

## GNYHA Workshop on Emergency Management Drills

### Glossary and Resource Guide September 2002

**Comprehensive Emergency Management.** The cornerstone of the FEMA agency's orientation is a concept called "comprehensive emergency management" that calls for an integrated approach to organize the various emergency programs and activities. These activities are organized into the four phases comprising the "life cycle" of emergency management: *mitigation, preparedness, response, and recovery.*

#### **Drills and exercises:**

- **Drills.** Supervised activity to test a procedure which is a *component* of the overall Emergency Management Plan. A drill may be a step leading towards an exercise, but may be an actual field response. The true value of a drill lies in its ability to highlight a limited portion of the overall Emergency Management Plan and to examine it closely. For example, it may be important to drill the Patient Tracking System with the Patient Tracking Coordinator and others involved in the process.
- **Table Top Exercise.** Exercise using *paper and verbal scenarios* to evaluate the Emergency Management Plan and procedures effectiveness with a minimum amount of stress. Paper drill intended to demonstrate the working and communication relationships of functions found within the ICS organizational plan.
- **Functional Exercise.** The functional exercise is one in which the entire "community's response" is evaluated. The community means the hospital or health care facility. It adds the component of time measurement as well as a standard measurement to increase realism. This will involve the activation and simulated activity of *all sections of the ICS.*
- **Full Scale Exercise.** Also commonly referred to as a "field exercise". This is often the culmination of previous drills and exercises. It will test the mobilization of all or as many as possible or the response component's. The full-scale exercise will often involve prehospital s well as hospital response.

**Emergency Preparedness.** This *formerly used term* has been replaced by the term "emergency management" to more accurately reflect the three other phases of management in addition to preparedness: mitigation, response, and recovery.

**Emergency Management (EM).** The *preferred term* for describing the planning, response and recovery from an unusual event that places a stress on a health care facility's daily operations.

**Emergency Operations Center (EOC).** Most communities maintain an EOC as part of their community's emergency preparedness program where various agency leaders gather to coordinate their response. EOCs are activated on an as needed basis.

**Emergency Management Plan.** Each hospital's Emergency Management Plans should be written to include the incident command system that becomes the "standard operating procedure." An emergency management plan replaces the term "disaster plan". HEICS is not the entire plan but rather the method by which the hospital will function when an emergency is declared.

**EM Program Coordinator.** Organization's leader in emergency management, who's task is to use a variety of resources and techniques and skills to create a team (individuals, agencies, departments, or organizations) to work through the steps (preparedness, mitigation, response, and recovery) that reduces the probability and impact of extreme events. Should an extreme event happen, brings about a quick restoration of routine organizational activities.

**Functional unit of EM plan.** Specific component of the EM plan that involves a task or related tasks during an incident, for instance, communications or operations. Drills or exercises may be targeted to test a specific functional component rather than activating the entire EM plan.

**HVA.** See hazard vulnerability analysis.

**Hazard Vulnerability Analysis (HVA).** Method to assist in evaluating potential adverse events or conditions that could disrupt an organization's operation. The HVA is a tool to help identify, evaluate and prioritize events that could suddenly and significantly affect the need for your facility's services or its ability to provide those services. An HVA has been required by JCAHO standards as part of a facilities emergency management standards since 1/2001. Each potential event is evaluated in each of three categories: probability, risk, and preparedness and is assigned a numerical score that ranks the events most in need of organization focus and resources for emergency planning.

**HEICS.** See hospital emergency incident command system.

**Hospital Emergency Incident Command System (HEICS).** Adaptation of the public safety's Incident Command System to hospitals. Is an emergency management system which employs a logical management structure, defined responsibilities, clear reporting channels, and a common nomenclature to help

unify hospitals with other emergency responders. (See the related term “incident command system (ICS)”.

**Incident.** An occurrence, caused either by human action or natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Commander (IC).** Person with overall responsibility to lead the incident command system (ICS) activities.

**Incident Command Center.** Location at which primary command functions are conducted. There may be more than one incident command center in the event that one is rendered unusable.

**Incident Command System (ICS).** Structure used by public safety organizations to respond and manage an emergency. ICS is a model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward a common goal of stabilizing the incident and protecting life, property, and the environment. Federal law has mandated that states use the ICS for responding to hazardous materials incidents. ICS is routinely used by police, fire, EMS, and other public safety organization for most multi-agency responses. (See hospital emergency incident command system (HEICS) for a related term)

**ICS Units.** The essential units of the ICS include; command, planning, operations, logistics, and finance/ administration.

**Incident Action Plan.** Prepared by the incident commander (written or nonwritten) plan that is developed to control and contain the incident. Action plans are used for specified time periods and changed as needed.

**Job Action Sheet.** Each position has prioritized job action sheets written to describe the important duties of each particular role.

### Resource List

Some useful websites that provide much useful, free, information regarding emergency management.

- **American Hospital Association (AHA).** [www.aha.org](http://www.aha.org).
- **California EMS Authority.** Can download the complete two-volume HEICS’s 3<sup>rd</sup> edition (several hundred pages). [www.emsa.cahwnet.gov/Dms2/heics3.htm](http://www.emsa.cahwnet.gov/Dms2/heics3.htm). Phone number 916-322-4336.
- **Centers for Disease Control (CDC).** [www.cdc.gov](http://www.cdc.gov).

- **Department of Veteran's Affair.** Good discussion on hazard vulnerability assessment and contingency planning for problems that could disrupt health care facility operation. [www.va.gov/emshq](http://www.va.gov/emshq)  
Go to EMSHG Emergency Management Academy Knowledge Library (the 7<sup>th</sup> or 8<sup>th</sup> link in the center of the home page. From there, click on to "2.2 Identifying critical operations" That should take you to the example of planning for the Y2k. [www.va.gov/year2000/conguide/index.htm](http://www.va.gov/year2000/conguide/index.htm)  
Chapters 3 and 5 and appendix F are useful.
- **Environmental Protection Agency (EPA).** [www.epa.gov](http://www.epa.gov).
- **Federal Emergency Management Agency (FEMA).** Self study program on incident command system. [www.fema.gov/emi/is195lst.htm](http://www.fema.gov/emi/is195lst.htm)
- **Greater New York Hospital Association (GNYHA).** [www.gnyha.org](http://www.gnyha.org).  
Local and regional emergency management information as well as links to other sites.
- **Joint Commission on Accreditation of Healthcare Organizations (JCAHO).** Useful twenty-five page special issue of their newsletter (Perspectives, 12/01 issue) on emergency management in the new millennium. [www.jcaho.org](http://www.jcaho.org).
- **Occupational Safety and Health Administration (OSHA).** OSHA wants to see particular compliance to its hazardous waste site operations and emergency response standards.  
[www.healthsafetyinfo.com/resources/osha.cfm](http://www.healthsafetyinfo.com/resources/osha.cfm) and scroll down.

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