

HICS INCIDENT ACTION PLAN (IAP) QUICK START

COMBINED HICS 201—202—203—204—215A

1. Incident Name NCW HERC Public Health Caucus	2. Operational Period (# 23) DATE: FROM: 01/15/25 TO: 01/15/25 TIME: FROM: 1300 TO: 1400
3. Situation Summary HICS 201 — Location: Virtual Attendees: Ty Zastava, Robbie Deede, Michelle Cahoon, Sandra Supinski, Sue Smith, Laura Scudiere, Chris Weisgram, Shelley Cohrs, Rachael Cornelius, Megan Lindau, Anna Marciniak, Brittany Fry, Kristin Bath, Joyce Knowlton, Melissa Geach, Dan Mueller, Makala Williams, Jessa Bokhoven, Kathleen Kautz, Gary Garske, Sara Luchini, Discussion Topics: <ul style="list-style-type: none"> • Introductions and welcome • HVA <ul style="list-style-type: none"> ○ Final discussion <ul style="list-style-type: none"> ▪ Final narrative report from HERC was shared ▪ PH Matrix was shared by Robbie ▪ Kaiser excel file was uploaded to PCA Portal ○ All criteria have been met • HERC Coordinator updates <ul style="list-style-type: none"> ○ MRSE <ul style="list-style-type: none"> ▪ FAC planning/family reunification ▪ Local PH team or regional discussion? <ul style="list-style-type: none"> • Group felt a local discussion would work best ▪ What to test? <ul style="list-style-type: none"> • Standing up a FAC • Patient tracking in EMTrack • Risk communications • eICS ▪ Partners to invite? <ul style="list-style-type: none"> • EM • Human Services • PIO • Red Cross • Other partners related to your FAC plan ▪ Who wants to participate? <ul style="list-style-type: none"> • Majority of departments want to participate ▪ Exercise date is May 6, 9:00 – 12:00 ○ CHEMPACK Drill <ul style="list-style-type: none"> ▪ There will be a regional CHEMPACK drill in our region in February ▪ It will not involve PH, but wanted to make you aware ○ School field trip “Go Bag” supply list <ul style="list-style-type: none"> ▪ Ty received this list from Region 1 as found as a best practice from the Apple Orchard MCI incident 	



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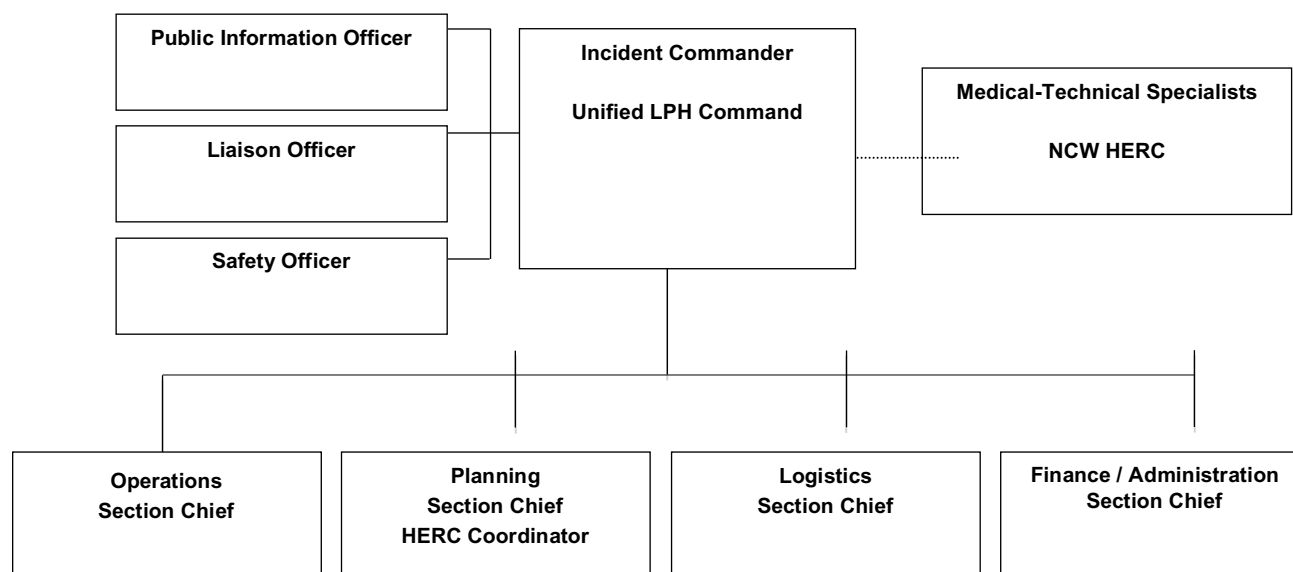
- Ty will add narrative on where this list came from and attach with the minutes
- Northern Region Infection Prevention update
 - [2024 Q4 HAI Happenings Newsletter](#): This newsletter was shared at the end of December covering work, news, and updates over Q4 of 2024 (October-December).
 - [MDRO: Cleaning and disinfection in health care settings](#): This factsheet has been recently updated and republished. It covers what to do when an MDRO is identified and routine cleaning procedures. Page two is a checklist that can be used by facilities when identifying areas within their facility that need routine cleaning.
 - HAI Prevention Program IP Lunch and Learn (1/14): IP Back to Basics-IPC Core Practices (Recording at <https://www.dhs.wisconsin.gov/hai/ip-education.htm>)
 - Social media outreach regarding antibiotic stewardship. Learn more: <https://www.dhs.wisconsin.gov/antimicrobial-stewardship/patient-resources.htm>
 - [AGI and Norovirus Guidance and Resources GovD](#): This message was created by the Enterics Program, with the help from our team.
- Trainings:
 - FAST Training – presentation at Feb. meeting
 - [Pediatric Disaster Preparedness and Response](#) (MGT: April 8-9 Marshfield)
 - MGT341 Disaster Preparedness for Hospitals/Healthcare (Marshfield Medical Center Weston) – Date TBD
 - WR232 Mass Fatalities Planning and Response for Rural Communities (Lincoln County) – Date TBD
 - Can now take [ICS 300 and 400 online](#)
 - [ICS 300](#) – schedule of in-person classes
 - [ICS 400](#) – schedule of in-person classes
- Current responses
 - Respiratory illnesses
 - H5N1 – [first human death](#)
 - Wood County had a flock of dead geese in Marshfield and they tested positive for H5N1; DNR did the test, guidance on how to do testing is still very vague
 - [Dairy herd status program](#)
 - Mumps
 - Clark County and Taylor County each had a case
 - Cases came from unvaccinated individuals from the plain community
 - Could have been contracted at a wedding here or in New York
 - Some counties have seen a slight increase in requests for MMR vaccine
 - Marburg virus disease outbreak - over
 - [Infodemiology](#) – highlights misinformation and provides talking points to address it
 - Others
- Open discussion
 - PHEP Advisory Committee is going to be doing strategic planning – if you have any comments send them to Ty or Brittany Fry
- Next meeting
 - February 19, 2025: 1300-1400

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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	Ty Zastava
HVA Discussion	Group Discussion	Zoom, Discussion	Ty Zastava



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HERC Coordinator Updates	Group Discussion	Zoom, Discussion	Ty Zastava
Northern Region Infection Prevention Update	Share Current Information	Zoom, Discussion	Anna Marciniak
Training	Share Current Information/Discussion	Zoom, Discussion	Ty Zastava
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

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7. Prepared by

PRINT NAME: ____Ty Zastava____

SIGNATURE: _____

DATE/TIME: 1/15/2025 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.