

# Hospital Incident Action Planning (IAP)

## Who Should Attend

- ◆ Hospital Administrators
- ◆ Hospital Executives
- ◆ Managers/Directors
- ◆ Those likely to be assigned a role in their Hospital Command Center

**Tuition**  
Free

## Contact

Your CHA HPP Coordinator or Michele Coughlin at [mcoughlin@calhospital.org](mailto:mcoughlin@calhospital.org)

## Course Description

This 2.5 hour course focuses specifically on hospital incident action plan development. While this topic is also covered within the "Hospital Incident Command System (HICS) Basics" course, this training focuses primarily on incident action planning. This course is intended for middle- to upper-management level personnel, or individuals who are likely to perform in one of the HICS roles.

*Prerequisites: HICS Basics course completion, or basic knowledge of HICS.*

## Prepares all levels of hospital management to meet:

### Joint Commission Standard EM.01.01.01, EP 7:

The hospital's incident command structure is integrated and consistent with its community's command structure

### NIMS Compliance Objective #12:

ICS implementation must include the consistent application of Incident Action Planning

## Course Outline & Objectives

PART I (1 hour)	PART II (1.5 Hours)
<ul style="list-style-type: none"> <li>◆ Describe the 9 steps of Incident Action Planning</li> <li>◆ Identify the components of an Incident Action Plan               <ol style="list-style-type: none"> <li>1. Incident Action Planning</li> <li>2. Incident Response Guides</li> <li>3. HICS Forms</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>◆ Demonstrate the Incident Action Planning Process</li> <li>◆ Demonstrate the use of Hospital Incident Command System forms</li> <li>◆ Implement the use of the Incident Response Guides               <ol style="list-style-type: none"> <li>1. Incident Action Planning Process</li> <li>2. Use of Hospital Incident Command System Forms in the IAP Process</li> <li>3. Uses of Incident Response Guides</li> <li>4. Post Test and Review</li> </ol> </li> </ul>