

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 (# 18) DATE: FROM: 06/19/24 TO: 06/19/24 TIME: FROM: 1300 TO: 1400
3. Situation Summary HICS 201 — Location: Virtual Attendees: Ty Zastava, Robbie Deede, Kay Mittelstadt-Lock, Sue Smith, Rachael Cornelius, Dan Mueller, Sara Luchini, Brittany Mews, Makayla Williams, Kristin Bath, Meghan Williams, Shelley Hersil, Donna Wiegert, Chris Weisgram, Michelle Edwards, Gary Garske, Melissa Geach, Jessa Bokhoven, Brittany Fry Discussion Topics: <ul style="list-style-type: none"> • Introductions and Welcome • CHEMPACK <ul style="list-style-type: none"> ○ Kay Mittelstadt-Lock presentation ○ Local plan discussion <ul style="list-style-type: none"> ▪ Might be good to take this to LEPC Committee ▪ Potentially public safety committees could provide education ▪ HERC can raise awareness of CHEMPACK caches ▪ Anyone can share the Kay’s CHEMPACK slide deck ▪ HERC to create/adapt: <ul style="list-style-type: none"> • One pager to educate on resources, need to create local activation plan • Template activation plan • HERC Coordinator Updates <ul style="list-style-type: none"> ○ Upcoming Trainings: <ul style="list-style-type: none"> ▪ emPOWER <ul style="list-style-type: none"> • System currently down – no word on when it will be back up • Can find deidentified data in PCA Portal ▪ MGT 403: Underserved populations preparedness planning for rural responders and volunteers (flyer): August 20 from 8:00 – 5:00 at Marathon County Conference Center <ul style="list-style-type: none"> • Need about five more people to register to meet training requirements • PHEP BP1 Budgets <ul style="list-style-type: none"> ○ Consideration for pooling grant funds to develop a regional exercise ○ Budgets are tight this year, perhaps in the future • Crisis Planning - tabled • Current Responses - tabled • Local Capability Work Group (LCWG) Update - tabled • Public Health Emergency Preparedness Advisory Council (PHEPAC) Update - tabled • PHEP Update Review: Medical Surge - tabled • Preparedness Summit Follow-Up - tabled • Open Discussion • Next Meeting <ul style="list-style-type: none"> ○ July meeting – cancelled ○ August 21, 2024: 1300-1400 	

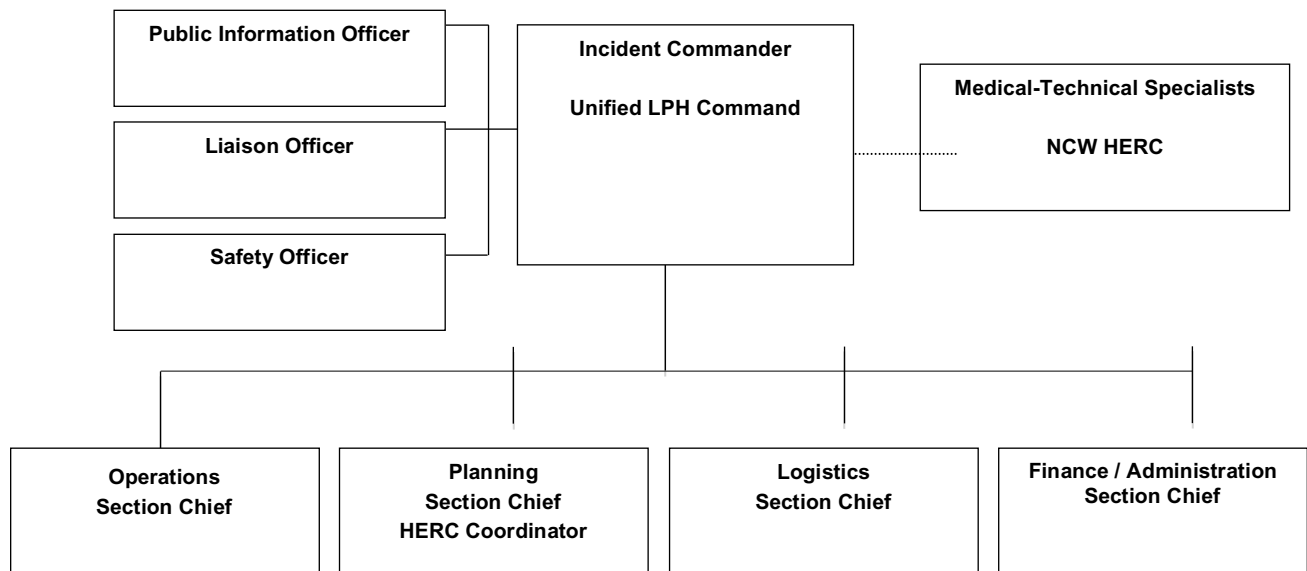


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4. Current Hospital Incident Management Team (fill in additional positions as appropriate)

— 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
CHEMPACK Presentation	Presentation and Group Discussion	Zoom, Discussion	Kay Mittelstadt-Lock
HERC Coordinator Updates	Group Discussion	Zoom, Discussion	Ty Zastava
PHEP BP1 Budgets	Group Discussion	Zoom, Discussion	Robbie Deede
Crisis Planning	Group Discussion	Zoom, Discussion	Robbie Deede
Current Responses	Share Current Response Status/Findings	Zoom, Discussion	HERC Partners
Local Capability Workgroup Update	Share Workgroup Highlights	Zoom, Discussion	Brittany Fry
PHEPAC Update	Share Workgroup Highlights	Zoom, Discussion	Brittany Fry



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PHEP Update Review: Medical Surge	Facilitated Discussion	Zoom, Discussion	Robbie Deede
Preparedness Conference Follow-Up	Group Discussion	Zoom, Discussion	Robbie Deede and Rachel Cornelius
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

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7. Prepared by

PRINT NAME: ____Ty Zastava_____

SIGNATURE: _____

DATE/TIME: 05/20/2024 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.