


EMERGENCY MEDICAL SERVICES AUTHORITY

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DATE: June 29, 2017

TO: Hospital and Healthcare Readiness and Response Partners

FROM:  Craig Johnson, Disaster Medical Services Division Chief

SUBJECT: Invitation to Apply for the Hospital Incident Command System (HICS) Advisory Committee

Since its inception in the late 1980s, the Hospital Incident Command System (HICS) has served as an important emergency management foundation for hospitals and healthcare organizations in the United States as well as worldwide. The California Emergency Medical Services Authority (EMSA), as the sponsor of HICS and the copyright holder of the *HICS 2014 Guidebook, Fifth Edition*, recognizes the importance of HICS as a tool and as a program that requires continuous review, evaluation, and guidance for continued successful implementation of the program.

In order to support the implementation of HICS in all healthcare organizations and to ensure continuous improvement of the HICS program, EMSA is establishing a HICS Advisory Committee. EMSA is pleased to extend this invitation to interested individuals to participate on the HICS Advisory Committee.

This committee is being formed to serve as technical advisers to EMSA on the development, implementation, and maintenance of EMSA's HICS program and activities. The HICS Advisory Committee will assist EMSA in developing a framework for ensuring training standards, in approving and piloting standardized courses, and developing training core competencies. In addition, the committee will be asked to identify and assist in the prioritization of project needs to improve the HICS Program.

The HICS Advisory Committee is planned to be comprised of 25 members and will be composed of individuals with a broad range of experience and expertise in healthcare organizations and/or as emergency management. The Advisory Committee membership is limited in size to ensure an effective group process. Consideration for membership will include:

- Working knowledge of HICS
- Experience in emergency management and knowledgeable about disaster events and the effect on hospitals
- Employment in a hospital, healthcare organization, or emergency management organization
- Ability to work at a high level in a group, participate in discussion, and come to consensus

Each member will need to be committed to ongoing participation on the committee. This may require quarterly conference calls, webinars, or in-person meetings as needed. The initial HICS Advisory Committee meeting is being planned for late October 2017 in Sacramento, CA. Funding is not available at this time to reimburse Advisory Committee members. Therefore, a conference call option will be made available for the meeting in October.

Persons interested in participating must submit a resume that indicates current employer and highlights experience with HICS. Please submit resumes via email to: HICS@emsa.ca.gov. Applications are requested to be submitted no later than close of business, PST, on July 14, 2017. Applicants will be notified of acceptance or non-acceptance to the HICS Advisory Committee by August 11, 2017.

Members chosen for the HICS Advisory Committee will be determined by EMSA in accordance with California Health and Safety Code Division 2.5, Chapter 3, State Administration Section 1797.133. It is the intent of EMSA to ensure broad and appropriate representation of key constituents on this committee and members may be recruited to meet these requirements. EMSA will maintain a database of applicants. If an applicant is not chosen as a member of the HICS Advisory Committee, the applicant may still be notified of opportunities to participate on HICS Work Groups or potential review groups.

If you have any questions, please contact Jody Durden at (916) 255-4702 or Jody.Durden@emsa.ca.gov.

Thank you for your interest in the HICS Program.