

# ASPR TRACIE Webinar Additional Materials

## Hospital-Based Incident Command Systems: Small and Rural Hospitals

March 12, 2019

The following are supplementary materials for a presentation from the ASPR TRACIE Hospital-Based Incident Command Systems: Small and Rural Hospitals Webinar.

### **Steve Ikuta, Emergency Management South Area Manager, Intermountain Healthcare (UT)**

Sample completed HICS forms used during incident.

- HICS 200 – IAP Cover Sheet
- HICS IAP Quick Start (HICS 201, 202, 203, 204, 215A)
- HICS 207 – HIMT Chart
- HICS 213 – General Message Form (requesting assets, resources & supplies)
- HICS 214 – Activity Log
- HICS 257 – Resource Accounting Record
- Operational Hospital Planning "P" Forms

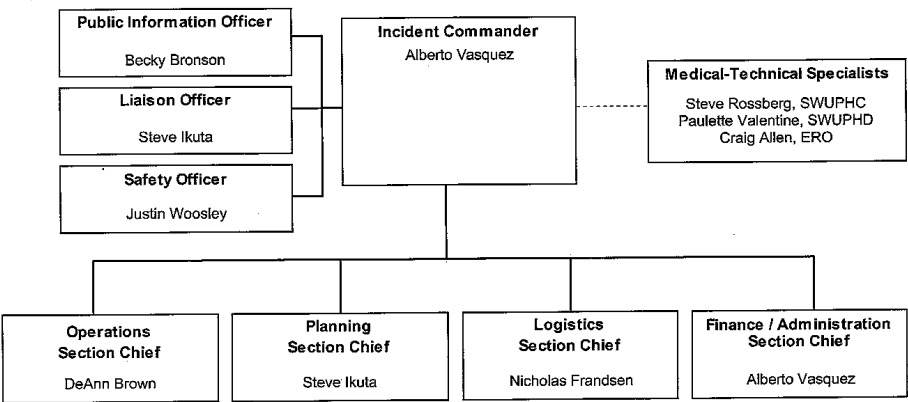
## HICS 200 - INCIDENT ACTION PLAN (IAP) COVER SHEET

<b>1. Incident Name</b> GMH Culinary Water	<b>2. Operational Period (# 1 )</b> DATE: FROM: 07/14/2018 TO: 07/14/2018 TIME: FROM: 0738 TO: 1800
<b>3. Attachments</b> <i>The items checked below are included in this Incident Action Plan (IAP)</i>  <input checked="" type="checkbox"/> Incident Action Plan (IAP) Quick Start or <input checked="" type="checkbox"/> HICS 201 - Incident Briefing <input type="checkbox"/> HICS 202 - Incident Objectives <input checked="" type="checkbox"/> HICS 203 - Organization Assignment List <input type="checkbox"/> HICS 204 - Assignment List <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: Staging <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: Medical Care Branch <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: Infrastructure Branch <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: Security Branch <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: HazMat Branch <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: Business Continuity Branch <input type="checkbox"/> HICS 204 - Assignment List; Operations Section: Patient Family Assistance Branch <input type="checkbox"/> HICS 204 - Assignment List; Planning Section <input type="checkbox"/> HICS 204 - Assignment List; Logistics Section: Service Branch <input type="checkbox"/> HICS 204 - Assignment List; Logistics Section: Support Branch <input type="checkbox"/> HICS 204 - Assignment List; Finance/Administration Section <input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis  Other: <u>HICS 207 HIMT Chart</u>  Other: <u>HICS 214 Activity Log</u>  Other: <u>HICS 257 - Resource Accounting Record</u>  Other: _____	
<b>4. Prepared by</b> <b>Planning Section Chief</b>	PRINT NAME: <u>Steve Ikuta</u> DATE/TIME: <u>July 14, 2018 1313</u> SIGNATURE: <u>steve.ikuta@gmail.org</u> FACILITY: <u>Garfield Memorial Hospital</u>
<b>5. Approved by</b> <b>Incident Commander</b>	PRINT NAME: <u>Alberto Vasquez</u> DATE/TIME: <u>July 14, 2018 1313</u> SIGNATURE: <u><i>Alberto Vasquez</i></u> FACILITY: <u>Garfield Memorial Hospital</u>



