

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 (# 15) DATE: FROM: 01/17/24 TO: 01/17/24 TIME: FROM: 1300 TO: 1400
3. Situation Summary HICS 201 — Location: Virtual Attendees: Robbie Deede, Ty Zastava, Rachael Cornelius, Sandra Supinski, Michelle Cahoon, Dr. Vayder, Joyce Knowlton, Kathleen Kautz, Sue Smith, Brittany Fry, Gary Garske, Shelley Hersil, Anna Marciniak, Hope Gilligan, Jessa Bokhoven, Chris Weisgram, Megan Lindau, Kristin Bath, Julie McCallum, Melissa Geach, Brittany Mews, Dan Mueller, Becky, Makala Discussion Topics: <ul style="list-style-type: none"> • Introductions and Welcome • HERC Coordinator Updates <ul style="list-style-type: none"> ○ HAZMAT Health Care Surge TTX <ul style="list-style-type: none"> ▪ Feb. 14; three physical locations and a virtual option ▪ Register at https://www.surveymonkey.com/r/CJ7QVSH by Jan. 26th ○ MRSE <ul style="list-style-type: none"> ▪ April 10; more information to come ▪ PH will have some injects ○ HVA Report <ul style="list-style-type: none"> ▪ Final report was emailed to all partners, if you didn't receive, email Ty ○ Recovery Annex <ul style="list-style-type: none"> ▪ Adding a Recovery Annex to the Response Plan ○ Preparedness Plan <ul style="list-style-type: none"> ▪ Being updated and will be sent out for open comment and review in Feb. ○ Training <ul style="list-style-type: none"> ▪ Radiation detection wand training <ul style="list-style-type: none"> • April 16: 9:30-12:30 at Marathon County EM Office • PH may have interest in learning to use the wands for detection of radiation on individuals entering shelters or family assistance centers • Will be some general radiation awareness training along with the wand training ▪ Mgt 403: Underserved populations preparedness planning for rural responders and volunteers <ul style="list-style-type: none"> • Is there interest in this training? • Group felt yes, Ty will pursue further • Onboarding Orientation – Brittany Fry <ul style="list-style-type: none"> ○ Formed a workgroup (Connecticut and Wisconsin) to work on developing a preparedness onboarding checklist ○ Document has been emailed to all; send comments to Brittany in comment section of document – needs them by Feb. 7 ○ Brittany also looking for feedback on onboarding checklist file type – Word or Excel 	



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

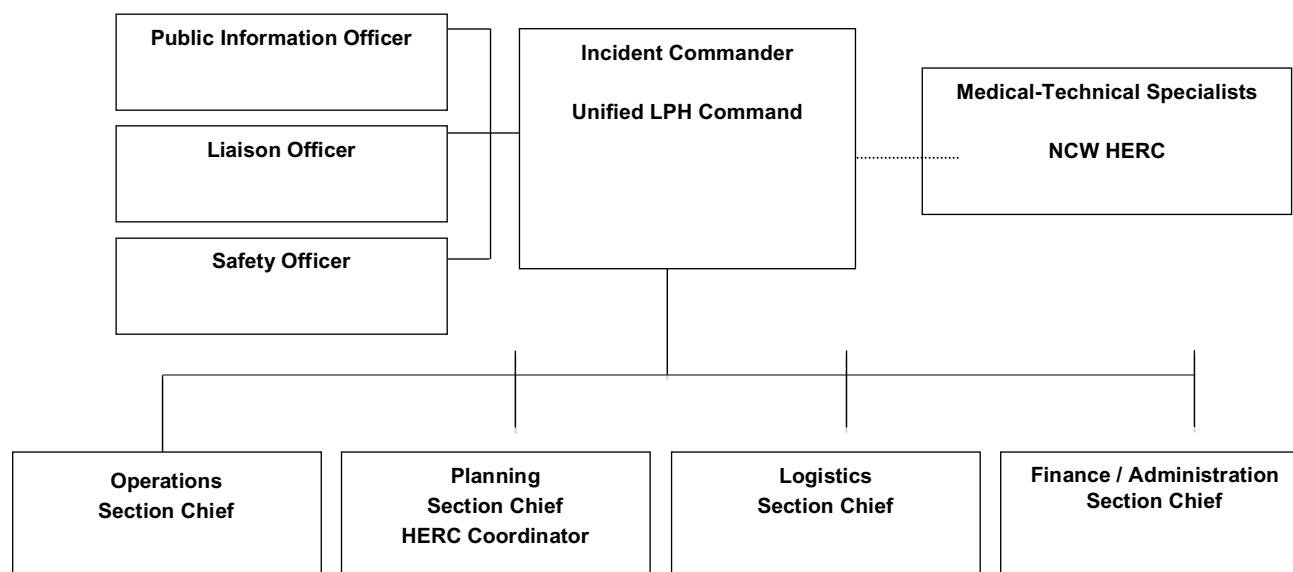
- Staff Preparedness Training Ideas
 - ICS/NIMS refresher course using a past real incident
 - Micro exercises (10-15 min.) monthly – discussion based
 - Can use case studies off of [HERC website](#) for discussion ideas
 - Evacuation plan update, fire extinguisher training by fire dept.
 - TTX on family assistance center
 - Building Crisis Plan (evacuation, fire, active shooter, etc.) and then planning a safety day this spring
 - Taylor Co. training on event security and planning
- 2023 PHEP Plan Review
 - 2023 PHEP is now on the PCA Portal
 - Checklists have been updated
 - Will take a deeper dive into the capabilities – one capability at each meeting
 - Review Capability 1 of the 2023 plan and consider what documents we may want to transition into the new plan
- Current Responses
 - MCI in Portage Co. Dec. 30th due to unpredicted freezing rain; multiple MVC
 - Lot of mixed respiratory outbreaks in LTC settings
- Open Discussion
 - MGT 335 in Taylor County Jan. 29-30
 - Wastewater surveillance Jan. 5 showed highest rates of COVID in last two years
 - Preparedness Summit – Robbie will be coordinating a WI dinner/night out
 - Governor’s Conference – March in Lake Geneva
- Next Meeting
 - February 21, 2024 @ 1:00

HICS INCIDENT ACTION PLAN (IAP) QUICK START

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 Updates	Group Discussion	Zoom, Discussion	Ty Zastava



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

Onboarding Orientation	Group Discussion	Zoom, Discussion	Brittany Fry
Staff Preparedness Training Ideas	Group Discussion	Zoom, Discussion	HERC Partners
2023 PHEP Plan Review	Group Discussion	Zoom, Discussion	Robbie Deede
Current Responses	Share current response status/findings	Zoom, Discussion	HERC Partners
Open Discussion	Group Discussion	Zoom, Discussion	HERC Partners



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

7. Prepared by

PRINT NAME: ____Ty Zastava_____

SIGNATURE: _____

DATE/TIME: 01/15/2024 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	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.