

**Wisconsin Veterans Home at King**  
**EMERGENCY PLAN – INCIDENT COMMAND SYSTEM**

Date of Origin: 2005	No.: 14-00-01A
Last Revision: February 21, 2019	Page 1 of 4
Last Review: February 21, 2019	Maintained By: Administration/Emergency Services

**Applies To:**

- All Wisconsin Veterans Home at King (WVH-K) staff, members, volunteers and visitors

**Purpose:**

- To identify responsibilities of individuals and departments in the event of a disaster situation.
- To identify standard operating guidelines for emergency activities and responses.
- Ensure that a strong, direct, and visible Command will be established from the onset of an Incident.
- Provide a system for the orderly transfer of Command to subsequent arriving Officers.
- Provide a system to process information to support incident management, planning, and decision-making.

**Definitions:**

- Facility Incident Command System: WVH-K Administration, with support and advice from the Chief of Emergency Services and other staff as needed.
  - This immediately establishes a Unified Command for the healthcare facility.
  - In unified command, these staff members jointly consider each concern, and then speak with one voice from unified command regarding actions to address concerns.
- The Incident Command System is comprised of five major management functions. Depending on the size of the event one or all of these functions may be staffed.
  - Incident Commander
    - Sets the incident objectives, strategies, and priorities and has overall responsibility for the incident.
    - Provides overall leadership and accountability at the incident scene.
    - Delegate authority to others.
    - Takes policy direction from the Executive Policy Group.
    - Ensuring incident safety.
    - Providing information to internal and external stakeholders.
    - Establishing and maintaining liaison with other agencies participating in the incident.
    - This position is staffed in every incident.
  - Operations
    - Determines tactics and resources for achieving objectives.
    - Directs the tactile response.
  - Planning
    - Collects and analyzes information.
    - Track resources.
    - Maintains documentation.
  - Logistics:
    - Provides resources and needed services.
  - Finance/Administration
    - Accounts for expenditures, claims, and compensation.
    - Procures needed resources.
- As events grow the Incident Commander may assign other roles:
  - Public Information Officer (PIO)
    - Advises the IC on information dissemination and media relations. (The IC does approve information that the PIO releases.)

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- Obtains information from and provides information to the planning section.
- Obtains information from and provides information to the community and media.
- Safety Officer
  - Advises the IC on issues regarding incident safety.
  - Works with the Operations Section to ensure safety of field personnel.
  - Ensures the safety of all incident personnel.
- Incident Liaison
  - Assists the IC by serving as a point of contact for representatives from other response organizations.
  - Provides briefings to and answer questions from supporting organizations.
- NIMS-National Incident Command System: When responding agencies from off campus arrive, authority for command of the incident may be transferred to them or they may be incorporated into the Unified Command, based on the situation.
- All other local resources (police, fire, EMS, etc.) will respond when requested and fill positions assigned by Incident Command. It is also expected that representatives from these resources will be invited into unified command. Outside agencies are responsible for the direct supervision of their staff and resources.
- Emergency Operations Center (EOC): the command and control center for managing an emergency situation.

#### Policy:

- In the event of an emergency the staff shall call Emergency Services at 2222.
- Emergency Services shall initiate emergency actions. When necessary Emergency Services officers shall alert or call in key contact persons and assume the role of IC.
  - Rapidly evaluate the situation and provide a condition report.
  - Initiate, maintain, and control the communication process.
  - Identify the overall incident objectives and strategies that have been initiated.
- Emergency Services will act as IC until a staff member that has had IC training has arrived and Emergency Services hands over the IC role.
  - IC is transferred to improve the quality of the incident and enhance the safety of staff and members.
  - When transferring command the assuming IC will receive a face to face report from the acting IC with an update on: condition, actions, and needs.
- The IC will assign roles as necessary.
- An EOC will be set up at the direction of the IC.
- In the event that WVH-K receives early notification of an impending event, the WVH-K convenes the EOC to form a plan.
- The IC will communicate with staff when an incident has ended.
- Risk management shall conduct a debriefing after each incident to see what can be learned from the experience and what additions or modifications need to be added to our plan.

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**Incident Command System at a Healthcare Facility**

