

# HICS INCIDENT ACTION PLAN (IAP) QUICK START

## COMBINED HICS 201—202—203—204—215A

|  |   |
|--|---|
| <b>1. Incident Name</b><br><br><b>NCW HERC CMS Update Call</b>   | <b>2. Operational Period</b> (# 1 )<br><br>DATE: FROM: 11/09/22 TO: 11/09/2022<br><br>TIME: FROM: 1300 TO: 1430 |
| <b>3. Situation Summary</b> <div style="text-align: right; margin-right: 50px;">HICS 201 —</div> <p><b>Location:</b> Aspirus Weston Clinic, 2<sup>nd</sup> Floor Conference Room, 4005 Community Center Dr, Weston, WI &amp; Virtual</p> <p><b>Attendees:</b> Robbie Deede, Ty Zastava, Ryan Hanson, Dr. Vayder, Philip Anderson, Jackie McLaughlin, Wendy Freese, Sarah Rothmeyer, Laurie McKuen, Courtney Potter, Heather Wellach, Cathy Rohling, Josh Englund</p> <p><b>Discussion Topics:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">November Winter Awareness Weather Month</a> <ul style="list-style-type: none"> <li>○ Case study and preparedness tips on winter weather</li> </ul> </li> <li>• QuickStart IAP           <ul style="list-style-type: none"> <li>○ Will now be keeping meeting minutes in this IAP document to practice use of the tool</li> </ul> </li> <li>• Regional Projects           <ul style="list-style-type: none"> <li>○ Training Needs Assessment Survey               <ul style="list-style-type: none"> <li>▪ Survey has been sent out, please complete by Nov. 30<sup>th</sup></li> <li>▪ Helps us work with Emergency Management to bring in needed trainings</li> </ul> </li> <li>○ Governor’s Conference Call for Abstracts               <ul style="list-style-type: none"> <li>▪ Save the date, Feb 27 – March 1 in Madison</li> <li>▪ Will be a medical track this year</li> <li>▪ Preparedness Conference and Governor’s Conference merged together</li> <li>▪ If you have a best practice to share with partners, consider submitting an abstract</li> </ul> </li> <li>○ Community Outreach               <ul style="list-style-type: none"> <li>▪ Has been a lot of staff turnover since COVID</li> <li>▪ Working on community engagement and outreach</li> <li>▪ Robbie will be visiting every county in the next two months</li> <li>▪ If you didn’t receive an invite, contact your local public health or Robbie for the date</li> </ul> </li> <li>○ HVA               <ul style="list-style-type: none"> <li>▪ Hazard Vulnerability Assessment review will be November – December, finalizing in January 2023</li> <li>▪ Be on the lookout for that survey coming</li> </ul> </li> <li>○ CMS Exercise               <ul style="list-style-type: none"> <li>▪ Looking at a virtual regional exercise for early summer 2023</li> </ul> </li> </ul> </li> </ul> |   |



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- Any specific subject matters you want addressed in exercise?
  - Evacuation – reviewing transfer agreements
  - Weather impacts
  - Communications
  - Interplay with local hospital
- County Engagement
  - NCW HERC Community Partner Engagement and Outreach:
    - 11.02.22, 1100-1230, Wood County
    - 11.15.22, 1300-1430, Iron County
    - 11.16.22, 1000-1130, Langlade County
    - 11.28.22, 0900-1030, Taylor County
    - 11.30.22, 0900-1030, Lincoln County
    - 12.02.22, 0900-1030, Price County
    - 12.05.22, 1030-1200, Oneida County
    - 12.06.22, 0900-1030, Vilas County
    - 12.08.22, 1000-1130, Clark County
    - 12.16.22, 0900-1030, Portage County
    - 12.19.22, 1300-1430, Marathon County
  - Deferring Forest County until after New Year due to leadership changes
- CMS Exercise Areas for Improvement:
  - Lack of shelter-in-place plans for CMS partners
    - [Shelter In Place: A Planning Resource Guide for Nursing Homes](#)
    - [ASPR TRACIE Technical Assistance resources](#)
  - Lack of direct communication systems with CMS partners and HERC
    - Encourage use of EMResource and potentially eICS
  - LTC facility MOU's for patient relocation during an incident are dated
    - Encourage partners to update their MOU's and address transfer agreements
    - [California Hospital Association examples](#)
    - [Minnesota Dept. of Health Transfer Agreement example](#)
  - Continuity of Operations – accessing key documents off site
    - Develop/update Continuity of Operations Plan
      - [Continuity of Operations Plan for Long Term Care Facilities](#)
      - [Hospital Continuity Resources: A Toolkit for Providers](#)
      - [ASPR TRACIE TA for Homecare and Hospice EOPs](#)
  - Updating of emergency contacts lists
- Appendix Z integration
  - Considerations for your COOP plan:
    - Have a business side and medical side
    - Responder safety and health
    - Plan for emergency staffing
    - Identify who can step in to lead if leader is unavailable
    - 96-hour plan

