

HICS INCIDENT ACTION PLAN (IAP) QUICK START

COMBINED HICS 201—202—203—204—215A

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| 1. Incident Name NCW HERC Public Health Update Call | 2. Operational Period (# 16) DATE: FROM: 04/17/24 TO: 04/17/24 TIME: FROM: 1300 TO: 1400 |
| 3. Situation Summary HICS 201 — Location: Virtual 75674453 Attendees: Ty Zastava, Robbie Deede, Michelle Cahoon, Stephanie Montgomery, Kristin Bath, Sara Luchini, Makala Williams, Michelle Edwards, Brittany Fry, Donna Wiegert, Shelley Hersil, Jessa Bokhaven, Becky, Chris, Kathleen Kautz, Melissa Geach, Hope Gilligan, Dan Mueller, Brittany Mews, Meghan Williams Discussion Topics: <ul style="list-style-type: none"> • Introductions and Welcome • HERC Coordinator Updates <ul style="list-style-type: none"> ○ MRSE Follow-Up – tabled for next month ○ Upcoming Trainings: <ul style="list-style-type: none"> ▪ MGT 403: Underserved populations preparedness planning for rural responders and volunteers (flyer): August 20 from 8:00 – 5:00 at Marathon County Conference Center ○ CHEMPACKS/SNS <ul style="list-style-type: none"> ▪ Plans – need to be reviewed ▪ Education –is greatly needed ▪ Ty will set up some meetings to update plans, with education for partners to follow • Preparedness Summit Follow-Up <ul style="list-style-type: none"> ○ Robbie gave review of the conference ○ Theme: Unraveling Complexities <ul style="list-style-type: none"> ▪ Build a champion group with people who experience access and functional needs to help with your planning ▪ Spin up sheltering exercises to a functional level to include functional and access needs ▪ More topics to come next meeting • Reporting Deadlines and Red Cap Survey <ul style="list-style-type: none"> ○ Red Cap Survey deadline is approaching ○ PHEP Q&A has more details, but below is a summary: <ul style="list-style-type: none"> ▪ No cost extension requests were due April 14th. Thank you for your submissions, it helps with states request. Will try an “opt out” process for the end of BP if you do not want to extend your grant for over \$2000 for items already approved budget. Still encourage spend down of budgets as we near the end of BP5. Due date is May 15th for any budget revision requests. BP1 deliverables and objectives will be posted to PCA Portal soon. Will be alerted when posted via GovD. Developing budget template and instructions and will be available in May. Budgets will be due at the end of June. • Forest County Situation Review <ul style="list-style-type: none"> ○ Suspect Carbon Monoxide incident in Crandon – a PowerPoint overview was shared | |

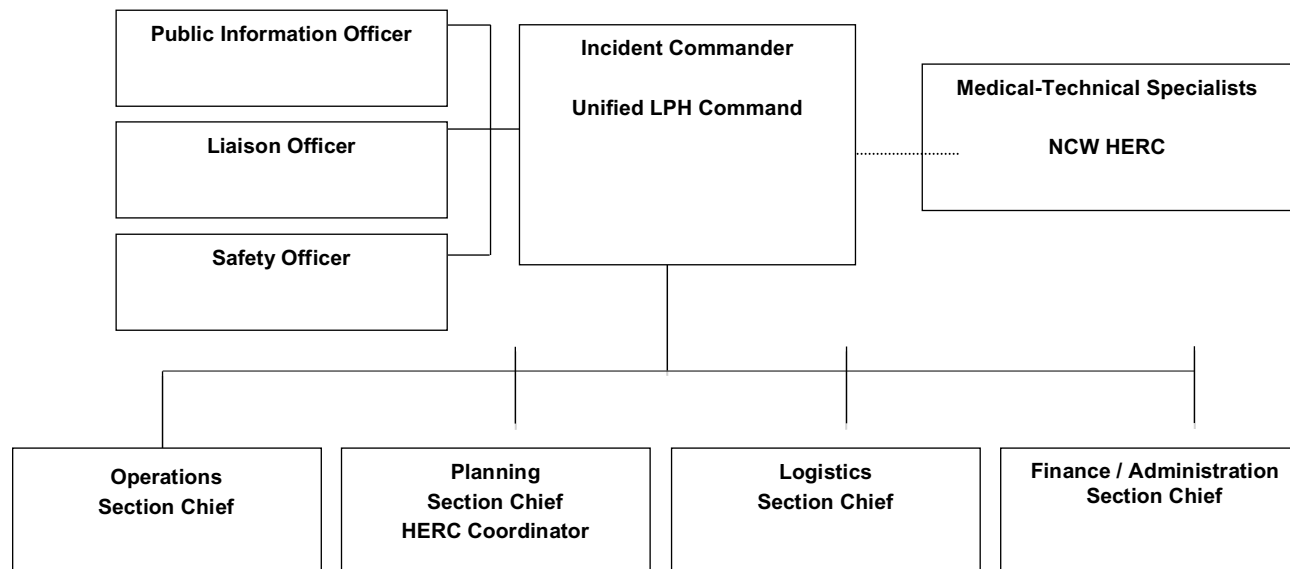


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- Improvements implemented after incident:
 - Obtained a private phone number for Crandon Clinic to be able to easier reach a person
 - Purchased a tent to use on scene for weather protection
 - Installed CO detectors throughout the school
- PHEP Update Review: Information Sharing
 - Kristin Bath walked through the Information Sharing Capability
 - Next month we will review Emergency Public Information and Sharing – Jessa Bokhaven will facilitate
- Current Responses
- Open Discussion
 - The PHEP contract has been completely re-done
 - Will be a five-year contract
 - Includes things you need to do once, and some things you need to do annually
 - Numerous PH trainings to receive certifications have been identified, a workgroup will be working on it
 - A resolution will be going to Governor’s Office regarding PHEP; it includes a requirement for the state to complete AARs, utilizing a standardized AAR template, etc.
- Next Meeting
 - May 15, 2024 @ 1:00

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

— HICS 201, 203 —



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| 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 — — HICS 202, 204 — | | | |
| 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 |
| Preparedness Conference Follow-Up | Group Discussion | Zoom, Discussion | Robbie Deede and Rachel Cornelius |
| Reporting Deadlines and Red Cap Survey | Group Discussion | Zoom, Discussion | Robbie Deede |
| Forest County Incident Summary | Group Discussion | Zoom, Discussion | Kathy Kautz |
| PHEP Update Review: Information Sharing | Facilitated Discussion | Zoom, Discussion | Kristin Bath |
| Current Responses | Share current response status/findings | Zoom, Discussion | HERC Partners |
| Open Discussion | Group Discussion | Zoom, Discussion | HERC Partners |



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7. Prepared by

PRINT NAME: ____Ty Zastava_____

SIGNATURE: _____

DATE/TIME: 04/14/2024 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. |