**HICS Form #214
Event Log**

The thumbnail shows the top portion of the HICS Form #214 Event Log, including the header with 'HICS Form #214 Event Log' and a table with columns for 'Date/Time', 'Location', and 'Description'.

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INCIDENT RECORDKEEPING (2 OF 2)**If you are expected to be a supervisor, you must:**

- Maintain an Event Log (HICS Form #214) indicating the names of personnel assigned and a listing of the major activities that occurred during the operational periods to which you were assigned.
- Provide briefings to your subordinates, adjacent forces, and replacement personnel.

**HICS Form #214
Event Log**

The thumbnail shows the top portion of the HICS Form #214 Event Log, including the header with 'HICS Form #214 Event Log' and a table with columns for 'Date/Time', 'Location', and 'Description'.

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TYPES OF BRIEFINGS/MEETINGS



Field-Level Briefings: Delivered to individual resources or crews assigned to operational tasks and/or work at or near the incident site.



Staff-Level Briefings: Delivered to resources assigned to non-operational and support tasks at the Incident Command Post or Base.



Section-Level Briefings: Delivered to an entire Section (e.g., the operational period briefing).

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OPERATIONAL PERIOD BRIEFING

The operational period briefing:

- Is conducted at the beginning of each operational period.
- Presents the Incident Action Plan to supervisors within the Operations Section.
- Should be concise.



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SECTION-LEVEL BRIEFING TOPICS

- Scope of work assigned to the Section
- Section organization
- Work site/area/facility layout
- Safety issues and emergency procedures
- Staff introductions
- Section meetings schedule
- Process to obtain additional resources, supplies, and equipment
- Expectations
- Scope of responsibility and delegated authority

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STAFF-LEVEL BRIEFING TOPICS

- Work area
- Safety issues and emergency procedures
- Specific tasks for the work period
- Coworkers, subordinates
- Process to obtain additional resources, supplies, and equipment
- Shift or work period schedule
- Communications protocol within the unit

Expectations:

- Meeting attendance and schedule
- Quantity and quality of work
- Timelines
- Schedule for updates and completed products

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QUESTIONS?

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THANK YOU

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