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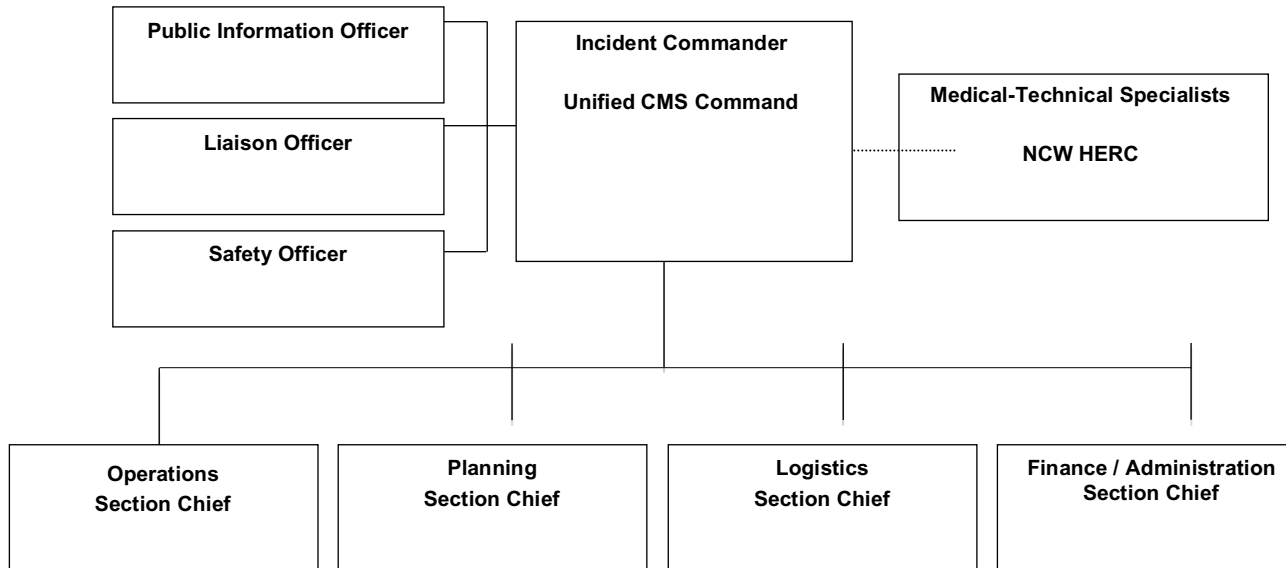
- MOU's are current
- Current Responses
  - RSV & Influenza
    - PICU & NICU Capabilities
      - Closely monitoring as bed space is tight
      - Increase flow of information from state to locals
    - Respiratory Illness
      - WI has reinstated its respiratory report – seeing an increase in ILI
      - Is a strong sense that the influenza vaccine match is good, although feel it will be a bad influenza season
      - Currently is an Albuterol shortage
    - [CDC HAN](#)
  - Diesel Shortage
    - Planning is occurring
    - Predict NE part of country will be most impacted
    - Recommendations: review your contracts with your fuel supplier and communicate if you experience fuel shortages
  - Staffing Shortages/ Nursing Strikes
    - Significant staffing shortages across the board in healthcare
    - Monitoring nursing strikes (currently one in Joliet, IL)
    - There is a need to establish healthcare staffing task forces
  - COVID, Monkeypox, Polio, Measles, Ebola
    - Continue to monitor infectious disease outbreaks
- Open discussion
  - None noted

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**4. Current Hospital Incident Management Team** (fill in additional positions as appropriate)  
203 —

— HICS 201,



**5. Health and Safety Briefing** Identify potential incident health and safety hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.  
HICS 202, 215A —

