

March 19, 2007

**NATIONAL INCIDENT MANAGEMENT SYSTEM (IS 700)
INCIDENT COMMAND SYSTEM (IS 100 HC AND 200 HC)**

COURSE FOR HOSPITALS AND HEALTHCARE PROVIDERS

Dear Hospital Emergency Manager and Educator,

This course was developed by Kaiser Permanente's Healthcare Continuity Management Department as a tool for hospitals and other health care providers to train personnel in the Incident Command System (ICS) 100 HC and 200 HC and the National Incident Management System (NIMS) IS 700, as required by the Health Resources and Services Administration (HRSA) Cooperative Agreement and the NIMS Integration Center (NIC). The course is approved by the California Governor's Office of Emergency Services as an equivalent course to the Federal Emergency Management Agency Emergency Management Institute's ICS 100 HC, 200 HC and IS 700.

This course is provided at no cost to hospitals by Kaiser Permanente and will be utilized for the express purpose of internal-hospital training. Use of this program for profit or by any non-hospital or healthcare provider will require written permission from Kaiser Permanente's Healthcare Continuity Management Department.

The course package includes the following materials:

- A course description
- Course Power Point Presentation with instructor notes
- Hospital Incident Command System Incident Management Team Chart
- Course Acronym List
- Course Post-test
- Course Post-test Answer Sheet "Bubble" Form
- Course Post-test Answers (for instructor use only)
- Course Participant Certificate
- ICS/NIMS Training Matrix

Course tips for instructors:

- The course is approximately 2 ½ hours in length, including completion of the post-test.
- The course is intended to be delivered in a classroom setting with an instructor.
- The post-test can be done by each participant individually, or completed as a group exercise and discussion.
- The course content and materials must remain intact, but information about your hospital's Emergency Management Program or specific policies and procedures may be added, if desired.
- Instructors are encouraged to provide examples of hospital emergency management issues or response activities from their own experience to enhance the program and make the program more realistic for the learner.

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- The presentation was intentionally created in a generic template so that each instructor/organization can customize the presentation (add clip art, pictures, slide transitions, etc.) as desired according to the style of the instructor.
- The Kaiser Permanente and Governor's Office of Emergency Services logos should remain on the presentation and these organizations recognized in the presentation by the instructor, as provided in the slides.
- The presentation has extensive instructor notes embedded in the slides.
 - Note: To view instructor notes, open the Power Point presentation, click on View, then Notes Page. The instructor can print the entire presentation with notes to assist in teaching the content.
- The notes include:
 - **Teaching points:** The notes in this section help to explain the points on the slides and assist the instructor in teaching. These teaching points include hospital-focused examples of the ICS/NIMS principles. The instructor does not have to recite each and every teaching point, but should use the points to emphasize or expand on the information in the slides.
 - **Background information:** is provided for the instructor for additional information on the topic(s) presented on the slide. This background information is taken from the EMI NIMS IS 700, ICS 100 HC, and ICS 200 HC course materials.
- The instructor(s) for this course should be educated in ICS 100, 200 and IS 700, be experienced in hospital emergency management and understand community emergency management and response. In addition, the instructor may consider completing ICS 300.
 - A NIC Fact Sheet: "Training Guidelines: Incident Command System Instructors", dated January 2006 recommends that the lead instructor "should" complete ICS 300.
 - This is considered a recommendation and not a mandate.
- This equivalent course includes a post-test that is specific to this course and is based on the EMI course post tests. Successful completion of the post test is required at 80% passing score.
- Trainers should maintain rosters of personnel that have completed the course and be prepared to report the numbers and types of individuals trained to their jurisdiction's HRSA grant administrator
 - In California, hospitals will be prepared to report training numbers to the local Public Health Department/HRSA local entity or to the California Department of Health Services Emergency Preparedness Office when requested.

Kaiser Permanente wishes to thank the California Governor's Office of Emergency Services for approving this course as a NIC equivalent course, and for their support of hospitals in conducting this important training.

Questions regarding this course, content or use should be directed to:
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