**Purpose:** Provide cover sheet and checklist for HICS Forms and other documents included in the Operational Period Incident Action Plan (IAP)  
**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

<b>1. Incident Name</b> GMH Culinary Water	<b>2. Operational Period (# 1 )</b> DATE: FROM: <u>07/14/2018</u> TO: <u>07/14/2018</u> TIME: FROM: <u>0738</u> TO: <u>1800</u>
<b>3. Situation Summary</b> <span style="float: right;">— HICS 201 —</span> <p>A No Use Water Order was issued for Garfield County. This impacted GMH's culinary water supply. No drinking, hand washing, bathing and/or cooking is allowed. Not even boiling the water. GMH still has the capability to flush toilets. The county and DEQ (Department of Environmental Quality) is flushing out the culinary water system. GMH is activating the HCC and the water outage emergency response plan. Currently, no time line as to when the county's culinary water system will be okay to use. For GMH, the internal culinary water system will need to be flushed internally and certified before it can be used again. This process is dependent upon notification from Garfield County EOC and DEQ that the county's culinary water system is safe to use again.</p> <p>Based on the current situation, several operational periods will be implemented. This operational period will conclude at 1800 today. The second operational period will be from 1800-0600 Saturday to Sunday am.</p>	
<b>4. Current Hospital Incident Management Team (fill in additional positions as appropriate)</b> <span style="float: right;">— HICS 201, 203 —</span>	
 <pre> graph TD     IC[Incident Commander Alberto Vasquez]     PIO[Public Information Officer Becky Bronson]     LO[Liaison Officer Steve Ikuta]     SO[Safety Officer Justin Woosley]     MTS[Medical-Technical Specialists Steve Rossberg, SWUPHC Paulette Valentine, SWUPHD Craig Allen, ERO]     OSC[Operations Section Chief DeAnn Brown]     PSC[Planning Section Chief Steve Ikuta]     LSC[Logistics Section Chief Nicholas Frandsen]     FASC[Finance / Administration Section Chief Alberto Vasquez]      IC --- PIO     IC --- LO     IC --- SO     IC -.- MTS     IC --- OSC     IC --- PSC     IC --- LSC     IC --- FASC           </pre>	



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

IAP Quick Start | Page 1 of 2

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

**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 —

Have all caregivers, patients, visitors, medical staff and others who enter GMH not to utilize any of the culinary water. Signs will be placed over sinks, hand washing stations, showers, water and soda fountains, coffee maker, Steam sterilizers, dishwasher equipment. will not be used.

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**6. Incident Objectives** — HICS 202, 204 —

6a. OBJECTIVES	6b. STRATEGIES / TACTICS	6c. RESOURCES REQUIRED	6d. ASSIGNED TO
Notify all GMH caregivers, patients, visitors and medical group personnel of the No Use Water Order	Place signs Send E-mail to ALL GMH and other stakeholders	Staff	Alberto Vasquez and DeAnn Brown
Implement the water outage emergency response plan	Notify SW Healthcare Coalition Coordinator, Steve Rossberg and SWUPHD EM, Paulette Valentine to acquire First Water portable water filtration systems	First Water FW-720-M unit First Water FW-120-M unit First Water FW-120-M unit	Steve Rossberg, SWUPHC Jody Johnson, CCH Steve Ikuta, DRMC
Implement the water outage emergency response plan	Provide drinking water to GMH	Acquire two (2) pallettes of 16.9 oz bottled drinking water Acquire one (1) palette of 1 gallon spring water	Eric Wilkinson, DRMC
Implement the water outage emergency response plan	Provide bathing and hygiene washing without use of culinary water	Acquire disposable wash clothes	John Taylor, DRMC
Implement the water outage emergency response plan	Provide alternative laundry service functionality.	Utilize Sevier Valley Hospital's laundry service	Cade Harland, GMH Jesse Lewis, SVH

