

# HICS INCIDENT ACTION PLAN (IAP) QUICK START

## COMBINED HICS 201—202—203—204—215A

<b>1. Incident Name</b>  <b>NCW HERC Public Health Caucus</b>	<b>2. Operational Period (# 22 )</b>  DATE: FROM: 12/18/24 TO: 12/18/24  TIME: FROM: 1300 TO: 1430
<b>3. Situation Summary</b> <span style="float: right;">HICS 201 —</span> <b>Location:</b> Virtual  <b>Attendees:</b> Ty Zastava, Robbie Deede, Rachael Cornelius, Dan Mueller, Makala Williams, Brittany Fry, Brittany Mews, Kristin Bath, Chris Weisgram, Daniel Gellert, Jessa Bokhoven, James Briseno, Langlade Co., Anna Marciniak, Donna Wiegert, Megan Lindau, Morgan Seidl, Sandra Supinski, Sara Luchini, Shelley Cohrs, Melissa Geach, Laura Scudiere  <b>Discussion Topics:</b> <ul style="list-style-type: none"> <li>• Introductions and welcome</li> <li>• HVA           <ul style="list-style-type: none"> <li>○ Review regional HVA data (20 min.)               <ul style="list-style-type: none"> <li>▪ Group reviewed the top 20 threats that came from the regional HVA survey</li> </ul> </li> <li>○ Determine top 5 public health risks (20 min.)               <ul style="list-style-type: none"> <li>▪ Decided to combine some of the similar threats</li> <li>▪ Top 5 PH threats as determined by the group include:                   <ul style="list-style-type: none"> <li>• Extreme weather</li> <li>• Communication/network disruption</li> <li>• Infectious disease</li> <li>• Cyber attack</li> <li>• Active attacker/civil unrest</li> </ul> </li> </ul> </li> <li>○ Describe PH consequences/vulnerabilities of the risk (20 min.)               <ul style="list-style-type: none"> <li>▪ Through group discussion, a table was created that included vulnerabilities, tools, and resources for each threat</li> </ul> </li> <li>○ Identify expertise/tools/plans (20 min.)               <ul style="list-style-type: none"> <li>▪ Robbie is cleaning up the table and will send it to all partners for you to use for your deliverable</li> <li>▪ Ty will include the top 5 PH threats in the final regional HVA report as well</li> <li>▪ Group agrees these materials will satisfy the PH deliverable</li> </ul> </li> </ul> </li> </ul> <p>If extra time:</p> <ul style="list-style-type: none"> <li>• HERC Coordinator updates           <ul style="list-style-type: none"> <li>○ MRSE               <ul style="list-style-type: none"> <li>▪ FAC planning/family reunification                   <ul style="list-style-type: none"> <li>• Ty will have the first planning meeting with the MRSE contractor on Dec. 19<sup>th</sup></li> <li>• It's looking like the exercise may now be in early May to provide enough time for planning and training</li> <li>• Ty talked with other HERC Coordinators and they feel it would be great to test PH in their capacity to find family members in EMTrack to reunite (as a piece of family reunification). For example, an injured family gets</li> </ul> </li> </ul> </li> </ul> </li> </ul>	



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transported to various hospitals and the hospitals don't have time to search where everyone went – PH would be tasked to go into EMTrack and figure it out. Additionally, PH would get injects to begin internal discussions on how they would set up a family assistance center.

