

HICS INCIDENT ACTION PLAN (IAP) QUICK START

COMBINED HICS 201—202—203—204—215A

1. Incident Name NCW HERC Public Health Update Call	2. Operational Period (# 5) DATE: FROM: 03/15/23 TO: 03/15/2023 TIME: FROM: 1300 TO: 1400
3. Situation Summary HICS 201 — Location: Virtual Join Zoom Meeting <p>Attendees: Robbie Deede, Ty Zastava, Tammi Boers, Rachael Cornelius, Amber Kolberg, Megan Lindau, Kathleen Kautz, Yvonne, Michelle Cahoon, Jacee Shepard, Chris Weisgram, Kristin Bath, Makala Williams, Donna Wiegert, Megan Lindau, Sandra Supinski, Sara Emmerich, Gary Garske, Melissa Geach, Brittany Fry, Sara Luchini, Julie McCallum, Corrine Spencer</p> <p>Discussion Topics:</p> <ul style="list-style-type: none"> • Introductions and Welcome • Edu and Outreach <ul style="list-style-type: none"> ○ County Engagement Summary <ul style="list-style-type: none"> ▪ Visited 11/12 counties ▪ Robbie plans to develop a summary report of what was discussed ○ HVA <ul style="list-style-type: none"> ▪ Has been completed and shared ○ Mar 20th Communication Platforms Training (Mar 20th) <ul style="list-style-type: none"> ▪ Agenda and login info sent out yesterday ▪ A bit of an al a carte – you can drop in to trainings of your choosing ○ Nuc/Rad Annex TTX (April 12th) <ul style="list-style-type: none"> ▪ Will be a hybrid tabletop (virtual and location in Wausau) • Current Responses <ul style="list-style-type: none"> ○ Wood County <ul style="list-style-type: none"> ▪ Experienced a power outage in their health department building (building includes other county services as well) ▪ Back up generators only worked for a few minutes – was supposed to last for hours ▪ Lasted a week ▪ Was an interruption to power line underground ▪ Networks and servers are housed in the building – so were all down ▪ Issued a RAVE alert to notify employees ▪ Experience connectivity issues for RAVE on cell phone – had to use a laptop ▪ Not being able to access the network, limited type of work that could be done off site ▪ Asked EM to open up low scale EOC – was opened and completed some ICS forms and created an IAP (good refresher), working on AAR ▪ Surveying staff to see what could be improved ○ State released a PP regarding Avian Influenza <ul style="list-style-type: none"> ▪ Some health departments are posting and sending information on proper handling of chicks and chickens 	



