HICS Across The Sections:
Connecting the Incident Action Plan
to the Incident Management Team & Response

Course Implementation Guidance

COURSE DESCRIPTION
This advanced-level workshop provides an in-depth look into the connection of the Command Positions and each Section of the Hospital Incident Command System (HICS). Through the use of a pre-identified scenario and the guidance of the HICS tools, participants will explore strategies and tactics for improved incident management. A combination of lecture and tabletop exercise modules will provide participants the opportunity to learn how to gather and share information for successful integration into the Incident Action Plan.

Please note: This material has been developed for training purposes; do not share, distribute, transmit or reproduce without prior written consent of California Hospital Association (CHA). This course was developed by the CHA Hospital Preparedness Program with grant funds provided by the US Department of Health and Human Services Assistant Secretary for Preparedness & Response Hospital Preparedness Program and awarded by the California Department of Public Health. No part of this course or its materials shall be copied or utilized for monetary gain.

Copyright Protection: The materials for this course were developed by CHA. CHA grants permission for these course materials to be reproduced and utilized internally by hospitals for staff training purposes, but not for commercial use, and not in a for-profit manner.

TARGET AUDIENCE
- Participants should have an in-depth understanding of the HICS command structure, Section functions, and forms
  - Participants should complete the CHA HICS Basics course (or equivalent) prior to attending this course
- Participants are likely to be assigned a role in their Hospital Command Center (HCC) or HICS Incident Management Team (IMT)
COURSE FORMAT

- Six (6) - 1 hour modules
  - Key Course Concepts: Incident Action Planning
  - Tabletop Exercise: Command (may take up to 1 hour, 15 minutes)
  - Tabletop Exercise: Operations
  - Tabletop Exercise: Logistics
  - Tabletop Exercise: Finance/Administration
  - Tabletop Exercise: Planning

- CHA recommends all HICS incident management team members participate in all modules
- At a minimum, HICS members should participate in the Key Course Concepts Module and then the Tabletop Exercise Module for the Section in which they are most likely to participate
- The modules may be presented in one day or spread over time
  - Ideal for a ‘Lunch and Learn’ or inservice training
- The order of the Tabletop Exercise Modules was designed to build upon one another, and ideally would be presented in the order identified above

SAMPLE AGENDA FOR A ONE DAY TRAINING IMPLEMENTATION: 8:00AM-4:30PM

<table>
<thead>
<tr>
<th>Time</th>
<th>General Session:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 9:00</td>
<td>Welcome and Introductions</td>
</tr>
<tr>
<td></td>
<td>Key Course Concepts: Incident Action Planning</td>
</tr>
<tr>
<td></td>
<td>Tabletop Exercise Scenario Introduction</td>
</tr>
<tr>
<td>9:00 - 10:15</td>
<td>Tabletop Exercise Module 1: Command</td>
</tr>
<tr>
<td>10:15 - 10:30</td>
<td>Break</td>
</tr>
<tr>
<td>10:30 - 11:30</td>
<td>Tabletop Exercise Module 2: Operations</td>
</tr>
<tr>
<td>11:30 - 12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30 - 1:30</td>
<td>Tabletop Exercise Module 3: Logistics</td>
</tr>
<tr>
<td>1:30 - 2:15</td>
<td>Tabletop Exercise Module 4: Finance</td>
</tr>
<tr>
<td>2:15 - 2:30</td>
<td>Break</td>
</tr>
<tr>
<td>2:30 - 3:30</td>
<td>Tabletop Exercise Module 5: Planning</td>
</tr>
<tr>
<td>3:30 - 4:30</td>
<td>General Session:</td>
</tr>
<tr>
<td></td>
<td>Scenario Wrap-Up</td>
</tr>
<tr>
<td></td>
<td>Question and Answer Period</td>
</tr>
<tr>
<td></td>
<td>Completion of Post-Test and Course Evaluation</td>
</tr>
<tr>
<td></td>
<td>Post-Test Review</td>
</tr>
<tr>
<td></td>
<td>Closing Remarks</td>
</tr>
</tbody>
</table>
LOGISTICS

- Recommend class size of 20-25 students
- Training venue: one large general room or conference room
  - Participants can be broken up into smaller groups within the room for Tabletop Exercise discussion and activities
  - Computer, projector and screen
- Reproduce handouts
- Track participants
- Course marketing and target audience
  - Use the flier provided by CHA
- Continuing Education Units (CEUs): contact your facility’s education department for CEU requirements. CHA has provided the course objectives and a test for your CEU application.
- Show and Tell: if desired, show the hospital’s HICS vests, binders and hospital forms that would be used

COURSE MATERIALS

- All course materials are available for download at www.calhospitalprepare.org
  - Key Course Concepts and Tabletop Exercise Module presentations are in PowerPoint
  - Handouts for all modules are in Microsoft Word or PDF
- There are teaching notes and talking points for each module
  - Review all Notes and Talking Points before implementing the course
  - Key Course Concepts tips are located in the Notes section of the PowerPoint slides. Also included are notes when slides correlate to a specific handout
  - Each of the Tabletop Exercise modules has Notes section of the PowerPoint slides as well as a separate Talking Points guide (in this Course Implementation Guidance) that includes information on the handouts needed for the module, talking points and teaching tips, when to use the handouts, and exercise activity guidance
PLANNING CHECKLIST

Use the following checklist for each training session.

☐ Confirm date, time and specific location of the class

Training date: ________________________________

Training time: ________________________________

Location of class: ________________________________

Room capacity: ________________________________

Room contact name and tel: ________________________________

☐ Invite / advertise the course to target audience (by department, supervisory level, etc)

Target audience: ________________________________

Number of students invited: ________________________________

☐ Confirm availability of projector, screen, and computer

A/V contact name and tel: ________________________________

☐ Prior to the class, ensure the audio and visual equipment are working

☐ Confirm handout copies to be made (see Handout List for packet contents)

Number of packets needed: ________________________________

Print shop contact name and tel: ________________________________

☐ Order refreshments, if applicable

Foodservice contact name and tel: ________________________________

☐ CEU documentation, if applicable

☐ Sign-in Sheets

☐ Participant table tents, optional
COURSE HANDOUTS / TRAINING PACKETS

The following is a list of handouts for each of the modules. Handouts should be organized in the order in which they are listed. All handouts are available for download at www.calhospitalprepare.org.

Key Course Concepts: Incident Action Planning
1. Agenda
2. General Session PowerPoint
4. Hospital Incident Action Plan (IAP) Checklist
5. The Planning P Matched to the 9 Incident Action Planning Steps
6. Examples of Control Objectives/Strategies/Tactics
7. HICS Forms List
8. HICS Scenarios List
9. Acronym List
10. Post-Test
11. Course Evaluation

Tabletop Exercise: Scenario Handouts for all Modules
- Tabletop Exercise Scenario Summary
- HICS Form 214 Operational Log (blank)
- HICS Incident Management Team Chart
- Loss of Water Incident Response Guide

Tabletop Exercise: Command Module
1. Incident Action Plan, Operational Period 1
2. HICS Role Summary - Incident Commander
3. HICS Role Summary - Public Information Officer
4. HICS Role Summary - Safety Officer
5. HICS Role Summary - Liaison Officer
6. HICS Form 201 Incident Briefing (blank)
7. HICS Form 261 Incident Action Plan Safety Analysis (blank)
8. PIO Internal Statement - Cha Cha Loss of Water
9. PIO External Statement - Cha Cha Loss of Water

Tabletop Exercise: Operations Section Module
1. IAP Section Summary - Operations
2. HICS Role Summary - Operations Section Chief
3. HICS Role Summary - Medical Care Branch Director
4. HICS Role Summary - Infrastructure Branch Director
5. HICS Form 204 Branch Assignment List (blank) - 2 copies
6. HICS Form 251 Facility System Status Report (blank)
7. HICS Form 213 Incident Message Form (blank)
Tabletop Exercise: Logistics Section Module
1. IAP Section Summary - Logistics
2. HICS Role Summary - Logistics Section Chief
3. HICS Form 204 Branch Assignment List (blank), 2 copies
4. HICS Form 213 Incident Message Form (blank)
5. Medical and Health Resource Request (CDHOM Form) (blank)
6. HICS Form 253 Volunteer Staff Registration
7. HICS Form 258 Hospital Resource Directory

Tabletop Exercise: Finance/Administration Section Module
1. IAP Section Summary - Finance/Administration Section
2. HICS Role Summary - Finance/Administration Section Chief
3. HICS Form 204 Branch Assignment List (blank)
4. HICS Form 252 Section Personnel Timesheet for Finance/Administration
5. HICS Form 256 Procurement Summary Report
6. HICS Form 257 Resource Accounting Record, Operational Period 1

Tabletop Exercise: Planning Section Module
1. IAP Section Summary - Planning
2. HICS Role Summary - Planning Chief
3. HICS Form 204 Branch Assignment List (blank)
4. Incident Action Planning Meeting and Agenda
5. HICS Form 202 Incident Objectives (blank)
6. HICS Form 203 Organization Assignment List (blank)
7. Compiling the Incident Action Plan
8. Incident Action Plan (IAP) Cover Sheet
HICS Across The Sections: Connecting the IAP to the IMT & Response
Test Answer Key

Date: ________    Hospital: ____________________    Name: ____________________________

Use the following choices to answer the questions below.
   a. Incident Commander     c. General Staff Section Chiefs    e. Branch Directors
   b. Planning Section Chief  d. Logistics Section Chief    f. Finance/Admin Section

1. C  Which position(s) are ultimately responsible to develop Section-specific Operational Period Objectives?

2. B  Which General Staff position prepares and documents the Incident Action Plan, collects and evaluates information, maintains resource status, and maintains documentation for incident records?

3. A  Which Command Staff position approves the IAP?

4. E  Which role within the Section may be delegated the task of developing the Section-specific Operational Period Objectives?

5. D  Under HICS and incident action planning, who does the Finance Section work with most closely to assure accurate and complete records of resources ordered and acquired?

6. F  Under HICS and incident action planning, who is responsible to manage costs related to the incident, and provide an accounting of the event procurement, time recording, claims/compensation and cost analysis?

Match the HICS Form with its description.
   a. 201 Incident Briefing     c. 203 Organization Assignment List    e. 214 Operational Log
   b. 202 Incident Objectives   d. 204 Branch Assignment List    f. 261 IAP Safety Analysis

7. D  Documents units activated, name of personnel filling roles, and the Operational Period Objectives of the Branch.

8. A  Provides a brief summary of the event, initial assignments and initial actions taken.

9. E  Documents the times, actions and activities taken during the event.

10. B  Documents Control Objectives, and summarizes weather and safety information.

11. F  Documents safety issues, precautions, and actions to manage the issues.

12. ABCDF  List the forms which minimally comprise the IAP.

TRUE or FALSE (please circle the correct choice)

13. T or F  Control Objectives for an incident generally change with each Operational Period.

14. T or F  Incident action planning is a core response process that takes place regardless of the incident size or complexity.

15. T or F  The decision to demobilize is part of the Incident Action Plan.
California Hospital Association  
HICS Across the Sections: Connecting the IAP to the IMT and Response  
Tabletop Exercise Talking Points  
Command Module  

Directions
- Use these Talking Points and teaching tips to implement the Command Module of the Tabletop Exercise.
- Each Tabletop Exercise Module has its own set of handouts. Students should have the Command Section Handouts for use in this Module. The relevant handout is identified with the corresponding topic in the Talking Points.

Command Module Handouts
1. Incident Action Plan, Operational Period 1
2. HICS Role Summary - Incident Commander
3. HICS Role Summary - Public Information Officer
4. HICS Role Summary - Safety Officer
5. HICS Role Summary - Liaison Officer
6. HICS Form 201 Incident Briefing (blank)
7. HICS Form 261 Incident Action Plan Safety Analysis (blank)
8. PIO Internal Statement - Cha Cha Loss of Water
9. PIO External Statement - Cha Cha Loss of Water

Note: If this module is being presented out of sequence, also include the handouts:
- Tabletop Exercise Scenario Summary
- Loss of Water Incident Response Guide (IRG)

Review the following Module contents with students.

COMMAND MODULE CONTENTS
I. Review the Completed Incident Action Plan for Operational Period 1
II. Review: Each Command Role in the Incident Action Planning Process
III. Activities
   A. Completion of Second Operational Period HICS Forms
   B. Developing Public Information Officer Messages

I. REVIEW: Completed Incident Action Plan for Operational Period 1
   HANDOUT: Incident Action Plan, Operational Period 1
   A. Review the components and organization of the Incident Action Plan
   B. Review the content of the Incident Action Plan for the Operational Period 1 (can refer to HANDOUT: Tabletop Exercise Scenario Summary)

II. REVIEW: Each Command Role in the Incident Action Planning Process
   A. Incident Commander
HANDOUT: HICS Role Summary - Incident Commander
- Incident Briefing (Brief overview of status of the incident so that planning can begin)
- Naming Incident (The Incident Commander names the incident if it happens only within the facility or uses the name given to the incident by the Operational Area if a larger area)
- Determine Operational Period (Decides the time for the Operational Period such as 2, 4, 6, 8, 12 hours, depending on the incident)
- Determine Control Objectives (Control Objectives are the overarching objectives that usually do not change throughout the incident)
- Approves Incident Action Plan
- Communicates with the CEO/Board of Trustees
- Communicate with Incident Commanders at partner facilities
- Approves the Public Information Officer messages

B. Public Information Officer
HANDOUT: HICS Role Summary - Public Information Officer
- Provides information to the Incident Commander that is obtained from media and other outside sources
- Collaborates with Liaison Officer and external Public Information Officers
- Set up media staging area as needed
- Coordinate with Patient Tracking Manager for patient information

C. Safety Officer
HANDOUT: HICS Role Summary - Safety Officer
- Obtain information and assess the situation
- Complete HICS form 261 Incident Action Plan Safety Analysis
- Collaborate with each Section to implement safety/response activities (e.g., Infrastructure Branch re building safety, Logistics re staff safety, Infection Control re PPE). As needed according to the incident: evaluate building or incident hazards and identify vulnerabilities; specify type and level of PPE to be utilized by staff to ensure their protection, based upon the incident or hazardous condition; monitor operational safety of decontamination operations

D. Liaison Officer
HANDOUT: HICS Role Summary: Liaison Officer
- Provides information to the Incident Commander that is obtained from outside agencies and organizations
- Collaborating with the Joint Information Center or other community partners on providing a unified message to the public
California Hospital Association
HICS Across the Sections: Connecting the IAP to the IMT and Response
Tabletop Exercise Talking Points
Command Module

- Obtain from the Planning Section Chief
  - Patient care capacity
  - Hospital overall status
  - Any current or anticipated shortage of critical resources
  - Number of patients and mode of transportation for patients requiring transfer
  - Any resources requested by other facilities
- Makes contact and coordinates with community partners (hospitals, Medical and Health Operational Area Coordinator)
- Makes contact with participating agencies (e.g., EMS, Fire, Law, Public Health Department)
- Makes contact with corporate partners
- Continues to collaborate and coordinate with Logistics Section, Public Information Officer, and community partners

II. ACTIVITIES
A. Completion of Second Operational Period HICS Forms
   1. HICS Form 201 Incident Briefing
      HANDOUT: HICS Form 201 Incident Briefing (blank)
      - This form is a BRIEF overview of the incident. It is to be quickly completed with the understanding that the information will most likely evolve and changes will continue throughout the incident.
      - **ACTIVITY:** At each small group, complete the HICS Form 201 for the Second Operational Period. Key things to consider:
        - Updates to Box 4: event history and current actions summary (can use the HANDOUT: Tabletop Exercise Scenario Summary for reference)
        - Updates to Box 5: current organization (can use the HANDOUT: Operational Period 1 IAP for reference). Do students think we should activate more Branch Directors?
        - Updates to Box 6, if any.
      - Set aside the completed form for later use in the exercise

   2. HICS Form 261 Incident Action Plan Safety Analysis
      HANDOUT: HICS Form 261 Incident Action Plan Safety Analysis (blank)
      - **REVIEW:** The Safety Officer is responsible for developing the Incident Action Plan Safety Analysis, and documenting it on HICS Form 261. The Incident Action Plan Safety Analysis includes: documenting potential and actual hazards, identifying HICS Sections or Branches that at risk,
mitigation measures (e.g., PPE, precautions), and status of mitigation completion. Identification of safety issues is an ongoing process. Hazards and risks should be reported immediately and proper mitigation measures identified and implemented as quickly as possible. This may include cessation of operations if deemed necessary by the Safety Officer to protect the health and safety of responders and the general public, until the hazard or risk has been mitigated.