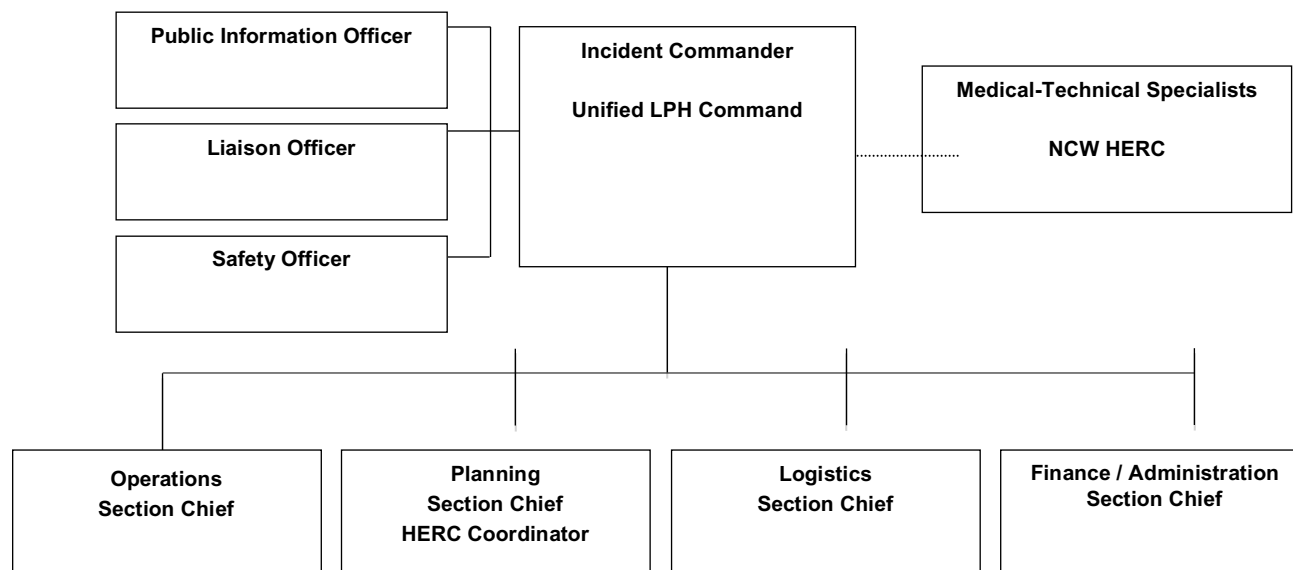
- There will be training on EMTrack prior to the exercise, and it's understood this may not go smoothly, but will be a good place to start testing the system
- More to come as planning begins; if you have suggestions or comments, don't hesitate to reach out to Ty
- CHEMPACK Drill – Tabled
- School field trip “Go Bag” supply list - Tabled
- Northern Region Infection Prevention update
  - The Long-Term Care Education Series is evolving. Since 2021, the HAI Prevention Program has hosted the Long-Term Care Education Series. This monthly call series provides education primarily to long-term care staff and partners on infection prevention and control topics. Starting in **2025**, this call series will expand to include all health care setting types and cover a wider array of topics. The series will continue to take place on the fourth Thursday of each month from 10:30–11:30 a.m. Please stay tuned for more information in the new year.
  - DHS Encourages Long-Term Care and Other Health Care Facilities to Be Proactive in Planning For and Preventing Outbreaks  
- <https://content.govdelivery.com/accounts/WIDHS/bulletins/3c308a5>
  - The [Respiratory Illness Data](#) landing webpage provides links to other important respiratory illness data you may be interested in seeing. It is updated with a new and improved summary dashboard that now has additional features. Be sure to bookmark it to easily access all the respiratory disease data pages!  
- <https://content.govdelivery.com/accounts/WIDHS/bulletins/3c64fbe>
- Current responses -Tabled
  - Pertussis
  - H5N1
  - Marburg virus disease ([CDC](#))
  - Others
- Open discussion - Tabled
  - Trainings:
    - ICS 300 January 28-30 and ICS 400 April 1-2 at Lakeview Conference Center, Wausau
  - Interest in potential other trainings:
    - Community Mass Care Management
    - Medical Countermeasures: Point of Dispensing, Planning and Response
- Next meeting
  - January 15, 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	Robbie Deede
HVA Discussion	Group Discussion	Zoom, Discussion	Robbie Deede & Ty Zastava



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



**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: 12/16/2024 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	<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.