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# HOSPITAL EMERGENCY INCIDENT COMMAND SYSTEM (HEICS): *An Overview*

January 13, 2004

Sponsored by:  
New Jersey Hospital Association  
Education Sub-Committee of the Emergency Preparedness Task Force

Location:  
New Jersey Hospital Association  
760 Alexander Road, Princeton, NJ

## PROGRAM OBJECTIVES

A standardized approach to managing emergency situations, internal crises and disasters has never been more necessary. The Hospital Emergency Incident Command System (HEICS) is a nationally recognized emergency management system that has been used in California for more than 10 years. The concepts of the Incident Command System used by fire and law enforcement and most emergency operations centers are incorporated into HEICS, but customized to the unique hospital environment. Building on the basic foundation of ICS and using the command and control principles, HEICS is the tool for hospitals to manage, respond to and recover from emergencies and disasters. HEICS employs a logical management structure, defined responsibilities, clear reporting channels and a common language to help unify hospitals with other emergency responders. Healthcare providers adopting HEICS as their emergency management system will not only be in compliance with JCAHO standards, they will have a flexible structure to manage a crisis or disaster with an organized division of tasks and a realistic span of control for personnel.

This one day course will overview the fundamentals of HEICS, including each of the roles and responsibilities of each position in the HEICS organizational chart and a tabletop exercise will demonstrate the functioning of HEICS in a hospital environment.

Upon completion of this one-day program participants will be able to:

- Describe the importance and benefits of the Incident Command System and HEICS
- Explain the principle features of HEICS
- Demonstrate organizational and communication effectiveness through a tabletop exercise

## WHO SHOULD ATTEND

CEOs; COOs; vice presidents of medical affairs, nursing; directors of emergency departments, quality assurance, risk management, safety and security; attorneys; compliance officers; and those responsible for emergency management.

(OVER)



Registration information on reverse side of this form

### REGISTRATION INFORMATION

Fees: \$95 ea.  
(fee includes continental breakfast, lunch, and materials)

- Payment by credit card or check along with the registration form is required at enrollment.
- Registration will be accepted by fax (609-275-4271) ONLY IF ACCOMPANIED BY credit card information (MasterCard, VISA or American Express)
- Make checks payable to: HRET of NJ
- Mail to: Educational Services  
HRET of NJ  
PO Box 828691  
Philadelphia, PA 19182-8691

- If you use a credit card to hold your registration, please write "HOLD ONLY" by the credit card information. Card will be charged if payment is not received by the date of the conference.
- Cancellations received by January 2nd will receive a refund minus a \$50.00 per person service fee. Cancellations received after that date will not be eligible for a refund.
- Registrants unable to attend may send an alternate
- No confirmation will be sent
- For FAX copies of brochures or calendar of upcoming seminars, call 609-275-4113.

FOR MORE INFORMATION OR IF YOU HAVE A DISABILITY AND NEED A SPECIAL ACCOMMODATION, PLEASE CALL 609-275-4180.

Please Note: Parking is in the rear of the building



**PROGRAM SCHEDULE**

- 8:30 *Registration/Continental Breakfast*
- 9:00 Welcome and Introductions  
**James M. Howson**  
Director, Disaster Preparedness  
NJHA  
**Incident Command System Origins and Principles**  
**Standards and Regulations Relating to HEICS**  
**Disaster Plans Versus Emergency Management Plans**
- 10:30 *Break*
- 10:45 **History of HEICS**  
**Attributes of HEICS**  
**Principles of Command**  
**HEICS Job Action Sheets and Positions**  
**Organizational Chart**
  - Command (Management) section
  - Logistics section
  - Planning section
  - Finance section
  - Operations section**Supporting Forms**  
**HEICS Administrative Support and Implementation**  
**Reference and Resources**
- 12:30 *Networking Luncheon*
- 1:30 **Setting the Stage for the Tabletop Exercise**  
**Let's Play HEICS: The Tabletop**
- 4:30 **Tabletop Evaluation and Wrap-up**

**FACULTY**

*Cheryl Starling, RN* brings her years of experience as a Registered Nurse in Emergency Department, Ambulance Service and Ambulatory Care Unit management to the California EMSA Authority and Disaster Medical Services. As the director of Emergency Departments in both urban and rural settings, including trauma centers, she has over 19 years of experience in policy and program implementation and continuous quality improvement monitoring. Involvement in regional EMS issues and programs through management of the Ambulance Services and performing the role of Base Hospital Coordinator gives her a unique perspective of pre-hospital and hospital services. Her experience includes disaster planning for hospitals and communities, implementing the Hospital Emergency Incident Command System (HEICS) in hospitals and participating in actual disaster events and community responses. She currently serves as the Coordinator for the California Hospital Bioterrorism Preparedness Program (also known as the HRSA grant), Disaster Medical Specialist and the Hospital Emergency Incident Command System (HEICS) liaison at the California Emergency Medical Services Authority.



In the event of inclement or questionable weather conditions, please call (609) 888-5008 for meeting information



For faxed directions to the New Jersey Hospital Association call 609-275-4018. Or visit NJHA on the web at [www.njha.com](http://www.njha.com) for a detailed map.

An affiliate of  
the New Jersey  
Hospital Association



**REGISTRATION** (Please Type or Print Clearly)

Seminar #0409 (HEICS) \$95

Name (as it should appear on badge) \_\_\_\_\_

Hospital/Firm \_\_\_\_\_

Title \_\_\_\_\_

Street \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

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AMOUNT: \$ \_\_\_\_\_

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