



Arizona Health Care Association
DISASTER PLANNING AND EMERGENCY MANAGEMENT GUIDE
Incident Command Post Information

A major operational feature of the Nursing Home Incident Command System (NHICS) is the designation of an Incident Command Post (ICP) or Facility Command Center (FCC). While the two terms are essentially interchangeable, for the purposes of this insert and in accordance with the concepts promoted by the National Incident Management System (NIMS), this document shall refer to the physical location where the Incident Commander (IC) and the Incident Management Team (IMT) manages a crisis or disaster as the Incident Command Post.

It is important to identify an ICP as well as an alternate ICP within the facility. Additionally, it is recommended that an off-site ICP as well as an alternate off-site ICP in close proximity to the facility be identified should management of an incident be required outside of the facility due to hazardous conditions occurring within the facility making the primary or alternate internal ICP inaccessible.

Incident Command Post (ICP) Location	
Alternate ICP Location	
Off-Site ICP Location	
Alternate Off-Site ICP Location	

Areas of the building that should be considered for an ICP include rooms like conference rooms, large offices or other spaces that will be large enough to accommodate the IMT and can be easily secured to help control the flow of traffic into the ICP. Additionally, rooms in or near “hardened” areas of the building (central core areas of the building away from outside walls / roof structures) should also be considered for ICP selection criteria.

The following is a listing of considerations recommended for the ICP, Alternate ICP and Off-Site ICP:

- Minimum of two phone lines from the building’s main phone system (more is preferred)
- Analog phone (old style phone) that can be plugged directly into phone jack without power
- Two-way radios
- Megaphones
- Whistles
- Fax machine
- Internet Access
- Desktop or laptop computer station
- Printer
- Television with cable or satellite connection

- AM / FM Radio (self-sustaining crank radio recommended)
- Copy of the facility's Emergency Operations Plan (EOP) / Disaster Manual
- Map / diagram of facility / campus
- Maps of the region / state
- Building plans / construction documents
- Complete set of NHICS documents and guidebook
- NHICS vests
- Clerical supplies- note pads, writing utensils, envelopes, etc.
- Whiteboard / chalkboard with writing utensils and eraser
- Easel / flipchart
- Bulletin board with tacks
- Projector / projection screen
- Tape recorder
- Flashlights, battery-powered lanterns / emergency lighting (in the event of power failure)
- Access to restrooms
- Access to drinking water
- Access to food supply
- Comfort items- facial tissues, hand sanitizer, etc.
- First-aid kit

Whenever possible, desks, furniture and chairs in the ICP should be arranged in a manner that will adequately accommodate the IMT so it can communicate effectively with the IC.