- **ACTIVITY:** At each small group, identify hazards associated with the incident, who the Section(s) is at risk, and potential mitigation activities (can use the HANDOUT: *Operational Period 1 IAP for reference*). Complete the HICS Form 261 for the Second Operational Period.

- Set aside the completed form for later use in the exercise

### B. Developing Public Information Officer Messages

1. **Internal message**
   
   **HANDOUT:** *PIO Internal Statement - Cha Cha Loss of Water*
   
   - Discuss the importance of internal communication, and the possibility of messages that may be made public.
   
   - **ACTIVITY:** At each small group, review the content of the internal statement. Discuss information that may be included in an updated staff-focused internal statement from the Public Information Officer. Make notes of these updates on the reverse of the handout.
     
     - Teaching Tip: You may want to assign half of the class to do an internal message and the other half to do an external message. Students need not write the entire message, but at minimum, identify some of the key message points.

2. **External message**
   
   **HANDOUT:** *PIO External Statement - Cha Cha Loss of Water*
   
   - Discuss the importance of external communication, and the need to coordinate with local messaging from other community response partners
   
   - **ACTIVITY:** At each small group, review the content of the external statement. Discuss information that may be included in a patient-focused external statement from the Public Information Officer. Make notes of these updates on the reverse of the handout.
Directions

- Use these Talking Points and teaching tips to implement the Operations Section Module of the Tabletop Exercise.
- Each Tabletop Exercise Module has its own set of handouts. Students should have the Operations Section Handouts for use in this Module. The relevant handout is identified with the corresponding topic in the Talking Points.

**Operations Section Module Handouts**

1. IAP Section Summary - Operations Section
2. HICS Role Summary - Operations Section Chief
3. HICS Role Summary - Medical Care Branch Director
4. HICS Role Summary - Infrastructure Branch Director
5. HICS Form 204 Branch Assignment List (blank) - 2 copies
6. HICS Form 251 Facility System Status Report (blank)
7. HICS Form 213 Incident Message Form (blank)

*Note: If this module is being presented out of sequence, also include the handouts:*

- Tabletop Exercise Scenario
- Loss of Water Incident Response Guide (IRG)
- Incident Action Plan, Operational Period 1

Review the following Module contents with students.

---

**OPERATIONS SECTION MODULE CONTENTS**

I. Review: Operations Section Role and Mission for each of the 9 Incident Action Planning Steps

II. Activity

A. Completion of HICS Form 204 for Activated Branches for the Second Operational Period

B. Completion of HICS Form 251 Facility System Status Report

---

I. REVIEW: Operations Section Role and Mission

A. Operations Section

   **HANDOUT: IAP Section Summary for Operations Section**

   1. Review mission and positions of the Operations Section

   2. Operations Section Chief

      **HANDOUT: HICS Role Summary: Operations Section Chief**

      - Review handout highlighting key activities for each of the 9 incident action planning steps
      - Provides known information regarding Operational Status of the facility and patient care concerns regularly to the Incident Commander
California Hospital Association
HICS Across the Sections: Connecting the IAP to the IMT and Response
Tabletop Exercise Talking Points
Operations Section Module

- Attends the Incident Briefing
- Determine Operational Period Objectives in conjunction with the activated Branch Directors
- Reviews/approves the Branch Assignment Lists (HICS 204)
- Designate times for briefings and updates with the activated Branch Directors
- Monitors the Sections activities and status
- Prioritizes resource needs with in the Section and collaborates with the Logistics Section
- Operations Section Chief may provide critical safety-related information to the Incident Commander on major issues and what the priorities may be
- During the Planning Meetings, Operations Section Chief will summarize resource availability and needed resources with the other Section Chiefs