Responder Readiness  
Information Sharing and Situational Awareness  
Responder Safety and Health

**6. Incident Objectives**  
202, 204 —

— HICS

| 6a. OBJECTIVES  | 6b. STRATEGIES / TACTICS                  | 6c. RESOURCES REQUIRED               | 6d. ASSIGNED TO                 |
|---|---|--------------------------------------|---------------------------------|
| Participate in HERC Engagement Opportunities                          | Communicate Opportunities                 | Computer, internet, email            | HERC Coordinator & CMS Partners |
| Understand and integrate improvements for EOPS from 2022 CMS Exercise | Utilize resources provided to review EOPS | Computer, plans, internet, citations | HERC Coordinator & CMS Partners |



**HICS INCIDENT ACTION PLAN (IAP) QUICK START**  
**COMBINED HICS 201—202—203—204—215A**

|  |   |  |  |
|--|---|--|--|
| <b>Discuss Appendix Z integration</b>                            | <b>Review findings to support internal planning</b> | <b>Computer, internet, citations, Zoom</b> | <b>HERC Coordinator &amp; CMS Partners</b> |
| <b>Communicate current responses To aid in facility planning</b> | <b>Meeting and links</b>                            | <b>Computer, email, internet, Zoom</b>     | <b>HERC Coordinator &amp; CMS Partners</b> |
| <b>Share IAP development</b>                                     | <b>Demonstrate IAP</b>                              | <b>IAP Tool, Computer, plans</b>           | <b>HERC Coordinator &amp; CMS Partners</b> |

|                       |   |                    |
|-----------------------|---|--------------------|
| <b>7. Prepared by</b> | PRINT NAME: <u>    Robbie Deede    </u> | SIGNATURE: _____   |
|                       | DATE/TIME: 11/07/2022 1400              | FACILITY: NCW HERC |



**Purpose:** Short form combining HICS Forms 201, 202, 203, 204, and 215A  
**Origination:** Incident Commander or Planning Section Chief  
**Copies to:** Command Staff, Section Chiefs, and Documentation Unit Leader

## HICS INCIDENT ACTION PLAN (IAP) QUICK START COMBINED HICS 201—202—203—204—215A

- PURPOSE:** The Incident Action Plan (IAP) Quick Start is a short form combining HICS Forms 201, 202, 203, 204 and 215A. It can be used in place of the full forms to document initial actions taken or during a short incident. Incident management can expand to the full forms as needed.
- ORIGINATION:** Prepared by the Incident Commander or Planning Section Chief.
- COPIES TO:** Duplicated and distributed to Command and General staff positions activated. All completed original forms must be given to the Documentation Unit Leader.
- NOTES:** If additional pages are needed for any form page, use a blank HICS IAP Quick Start and repaginate as needed. Additions may be made to the form to meet the organization's needs.

| NUMBER | TITLE  | INSTRUCTIONS   |
|--------|--|--|
| 1      | <b>Incident Name</b>                             | Enter the name assigned to the incident.   |
| 2      | <b>Operational Period</b>                        | Enter the start date (m/d/y) and time (24-hour clock) and end date and time for the operational period to which the form applies.  |
| 3      | <b>Situation Summary</b>                         | Enter brief situation summary.   |
| 4      | <b>Current Hospital Incident Management Team</b> | Enter the names of the individuals assigned to each position on the Hospital Incident Management Team (HIMT) chart. Modify the chart as necessary, and add any lines/spaces needed for Command staff assistants, agency representatives, and the organization of each of the General staff sections. |
| 5      | <b>Health and Safety Briefing</b>                | Summary of health and safety issues and instructions.  |
| 6      | <b>Incident Objectives</b>                       |  |
|        | <b>6a. Objectives</b>                            | Enter each objective separately. Adjust objectives for each operational period as needed.  |
|        | <b>6b. Strategies / Tactics</b>                  | For each objective, document the strategy/tactic to accomplish that objective.   |
|        | <b>6c. Resources Required</b>                    | For each strategy/tactic, document the resources required to accomplish that objective.  |
|        | <b>6d. Assigned to</b>                           | For each strategy/tactic, document the Branch or Unit assigned to that strategy/tactic.  |
| 7      | <b>Prepared by</b>                               | Enter the name and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility.  |