



Activation of Incident Command System (ICS)
Infection Control – Bioterrorism & Disaster
Preparedness

Policy Statement

This facility utilizes elements of the National Incident Management System (NIMS) and Incident Command System (ICS) in crisis and disaster situations to help manage the events in an organized and efficient manner.

Policy Interpretation and Implementation

While long term care facilities are not required to implement this approach, our facility has made the decision to utilize elements of the ICS to handle emergencies.

1. Incident Command
 - a. The most qualified staff member (with respect to the ICS) on duty at the time of the emergency assumes the Incident Commander position until the Administrator or his/her designee arrives at the facility. The Administrator or his/her designee then assumes the role of Incident Commander, if he/she is more or equally qualified.
 - b. The facility trains the leadership team on the Incident Command System, so in the event of an emergency of significant magnitude, other Incident Command positions can be designated and filled as needed. It may not be practical for all positions to be filled due to lack of available/ICS qualified staff at any given time. Therefore some positions may be covered by the same individual.
 - c. The facility utilizes an *Incident Action Plan (IAP)* to document the incident and pertinent details surrounding the disaster or crisis situation. The Incident Management Sheet also lists the employees who assume the ICS functions during the incident.
2. Transfer of Command
 - a. Transfer of Command is the process of turning over responsibility from one Incident Commander to another.
 - b. There are five steps in effectively assuming command of an incident in progress:
 1. The incoming Incident Commander, if possible, performs an assessment of the situation with the existing Incident Commander.
 2. The current Incident Commander briefs the incoming Incident Commander face-to-face if possible. The briefing includes the following:
 1. What has happened thus far ([Incident Briefing \(ICS 201\)](#))
 2. Priorities and objectives ([Incident Objectives \(ICS 202\)](#))
 3. Current plan ([Incident Action Plan \(IAP\)](#))

4. Resource assignments (**Assignment List (ICS 204)**)
 5. Incident organization (**Organization Assignment List (ICS 203)**)
 6. Resources update (**Resources Status Change (ICS 210)**)
 7. Facilities established
 8. Status of communications (**Incident Radio Communications (ICS 205)**)
 9. Any constraints or limitations
 10. Incident potential
 11. Delegation of authority
3. The incoming Incident Commander determines a time for transfer of command after the incident briefing.
 4. At the appropriate time, notice of a change in Incident Commander is made.
 5. The incoming Incident Commander may give the previous Incident Commander another assignment, as he/she has first-hand knowledge of the incident.

References	
References	
Related Documents	Activation of Emergency Response Guideline/Plan Incident Action Plan (IAP) ICS Forms
Generations Revision	January 2020
Version	1.2 (PEMAPL0020)