

# HICS INCIDENT ACTION PLAN (IAP) QUICK START

## COMBINED HICS 201—202—203—204—215A

|  |  |
|--|--|
| <b>1. Incident Name</b><br><br><b>NCW HERC Public Health Update Call</b>   | <b>2. Operational Period</b> (# 10 )<br><br>DATE: FROM: 08/16/23 TO: 08/16/2023<br><br>TIME: FROM: 1300 TO: 1400 |
| <b>3. Situation Summary</b> <span style="float: right;">HICS 201 —</span><br><b>Location:</b> Virtual<br><br><b>Attendees:</b> Jacee Shepard, Rachael Cornelius, Robbie Deede, Ty Zastava, Laua Scudiere, Sue Smith, Sandra Supinski, Brittany Mews, Michelle Edwards, Brittany Fry, Angela Nimsgern, Suzanne Bottum, Sara Luchini, Jessa Bokhoven, Donna Wiegert, Hope Gilligan, Anna Marciniak, Makala Williams, Megan Lindau, Hope Gilligan, Chris Weisgram<br><br><b>Discussion Topics:</b> <ul style="list-style-type: none"> <li>• Introductions and Welcome</li> <li>• WI Center for Nursing Workforce Initiative – Suzanne           <ul style="list-style-type: none"> <li>○ Presentation and overview given by Suzanne Bottum</li> </ul> </li> <li>• PHAB PHEP Task Force Update           <ul style="list-style-type: none"> <li>○ Met and reviewed resources</li> <li>○ Robbie is working on a checklist that highlights certain plans</li> <li>○ CDC document is out of date – they are asking CDC if they plan to update this document, and if they plan to make changes to capabilities moving forward</li> </ul> </li> <li>• Self-Directed Objectives           <ul style="list-style-type: none"> <li>○ Due at the end of August</li> </ul> </li> <li>• Respiratory Illness Season           <ul style="list-style-type: none"> <li>○ Seems to be lack of information on the privatization of the COVID vaccine</li> <li>○ Moving forward with influenza vaccinations, waiting for more info on COVID vaccine</li> <li>○ Sharing info on RSV vaccine through community communication channels</li> </ul> </li> <li>• MOU Update           <ul style="list-style-type: none"> <li>○ Robbie has received more than half the signatures back (9 returned, waiting on 7)</li> <li>○ Once all are received, Robbie will make a comprehensive document with all the signatures</li> </ul> </li> <li>• Current Responses           <ul style="list-style-type: none"> <li>○ HERC has technically been in COOP since April               <ul style="list-style-type: none"> <li>▪ Ty served as interim April – June</li> <li>▪ Jon Stone, was hired, and then tendered his resignation in July</li> <li>▪ Ty is again serving as Interim Coord. as of August 15 – through end of November (unless someone is hired prior to then)</li> <li>▪ HERC Coordinator email was compromised; is now secure, however, it appears that emails going out aren't being sent (we are receiving incoming emails)</li> </ul> </li> <li>○ Brush Run/Kiss concert in Crandon on Labor Day weekend</li> </ul> </li> <li>• Open Discussion           <ul style="list-style-type: none"> <li>○ Ideas for HERC training plan:               <ul style="list-style-type: none"> <li>▪ Regional exercise controlled at the local level (Access and Functional Needs)</li> <li>▪ Hazmat training on expectations of each sector prior to chem plan exercise</li> </ul> </li> <li>○ PH Advisory Group met:               <ul style="list-style-type: none"> <li>▪ Still working on getting correct individuals in the group</li> </ul> </li> </ul> </li> </ul> |  |