3. Medical Care Branch Director
HANDBOOK: HICS Role Summary: Medical Care Branch Director
- Review handout highlighting key activities for each of the 9 incident action planning steps
- Provides known information regarding patient care concerns and status regularly to the Operations Section Chief
- Provides input and recommendations for patient care issues priorities and strategies/tactics
- Determine Units/Teams that need to be activated
- Provide oversight and information for the Units
- Establish a means/method of communication with each Unit
- Implement and monitor activities to accomplish the Section’s Operational Period Objectives

4. Infrastructure Branch Director
HANDBOOK: HICS Role Summary: Infrastructure Branch Director
- Review handout highlighting key activities for each of the 9 incident action planning steps
- Provides known information regarding facility, utilities, infrastructure concerns and status regularly to the Operations Section Chief
- Provides input and recommendations for infrastructure issues priorities and strategies/tactics
- Determine Units/Teams that need to be activated
- Provide oversight and information for the Units
- Establish a means/method of communication with each Unit
II. ACTIVITIES

A. Completion of HICS Form 204 for the Second Operational Period, Medical Care Branch

HANDOUT: Refer to HICS Form 204 Branch Assignment List for Operations-Medical Care Branch, Operational Period 1 from the IAP, Operational Period 1 in the Command Module packet

HANDOUT: HICS Form 204 Branch Assignment List (blank)

1. Review first period Operational Objectives
2. Based on the situation, what are the major issues, keeping in mind priority issues? Are adequate/appropriate branches/units activated? What has been accomplished during the 1st Operational Period?
3. Based on the current situation what are the objectives for the 2nd Operational Period based on tasks, objectives, resources, assignments, support of assigned resources?
4. Are objectives continued, how do they need to change for the 2nd Operational Period?
5. Objectives need to be SMART objectives
6. Revise, update activated positions, Operational Period Objectives, strategies, tactics and resources assigned
7. **ACTIVITY:** At each small group, complete the blank HICS Form 204 Branch Assignment List
8. Set aside the completed form for later use in the exercise

B. Completion of HICS Form 204 for the Second Operational Period, Infrastructure Branch

HANDOUT: Refer to HICS Form 204 Branch Assignment List for Operations-Infrastructure Branch, Operational Period 1 from the IAP, Operational Period 1 in the Command Module packet

HANDOUT: HICS Form 204 Branch Assignment List (blank)

1. Review first period Operational Objectives
2. Based on the situation, what are the major issues, keeping in mind priority issues? Are adequate/appropriate branches/units activated? What has been accomplished during the 1st Operational Period?
3. Based on the current situation what are the objectives for the 2nd Operational Period based on tasks, objectives, resources, assignments, support of assigned resources?
4. Are objectives continued, how do they need to change for the 2nd Operational Period?
5. Objectives need to be SMART objectives
California Hospital Association
HICS Across the Sections: Connecting the IAP to the IMT and Response
Tabletop Exercise Talking Points
Operations Section Module

6. Revise, update activated positions, Operational Period Objectives, strategies, tactics and resources assigned
7. **ACTIVITY**: Complete the blank HICS Form 204 Branch Assignment List
8. Set aside the completed form for later use in the exercise

C. Completion of HICS Form 251 Facility System Status Report
HANDOUT: *HICS Form 251 Facility System Status Report (blank)*
   1. Review the content and format of the form
   2. This form is completed at the start of each operational period, as conditions change, or more frequently as indicated by the situation.
   3. Which of these systems could be affected by a loss of water?
   4. What would be their Operational Status?
   5. If possible, comment on location, reason, and time/resource estimates for necessary repair of any system that is not fully operational. If inspection is completed by someone other than as defined by policy or procedure, identify that person in the comments.
   6. **ACTIVITY**: At each small group, complete the blank HICS Form 251 Facility System Status Report

D. Information sharing and resource requesting
HANDOUT: *HICS Form 213 Incident Message Form (blank)*
   1. A lot of information/status will come through the Operations Section
      - The information needs to be shared frequently with other sections, PIO, and Liaison. Key conduit to share with is the Planning Section
      - Obtaining information from Section personnel
      - Obtaining information from external sources via the PIO and Liaison Officer
      - Analyze impact on Operational functions
      - Relay information to the Incident Commander and other Section Chiefs
      - Use HICS Form 213 Incident Message Form
   2. Resource requests
      - Can be relayed on a HICS 213 Incident Message Form
      - Coordinate requests with Logistics
   3. Keep all messages/requests brief, to the point, and very specific. Transcribe complete, concise, and specific content of message.
   4. Note any action taken in response to message. When message is routed to any additional recipient, indicate who received, time received, action taken or other comments, and next person to whom message was forwarded.
   5. **ACTIVITY**: Complete the blank HICS Form 213 Incident Message Form
California Hospital Association
HICS Across the Sections: Connecting the IAP to the IMT and Response
Tabletop Exercise Talking Points
Operations Section Module

6. Set aside the completed form for later use in the exercise (if completed a resource request, this can be reviewed in the Logistics Module)

III. Review Operations Section (continued)

A. Implement Actions
   1. Upon approval, implement strategies and tactics identified in the HICS 204s
   2. As the Operational Period progresses, evaluate progress toward meeting objectives

B. Reassess and adjust plans
   1. Begin planning for the next Operational Period
   2. Identify corrective actions, if needed
California Hospital Association
HICS Across the Sections: Connecting the IAP to the IMT and Response
Tabletop Exercise Talking Points
Logistics Section Module

Directions

- Use these Talking Points and teaching tips to implement the Logistics Section Module of the Tabletop Exercise.
- Each Tabletop Exercise Module has its own set of handouts. Students should have the Logistics Section Handouts for use in this Module. The relevant handout is identified with the corresponding topic in the Talking Points.

Logistics Section Module Handouts

1. IAP Section Summary - Logistics
2. HICS Role Summary - Logistics Section Chief
3. HICS Form 204 Branch Assignment List (blank), 2 copies
4. HICS Form 213 Incident Message Form (blank)
5. Medical and Health Resource Request (CDHOM Form) (blank)
6. HICS Form 253 Volunteer Staff Registration
7. HICS Form 258 Hospital Resource Directory

Note: If this module is being presented out of sequence, also include the handouts:

- Tabletop Exercise Scenario
- Loss of Water Incident Response Guide (IRG)
- Incident Action Plan, Operational Period 1

Review the following Module contents with students.

LOGISTICS SECTION MODULE CONTENTS

I. Review: Logistics Section Role and Mission for each of the 9 Incident Action Planning Steps

II. Activity

  A. Completion of HICS Form 204 for the Second Operational Period
  B. Coordination of information with Planning, Operations and Finance Sections

I. REVIEW: Logistics Section Role and Mission

A. Logistics Section

HANDOUT: IAP Section Summary for Logistics Section

- Role/Mission: THE GETTERS. Organize and manage the services required to maintain the hospital’s supplies, facilities, transportation, and labor pool. Ensure the provision of logistical, psychological, and medical support of hospital staff and their dependents. Ensures Operations staff can focus on delivering services.
  - Resource Availability – vehicles, equipment, Subject Matter Experts required
  - Support – PPE, radios, porta pots/trailers, handwashing stations, admin
  - Equipment – computers, faxes, printers, copiers, food and water for staff
California Hospital Association
HICS Across the Sections: Connecting the IAP to the IMT and Response
Tabletop Exercise Talking Points
Logistics Section Module

- Resources assigned completed in 1st Operational Period due to existing MOUs with local vendors