**7. Prepared by** PRINT NAME: Steve Ikuta SIGNATURE: steve.ikuta@imail.org Digitally signed by steve.ikuta@imail.org  
DN: cn=steve.ikuta@imail.org  
Date: 2018.07.14 20:18:56 -0600

DATE/TIME: July 14, 2018 1313 FACILITY: Garfield Memorial Hospital



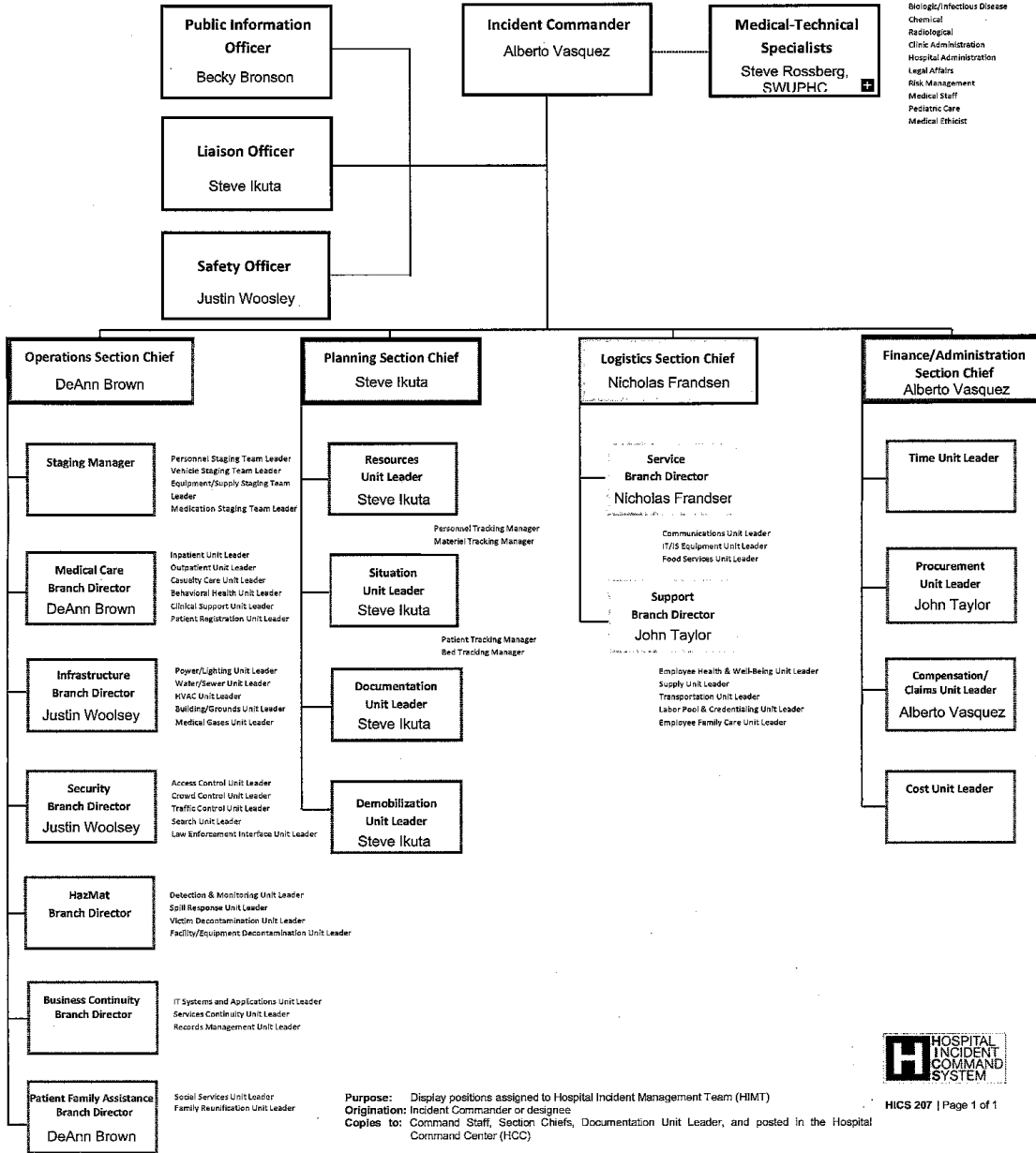
**Purpose:** Short form combining HICS Forms 201, 202, 203, 204, and 215A  
**Origination:** Incident Commander or Planning Section Chief  
**Copies to:** Command Staff, Section Chiefs, and Documentation Unit Leader