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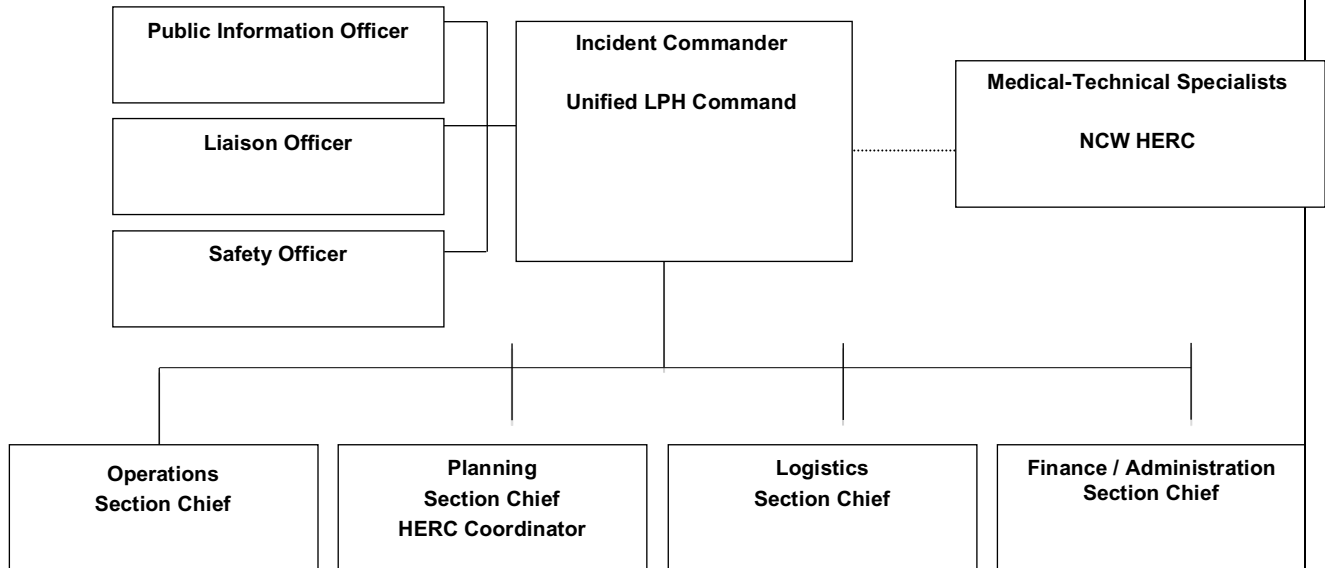
- This site has good articles with up-to-date info:
<https://www.cidrap.umn.edu/newsletter>
- RAVE
 - State trainer us out on maternity leave, so will not be part of Monday's communication training
 - How are departments using RAVE?
 - Wood County drills with it quarterly
 - Vilas drills with it quarterly
 - Clark Co. is not utilizing it at all
 - Oneida Co. is going to test launching a RAVE drill from a cell phone
 - Everyone needs a WEMS account and alerting profile – this needs to be updated every six months
 - Very helpful to have scripts pre-made
 - Message needs to have verbiage that says “emergency critical” or “urgent” in message
- Regional Meetings & Future Collaboration
 - Consensus is group likes this call and would like to keep it going
 - Helpful for new staff, updating of plans and notifying of trainings
 - Could use this group to plan for regional exercises
 - Will plan to continue the monthly meeting format on the third Wednesday of each month
- MOU Update
 - Robbie shared most current version of the PH MOU
 - Needs updating – many position transitions
 - Robbie will send out again - bring any revisions/corrections to our next meeting
- Open Discussion
 - Interim HERC Coordinator
 - Current plan is for Ty Zastava to act as Interim Coordinator April 1 – June 30, with the intent that OPEHC would identify a new coordinator on July 1
 - Ending of COVID Public Health Emergency
 - Looking for more guidance from the state
 - Long-term care support for testing will be ending on June 15
 - Counties are winding down their responses and moving into recovery
 - EAP released a document regarding PFAs
 - HERC has RFA's open for contractual positions for next fiscal year – they have been emailed out and are on the HERC website
 - Need to identify new Board representation
 - Currently have Sue Smith and Gary Garske as PH reps and Jacee Shepard for tribal rep
- Next Meeting
 - April 19th @ 1:00-2:00

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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
Intro New Prep Staff	Meet and Greet	Zoom, Discussion	HERC Coordinator
Discuss Education and Outreach Follow-up	Group discussion: time, events and impacts	Email, Discussion, Documents	HERC Coordinator



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Share Wood County Response Experience	Wood County Rep Discussion	Zoom, Discussion	HERC Coordinator
Review RAVE	Share current response status/findings	Zoom, Discussion, RAVE Site	HERC Coordinator
Discuss Future of Collaboration	Group Discussion	Discussion, User Guide,	HERC Coordinator and HERC Partners
MOU Update	Group discussion, identify agreed approach	Discussion, Local and Tribal PHEP Contract Deliverables Reporting Tool	HERC Coordinator and HERC Partners

7. Prepared by

PRINT NAME: ___Robbie Deede_____

SIGNATURE: _____

DATE/TIME: 03/13/2023 1800

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

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- 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	Incident Name	Enter the name assigned to the incident.
2	Operational Period	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	Situation Summary	Enter brief situation summary.
4	Current Hospital Incident Management Team	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	Health and Safety Briefing	Summary of health and safety issues and instructions.
6	Incident Objectives	
	6a. Objectives	Enter each objective separately. Adjust objectives for each operational period as needed.
	6b. Strategies / Tactics	For each objective, document the strategy/tactic to accomplish that objective.
	6c. Resources Required	For each strategy/tactic, document the resources required to accomplish that objective.
	6d. Assigned to	For each strategy/tactic, document the Branch or Unit assigned to that strategy/tactic.
7	Prepared by	Enter the name and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility.