

# Certified Hospital Emergency Coordinator (CHEC) BASIC and Level II Courses

Dates: September 2009  
Location: Atlanta, GA

**BASIC Course Overview:** Upon completion of the Certified Hospital Emergency Coordinator (CHEC) Basic course, the hospital emergency coordinator (HEC) will be able to demonstrate the ability to make critical decisions needed to reduce the potential threats to life and property using an “all hazards” approach to disaster management. This will be accomplished by making certain that the HEC: understands the components of the overall healthcare system, knows the threats to the hospital and the community, understand the emergency planning process, understands emergency management principles and can demonstrate effective leadership during an incident. The course focuses on twenty-five (25) tasks and skills that have been identified as essential to the role of the HEC.

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| <ul style="list-style-type: none"><li>• Emergency operations plan</li><li>• NIMS, ICS, HICS</li><li>• Emergency preparedness training</li><li>• Drills and exercises</li><li>• Coordinate and integrate disaster plans</li><li>• Hazard Vulnerability Analysis (HVA)</li><li>• Regulations and standards</li><li>• Staff and facility safety</li><li>• Hospital administration support</li><li>• Hospital Emergency Management Committee</li><li>• Developing external Relationships</li><li>• Communication technology and disaster equipment</li><li>• Alert procedures</li><li>• Pan Flu</li></ul> | <ul style="list-style-type: none"><li>• Facility operations</li><li>• Terrorism training and Homeland Security</li><li>• Memorandum of Understanding (MOU) and Mutual Aid Agreement (MAG)</li><li>• RCH and MATF</li><li>• Overview of HRSA/ASPR Program</li><li>• Role of District Public Health</li><li>• Law enforcement risk and threat assessment</li><li>• Evacuation procedures</li><li>• Patient flow</li><li>• Disaster life support training</li><li>• Surge capacity</li></ul> |
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The course utilizes didactic lecture, facilitated discussion, performance based training and practical exercise instructional techniques. *Students will also receive a Student Handbook and CD-ROM containing comprehensive reference material.*

**Prerequisites:** Completion of the **FEMA IS-1** and **IS-100.HC** or equivalent course.

- **IS-100.HC** (Introduction to the Incident Command System) <http://training.fema.gov/EMIWeb/IS/is100HC.asp>
- **IS-1**(The Emergency Manager) <http://training.fema.gov/EMIWeb/IS/is1.asp>

**Time:** 8:15am – 5:00pm

**CEU:** 10 hours

**CHEC Level II Course Description:** The CHEC Level II is a 1-day course that builds upon the Basic course and focuses on the Hospital Emergency Management Program (HEMP), Emergency Operations Plan (EOP) and conducting training exercises. The course discussed building an EOP from the ground up; plan basics and development through evaluating the EOP and exercising based on the EOP. This course aims to provide the HECs with the ability to make a plan that satisfies regulations and standards while be functional at the same time.

**Prerequisites:** Completion of the **FEMA IS-120** and **IS-235** or equivalent course.

- **IS-120.a** (An Introduction to Exercises)  
<https://www.training.fema.gov/EMIWeb/IS/IS120A.asp>
- **IS-235** (Emergency Planning)  
<https://www.training.fema.gov/EMIWeb/IS/is235.asp>
- completion of the Basic Course

**Time:** 8:15am – 5:00pm

**CEU:** 5.0

**Target Audience:**

- Hospital Emergency Coordinators, the individuals that perform those duties, or assist with their duties as well as those individuals who are a part of the healthcare organizations Incident Command Structure
- Public Health Emergency Preparedness Specialists
- County Emergency Managers
- Disaster Preparedness workers who interface with public health and healthcare organizations
- Infection Control Nurses
- DMAT Team Members

**How to Register:** Email completed form to [lanthony@mcg.edu](mailto:lanthony@mcg.edu)

**Facilitated by:** Medical College of Georgia, Center for Operational Medicine

**Dates and Location:**

**Basic Course**

**21-22 September, 2009: Grady Memorial Hospital  
Atlanta, GA**

**Level II: Plans and Exercises Course**

**23 September, 2009: Grady Memorial Hospital  
Atlanta, GA**

For additional course information contact the Center of Operational Medicine at the Medical College of Georgia; Lindsey Anthony @ 706-360-8430 or email: [lanthony@mcg.edu](mailto:lanthony@mcg.edu)