## HICS 207 - HOSPITAL INCIDENT MANAGEMENT TEAM (HIMT) CHART

<b>1. Incident Name</b> GMH Culinary Water	<b>2. Operational Period (# 1 )</b> DATE: FROM: 07/14/2018 TO: 07/14/2018 TIME: FROM: 0738 TO: 1800
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**4. Current Hospital Incident Management Team (fill in additional positions as appropriate)**



HICS 213 - GENERAL MESSAGE FORM

<b>1. Incident Name</b> GMH Culinary Water		
<b>2. To</b> PRINT NAME: <u>Steve Rossberg</u> POSITION: <u>SWUPHC Coordinator</u>		
<b>3. From</b> PRINT NAME: <u>Steve Ikuta</u> POSITION: <u>Liaison Officer</u>		
<b>4. Subject</b> First Water FW-720-M Unit	<b>5. Date</b> 07/14/2018	<b>6. Time</b> 0900
<b>7. Priority</b> <input checked="" type="checkbox"/> URGENT - HIGH <input type="checkbox"/> NON URGENT - MEDIUM <input type="checkbox"/> INFORMATIONAL - LOW		
<b>8. Message</b> <input checked="" type="checkbox"/> RESPONSE REQUIRED		
GMH is requesting your First Water FW-720-M Unit. Secondly, can you deliver it to GMH?		
<b>9. Approved by</b> PRINT NAME: <u>Steve Ikuta</u> SIGNATURE: <u>steve.ikuta@gmail.org</u> <small>Digitally signed by steve.ikuta@gmail.org DN: cn=steve.ikuta@gmail.org Date: 2018.07.15 11:19:31 -0600</small>		
<b>10. Reply / Action Taken</b> Paulette Valentine and I will pick it up at Bella Terra and deliver the unit to GMH		
<b>11. Replied by</b> PRINT NAME: <u>Steve Rossberg</u> SIGNATURE: <u>Steve Rossberg</u> POSITION: <u>SWUPHC Coordinator</u> FACILITY: <u>Southwest Utah Public Health Department</u> DATE/TIME: <u>7-16-2018</u>		



Purpose: Used to transmit messages regarding resources requested, status information, and other coordination issues  
 Origination: Any personnel  
 Copies to: Documentation Unit Leader

