

# HICS INCIDENT ACTION PLAN (IAP) QUICK START

## COMBINED HICS 201—202—203—204—215A

<b>1. Incident Name</b>  <b>NCW HERC Public Health Update Call</b>	<b>2. Operational Period (# 11 )</b>  DATE: FROM: 09/20/23 TO: 09/20/2023  TIME: FROM: 1300 TO: 1400
<b>3. Situation Summary</b> <span style="float: right;">HICS 201 —</span> <b>Location:</b> Virtual  <b>Attendees:</b> Ty Zastava, Robbie Deede, Chris Weisgram, Donna Weigert, Hope Gilligan, Joyce, Julie McCallum, Kathleen Kautz, Lauri Maki, Rachael Cornelius, Gary Garske, Laura Scudiere, Shelley Hersil, Jacee Shepard, Makala Williams, Brittany Fry, Sandra Supinski, Joyce Knowlton, Jessa Bokhoven, Meghan Williams, Sara Luchini  <b>Discussion Topics:</b> <ul style="list-style-type: none"> <li>• Introductions and Welcome</li> <li>• HERC Coordinator Update           <ul style="list-style-type: none"> <li>○ Position still vacant; RFA is open until Oct. 18</li> <li>○ Ty Zastava is acting Interim; hope to have position filled by November 1</li> </ul> </li> <li>• HERC Security Breach           <ul style="list-style-type: none"> <li>○ Email is back up and working; heightened security has been added</li> </ul> </li> <li>• Review Meeting Purpose:           <ul style="list-style-type: none"> <li>○ Desired Outcomes               <ul style="list-style-type: none"> <li>▪ Feedback and perspective on PHEP related documents</li> <li>▪ Sharing of program updates</li> <li>▪ Info shared on pertinent topics facing us</li> <li>▪ Identify trainings and sub workgroups for document development</li> <li>▪ Want people to feel like they can contribute and share their thoughts</li> </ul> </li> <li>○ Needs               <ul style="list-style-type: none"> <li>▪ Continue one-hour monthly meetings</li> <li>▪ Use this platform for syndromic surveillance</li> <li>▪ Staff PHEP onboarding                   <ul style="list-style-type: none"> <li>• NACCHO has a nice resource</li> </ul> </li> </ul> </li> </ul> </li> <li>• PHAB PHEP Task Force Update           <ul style="list-style-type: none"> <li>○ Workgroup meetings have concluded</li> <li>○ Developing a checklist</li> <li>○ Western Consortium has Excel doc focused on Domain 2</li> </ul> </li> <li>• Self-Directed Objectives           <ul style="list-style-type: none"> <li>○ Counties are working on:               <ul style="list-style-type: none"> <li>▪ Updating PHEP plans</li> <li>▪ Mass Clinic plans</li> <li>▪ Update PHEP/PHAB crosswalk</li> <li>▪ Assure this PH platform is maintained</li> <li>▪ Communication internal/external</li> <li>▪ Access and Functional Needs</li> <li>▪ Updating Public Information to include Risk Communications section within PHEP</li> <li>▪ Internal/External Standard Operating Policies and Procedures</li> </ul> </li> </ul> </li> </ul>	