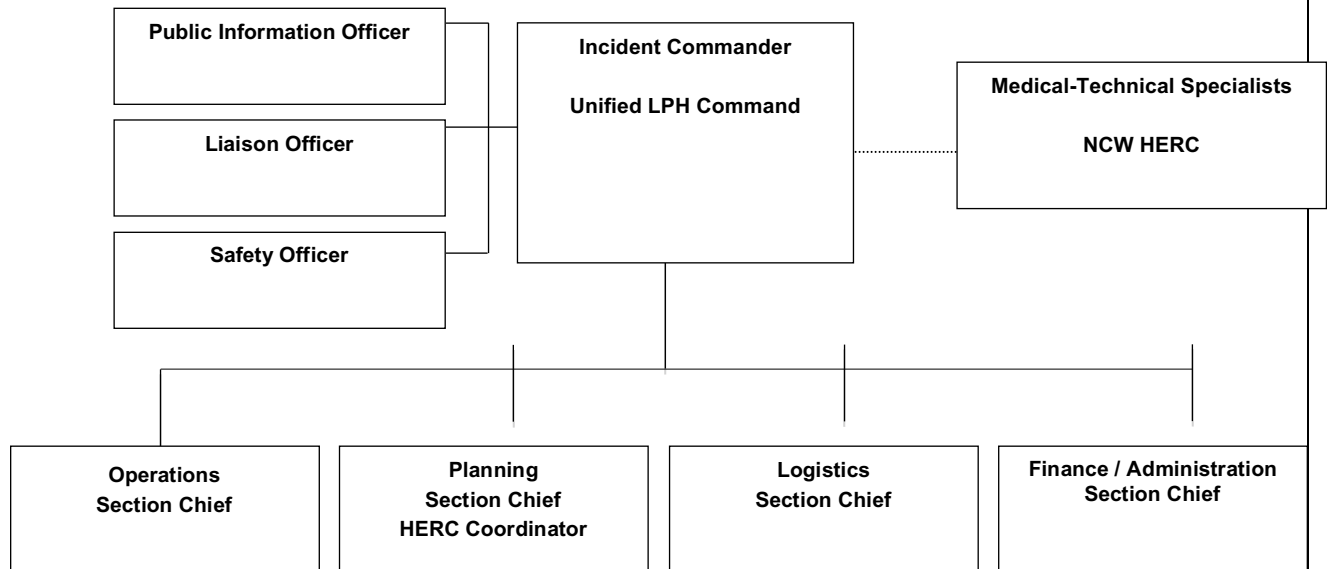


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- Looking at how to better share PH roles and responsibilities with partners
- Training on preparedness documents
- Presentation on bridging gap on how partners work together on preparedness
- Under category of access and functional needs, what do we want to learn more about?
  - Working with children with disabilities
  - Deaf and hard of hearing
  - Reconnecting resource needs in disaster/displacement
- Next Meeting
  - September 20<sup>th</sup> at 1:00

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

— HICS 201,  
203 —



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| <b>5. Health and Safety Briefing</b> 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. —<br><b>HICS 202, 215A</b> —<br><br>Responder Readiness<br>Information Sharing and Situational Awareness<br>Responder Safety and Health |  |  |                                    |
|---|--|--|------------------------------------|
| <b>6. Incident Objectives</b> — <b>HICS 202, 204</b> —  |  |  |                                    |
| 6a. OBJECTIVES  | 6b. STRATEGIES / TACTICS                         | 6c. RESOURCES REQUIRED   | 6d. ASSIGNED TO                    |
| Introductions and Welcome   | Group Roll Call                                  | Zoom, Discussion   | HERC Coordinator                   |
| HERC Coordinator Position   | Overview of Status                               | Zoom, Discussion   | HERC Coordinator                   |
| WI Center for Nursing Workforce Initiative  | Initiative Overview Presentation                 | Zoom, Discussion, PP   | Suzanne                            |
| PHAB/PHEB Task Force Update   | Overview by Task Force Members, Group Discussion | Zoom, Discussion   | Robbie Deede                       |
| Self-Directed Objectives  | Group Discussion                                 | Discussion, Local and Tribal PHEP Contract Deliverables Reporting Tool | Robbie Deede and HERC Partners     |
| Respiratory Illness Season  | Group Discussion                                 | Zoom, Discussion   | Partners                           |
| MOU Update  | Finalize and Obtain all Signatures               | Zoom, Discussion   | HERC Coordinator and HERC Partners |
| Current Responses   | Share current response status/findings           | Zoom, Discussion   | HERC Partners                      |



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|                        |                         |                         |                      |
|------------------------|-------------------------|-------------------------|----------------------|
| <b>Open Discussion</b> | <b>Group Discussion</b> | <b>Zoom, Discussion</b> | <b>HERC Partners</b> |
|------------------------|-------------------------|-------------------------|----------------------|

**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

## 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.   |