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## HICS 214 - ACTIVITY LOG

<b>1. Incident Name</b> GMH Culinary Water		<b>2. Operational Period (# 1 )</b> DATE: FROM: <u>07/14/2018</u> TO: <u>07/14/2018</u> TIME: FROM: <u>0738</u> TO: <u>1800</u>	
<b>3. Name</b> Steve Ikuta		<b>4. Hospital Incident Management Team (HIMT) Position</b> Liaison Officer	
<b>5. Activity Log</b>			
<b>DATE / TIME</b>		<b>NOTABLE ACTIVITIES</b>	
7/14/18/0738		Steve I notified by Nick Frandsen of a "No Water Use" Order issued for Garfield County	
7/14/18/0746		Steve I notified Compliance on call person to contact ERO to call him about GMH culinary water incident.	
7/14/18/0749		Steve I notified Steve Rossberg, SWUPHC resource request for First Water FW-720-M and FW-120-M units	
7/14/18/0758		Steve I. received call from Craig Allen, ERO and updated him on current situation	
7/14/18/0815		Steve I notified Eric Wilkinson, Food Srvc Dir resource request: 16.9 oz drinking water & 1 gal drinking H2O	
7/14/18/0829		Steve I notified Jesse Lewis, EPC SVH to arrange for laundry services between GMH and SVH	
7/14/18/0839		Eric W. will purchase 1 gallon drinking water from Harmons and pay for it. Steve I working on transportation	
7/14/18/0846		Steve I notified Terri Kane, Associate COO Clinical OPS of GMH water situation	
7/14/18/0852		Steve I spoke with John Taylor, SCO Leader about using DRMC's box truck to transport water. He approved	
7/14/18/0925		Steve I notified Becki Bronson, PIO of situation. She will draft a FB posting and an ALL GMH E-mail	
7/14/18/1058-1102		Steve I notified Mitch Cloward/DRMC House Sup of GMH situation & that he would be responding	
7/14/18/1200		Steve I received E-mail from Utah's DEM Daily Situation Report listing Garfield County's water incident	
7/14/18/1211		Steve I notified Jeff Gallacher, Utah's DEM LOFR that he is GMH's LOFR & utilizing water filtration systems	
7/14/18/1216		All GMH E-mail Update #1 sent out via Becki Bronson with situational update.	
7/14/18/1224		Arranged to have Courier pick up portable wash stations & tie in with GMH employee at MP95/NH15 to deliver	
7/14/18/1313		Steve I arrived at GMH & tied in with Justin Woolsey, Steve R. and Paulette V to s/u the filtration system	
7/14/18/1619		Cade Harland notified via E-mail the laundry service response plan between SVH and GMH	
7/14/18/1642		All GMH E-mail Update #2 sent out via Terri Draper with situational update	
7/14/18/1540		Water filtration system operational. Filling up water containment unit and 5 gallon containers	
07/14/18/1824		Completed installing 13 portable hand washing stations in LTC and hospital. End of 1st OPS Period	
<b>6. Prepared by</b>			
PRINT NAME: <u>Steve Ikuta</u>		SIGNATURE: <u>steve.ikuta@gmail.org</u> <small>Digitally signed by steve.ikuta@gmail.org DN: cn=steve.ikuta@gmail.org Date: 2018.07.14 22:25:24 -0800</small>	
DATE/TIME: <u>July 14, 2018 1313</u>		FACILITY: <u>Garfield Memorial Hospital</u>	



**Purpose:** Provides documentation for basic incident activity and details of notable activities  
**Origination:** Any Hospital Incident Management Team (HIMT) personnel  
**Copies to:** Documentation Unit Leader

### HICS 257 - RESOURCE ACCOUNTING RECORD

<b>1. Incident Name</b> GMH Culinary Water				<b>2. Operational Period (# 1 )</b> DATE: FROM: 07/14/2018 TO: 07/14/2018 TIME: FROM: 0738 TO: 1800			
<b>3. Resource Record</b>							
TIME	ITEM / FACILITY TRACKING IDENTIFICATION NUMBER	CONDITION	RECEIVED FROM	DISPENSED (TO/THRU)	RETURNED (DATE/TIME)	CONDITION (OR INDICATE IF NON-RECOVERABLE)	INITIALS
0750	First Water FW-720-M unit	New	SWUPHC	GMH/ 1230			
0750	First Water FW-120-M unit	New	CCH	GMH/ 1230			
0750	First Water FW-120-M unit	New	DRMC	GMH/ 1230			
<b>4. Prepared by</b> PRINT NAME: Steve Ikuta				SIGNATURE: <u>steve.ikuta@imail.org</u>			
DATE/TIME: July 14, 2018 1313				FACILITY: Garfield Memorial Hospital			

Digitally signed by steve.ikuta@imail.org  
DN: cn=steve.ikuta@imail.org  
Date: 2018.07.14 20:49:57 -06'00'