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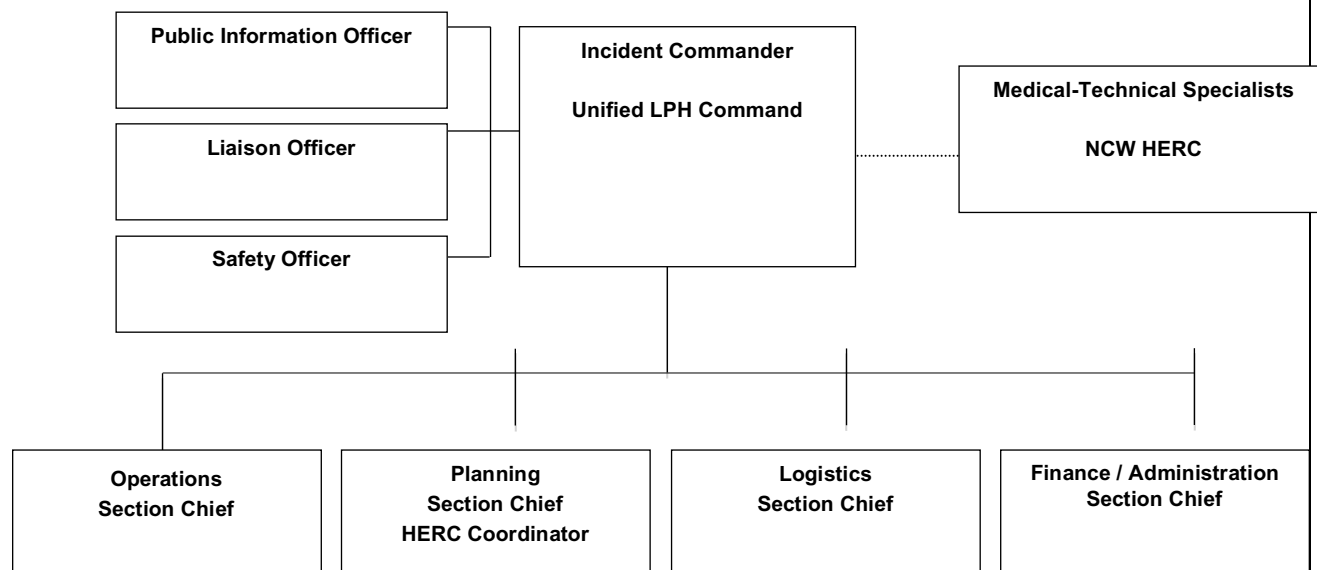
- Updating COOP
- Respiratory Illness Season
  - COVID vaccination
    - Oneida is not vaccinating yet, but plan to later October/November, and is doing quite a bit of flu vaccine; will be bringing in a small amount of RSV vaccine
    - Finding that many clinics are not purchasing large quantities of COVID vaccine
    - Finding that some may not want to address COVID vaccine storage requirements
    - Price County will be offering COVID vaccine as well
  - Limited vaccinating
    - Finding many primary care providers aren't offering all possible vaccines (Flu, COVID, RSV)
    - Many pharmacies have robust options and are a good community asset
    - RSV vaccinations sites seem to be very limited
    - Vilas Co. has scheduled flu shot clinics
  - Oneida Co.'s syndromic surveillance is seeing fairly high numbers already this season
- MOU Update
  - Still waiting on two signatures
  - Hope to close this out soon
- PHEP Onboarding Checklist
  - Brittany Fry is working on this; the onboarding checklist is on PCA Portal
  - Feedback has asked to make it more comprehensive
  - Will have a new checklist by the end of this year
- Staff PHEP Training
  - Wood County is looking for “bite size” pieces of PHEP training for small monthly trainings
  - Case studies posted to NCW HERC website under “Resources” can offer ideas
  - One strategy is to provide a prompt, where staff have to use a plan to complete
  - Oneida County is doing Principles of Risk Communication/Principles of Message Mapping
- Current Responses
  - Brush Run/Kiss concert
    - Took place in Crandon, (Forest Co.) 2-3 weeks ago
    - Debriefing AAR next week
    - ~ 60,000 people attended in total
    - EMS was busy
    - Overall, went ok
    - Security seemed weak
  - Aspirus Riverview incident
    - There was a suicide in bathroom of ED
- Open Discussion
  - HERC is working on organizing a radiation training for our Region to train staff on the proper use of the Frisker radiation wands
  - HVA – sent out today, please complete by Oct. 20<sup>th</sup>
  - HERC has a few extra evacuation supplies, such as med sleds available for its partners
    - If you know of any partners (LTC, EMS) that could use them, let Ty know
- Next Meeting
  - October 18<sup>th</sup> at 1:00

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## COMBINED HICS 201—202—203—204—215A

**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
Introductions and Welcome	Group Roll Call	Zoom, Discussion	Robbie Deede
HERC Coordinator Update	Overview of Status	Zoom, Discussion	HERC Coordinator



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

<b>Review Meeting Purpose</b>	<b>Group Discussion</b>	<b>Zoom, Discussion, PP</b>	<b>Robbie Deede</b>
<b>PHAB/PHEB Task Force Update</b>	<b>Overview by Task Force Members, Group Discussion</b>	<b>Zoom, Discussion</b>	<b>Robbie Deede</b>
<b>Self-Directed Objectives</b>	<b>Group Discussion</b>	<b>Discussion, Local and Tribal PHEP Contract Deliverables Reporting Tool</b>	<b>Robbie Deede and HERC Partners</b>
<b>Respiratory Illness Season</b>	<b>Group Discussion</b>	<b>Zoom, Discussion</b>	<b>Partners</b>
<b>MOU Update</b>	<b>Finalize and Obtain all Signatures</b>	<b>Zoom, Discussion</b>	<b>Robbie Deede and HERC Partners</b>
<b>PHEP Onboarding Checklist</b>	<b>Group Discussion</b>	<b>Zoom, Discussion</b>	<b>HERC Coordinator and HERC Partners</b>
<b>Staff PHEP Training</b>	<b>Group Discussion</b>	<b>Zoom, Discussion</b>	<b>HERC Coordinator and HERC Partners</b>
<b>Current Responses</b>	<b>Share current response status/findings</b>	<b>Zoom, Discussion</b>	<b>HERC Partners</b>
<b>Open Discussion</b>	<b>Group Discussion</b>	<b>Zoom, Discussion</b>	<b>HERC Partners</b>



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**7. Prepared by**

PRINT NAME: \_\_\_\_Ty Zastava\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE/TIME: 09/19/2023 1100

FACILITY: NCW HERC

**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.