**Purpose:** Records the request, distribution, return, and condition of equipment and resources  
**Origination:** Hospital Incident Management Team (HIMT) personnel as directed by Section Chiefs  
**Copies to:** Finance/Administration Section Chief, Resources Unit Leader, Materiel Tracking Manager, and Documentation Unit Leader





# Operational Hospital Planning "P"

Operational Period

Date & Time Start: \_\_\_\_\_

Date & Time End: \_\_\_\_\_

Planning Chief: \_\_\_\_\_  
Documents Needed:

TTBC: _____ Planning Chief: _____ Next Operational Period: _____ Objectives:  Strategies/Tactics:  Resources:  Actions:	<b>Planning Meeting: Develop objectives, identify strategies and tactics, and identify resources</b>	Incident Action Plan (IAP) Documentation	<b>IAP Approval Meeting</b>	TTBC: _____ Approver: _____ Notes:
		Command Priorities Life Safety/Rescue Incident Stabilization Property Preservation		<b>Operations Briefing</b>
	Assessment Report Out	<b>Section Chief Field Assessment &amp; Report</b>	<b>New Operational Period</b>	
		<b>Execute Plan</b>		

TTBC: _____ Actions:	<b>Incident Brief (ICS 201)</b>
TTBC: _____ Incident Commander: _____ Assessment:	<b>Assessment / Incident Size Up</b>
Time: _____ AOC: _____ Actions:	<b>Notifications / Initial Response</b>
Time: _____ Date: _____ Notes:	<b>Incident/Event</b>

**Initial Response**

Field Assessment Notes:

**Prepare for & Conduct the Tactics Meeting**

The Tactics Meeting (facilitated by the Planning Section Chief) is used to review tactics developed by the Operations Section Chief and is attended by the Operations Section Chief, Safety Officer, Logistics Section Chief, and Resources Unit Leader.

This includes the following:

- Determine how the selected strategy will be accomplished in order to achieve the incident objectives.
- Assign resources to implement the tactics.
- Identify methods for monitoring tactics and resources to determine if adjustments are required (e.g., different tactics, different resources, or new strategy).

**Preparing for the Planning Meeting** - to include the following actions coordinated by the Planning Section:

Review the ICS Form 215 developed in the Tactics Meeting.  
 Review the ICS Form 215A, Incident Safety Analysis (prepared by the Safety Officer), based on the information in the ICS Form 215.  
 Assess current operations effectiveness and resource efficiency.  
 Gather information to support incident management decisions.

**Planning Meeting** - provides the opportunity for the Command and General Staff to review and validate the operational plan as proposed by the Operations Section Chief.

The Planning Section Chief conducts the Planning Meeting following a fixed agenda.

Attendance is required for all Command and General Staff. Additional incident personnel may attend at the request of the Planning Section Chief or the Incident Commander.

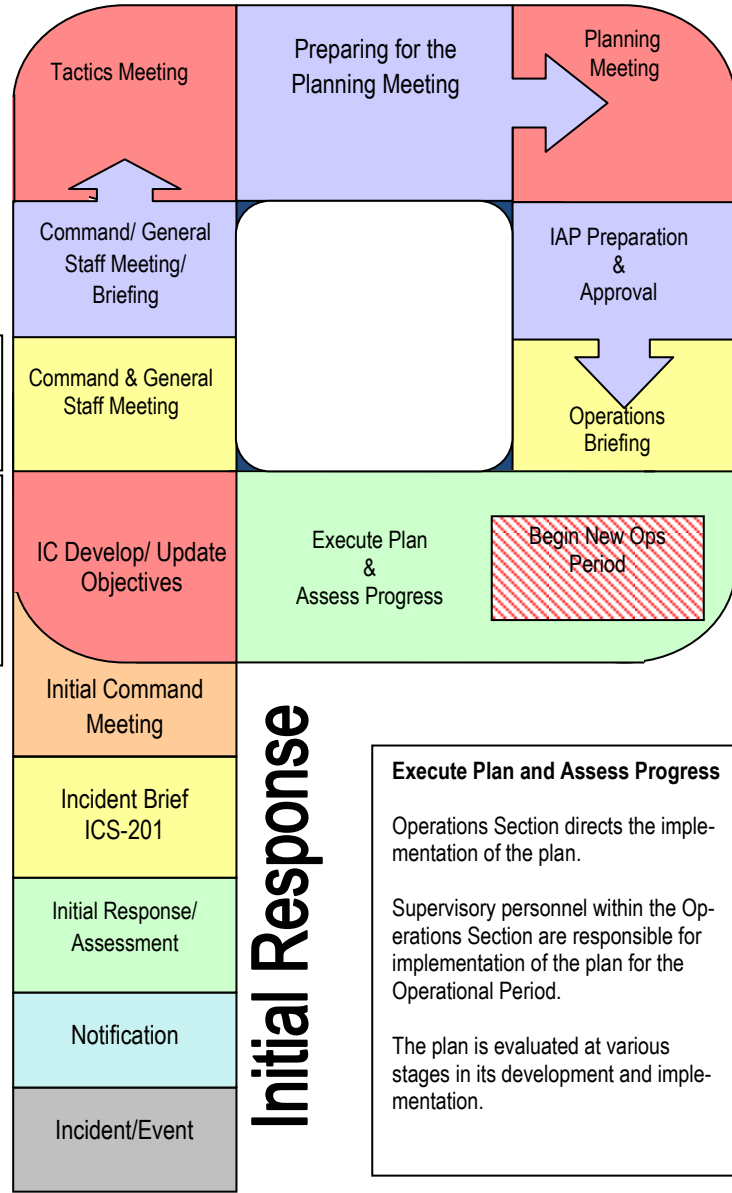
The Operations Section Chief delineates the amount and type of resources he or she will need to accomplish the plan. The Planning Section's "Resources Unit" will have to work with the Logistics Section to accommodate.

At the conclusion of the meeting, the Planning Section Staff will indicate when all elements of the plan and support documents are required to be submitted so the plan can be collated, duplicated, and made ready for the Operational Period Briefing.

**Command & General Staff Meeting** is held by the Commander may meet with the Command & General Staff to gather input or to provide immediate direction that cannot wait until the plan-

**IC/UC Objectives Meeting** - The Incident Commander establishes incident objectives and the initial and then pursuant operational periods that cover the course of the incident.

**Initial Response**  
 Planning begins with a thorough size-up that provides information needed to make initial management decisions. The ICS Form 201 provides Command Staff with information about the incident situation and the resources allocated to the incident. This form serves as a permanent record of the initial response to the incident and can be used for transfer of command.



**Execute Plan and Assess Progress**  
 Operations Section directs the implementation of the plan.  
 Supervisory personnel within the Operations Section are responsible for implementation of the plan for the Operational Period.  
 The plan is evaluated at various stages in its development and implementation.

**Operations Period Briefing-** may be referred to as the Operational Briefing or the Shift Briefing.  
 The Operations briefing meeting is conducted by the Planning Section Chief.  
 Conducted at the beginning of each Operational Period. Presents the Incident Action Plan to supervisors of tactical resources.  
 Following the Operations Period Briefing supervisors will meet with their assigned resources for a detailed briefing on their respective assignments.

**IAP Preparation and Approval** - The written plan is comprised of a series of standard forms and supporting documents that convey the Incident Commander's intent and the Operations Section direction for the accomplishment of the plan for that Operational Period.  
 For simple incidents of short duration (or the initial response phase), the Incident Action Plan (IAP) will be developed by the Incident Commander and communicated to subordinates in a verbal briefing.  
*Note: The planning associated with this level of complexity does not demand the formal planning meeting process as highlighted above.*  
 A written IAP should be considered whenever:

- The incident continues into the next Operational Period.
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- A Hazmat incident is involved (required).