1. Logistics Section Chief

HANDOUT: HICS Role Summary: Logistics Section Chief

- Mission: Organize and direct those operations associated with maintenance of the physical environment and with the provision of human resources, materiel, and services to support the incident activities. Participate in Incident Action Planning.
- Organize, assign, and supervise Support Branch Director and Service Branch Director Branch resources.
- Participate in the operational period briefing, particularly emphasizing any changes from the written IAP.
- Participate in preparation of the Incident Action Plan (IAP)
  - Review proposed tactics for next operational period or periods
  - Advise on current capabilities and limitations
  - Determine additional resources needed
  - Discuss long range plans and identify potential or future requirements
  - Prepare or review applicable portions of the IAP; e.g. Medical Plan, Communications Plan, Transportation Plan, special instructions
- Brief unit leaders including summary of the incident, current activity, and anticipated section activity for individual unit planning.
  - Review IAP
  - Identify possible changes by units to meet current IAP
  - Confirm needs and requests or reassign personnel as needed
  - Review current and future situation status, resource status, and weather forecast
  - Ensure applicable plans; e.g., medical, transportation, traffic, communications, etc., are updated and provided to plans unit
  - Ensure special instructions are included in the IAP for the next and future operational periods
- Update Incident Commander on current accomplishments and/or problems.
  - Verbally inform Incident Commander as soon as possible on problems and accomplishments.
- Develop and implement strategy and tactics to carry out the objectives established by the Incident Commander.
- Coordinate with Safety Officer to minimize the potential for safety hazards and environmental impacts. Ensure Logistics Section personnel comply with safety policies and procedures.
California Hospital Association
HICS Across the Sections: Connecting the IAP to the IMT and Response
Tabletop Exercise Talking Points
Logistics Section Module

• Logistics Section Chief should be ready to validate the resources identified for the operational period will be available.
• Validate your support for the proposed Incident Action Plan.

2. Service Branch Director
   • Mission: Organize and manage the services required to maintain the hospital’s communication system, food and water supply for staff, and information technology and systems.
     - Communications Plan (HICS Form 205)
       - Radios, cell phones
       - Computers, servers, Cellular-On-Wheels
       - Tele-conferencing or video-conferencing

3. Support Branch Director
   • Mission: Organize and manage the services required to maintain the hospital’s supplies, facilities, transportation, and labor pool. Ensure the provision of logistical, psychological, and medical support of hospital staff and their dependents.
   • Assess and coordinate Support Branch’s ability to provide needed personnel and support services.
     - Confirm resource ordering process and who is authorized to order with Command and Logistics Section Chief.
     - Confirm facilities in use and determine the potential for additional facilities.
     - Determine need for fuel delivery and vehicle support.
     - Determine whether or not mutual aid and contract equipment is in use. Confirm method of inspection.
   • Staff Branch appropriately.
   • Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel:
     - Provide summary of emergency situation.
     - Provide summary of the facility, supply, and ground support needs of the incident.
   • Participate in organizational meetings of Logistics Section personnel.
   • Coordinate use of external resources to assist with service delivery.
   • Ensure staff health and safety issues being addressed; resolve with the Safety Officer when appropriate.

4. Supply Unit Leader
California Hospital Association
HICS Across the Sections: Connecting the IAP to the IMT and Response
Tabletop Exercise Talking Points
Logistics Section Module

- Mission: Acquire, inventory, maintain, and provide medical and non-medical care equipment, supplies, and pharmaceuticals.
- Place emergency order(s) for the critical supplies, equipment and pharmaceuticals needed to the Supply Unit Leader and notify the Support Branch Director.
- Anticipate equipment, supplies, and pharmaceuticals that will be needed for the next operational periods, in consultation with the Medical Care Branch Director. Place orders in collaboration with the Procurement Unit Leader and notify the Support Branch Director.
- Work through the Support Branch Director, Logistics Section Chief and Liaison Officer to request external resource acquisition assistance.
- Receive and maintain an inventory of additional equipment, supplies, and pharmaceuticals. Collaborate with Staging Manager to track arriving supplies.
- Service nonexpendable supplies and equipment.

5. Facilities Unit Leader
- Mission: Organize, manage and support building systems, equipment and supplies. Ensure proper cleaning and disinfection of hospital environment.
- Coordinate activities and inventories with the Operations Section’s Unit Leaders including Power/Lighting, HVAC, Medical Gases and Environmental Services.
- Closely monitor building system status, equipment and supply usage
  - Receive updated reports from the Infrastructure Branch Director
- Provide sanitation facilities – porta pots/mobile restroom trailers and handwashing stations.
- Advise the Support Branch Director immediately of any operational issues you are not able to correct or resolve.

6. Labor Pool and Credentialing Unit Leader
HANDBOOK: HICS Form 253 Volunteer Staff Registration (blank)
- Mission: Collect and inventory available staff and volunteers at a central point (Labor Pool) for assignment by the Staging Officer. Maintain adequate numbers of both medical and non-medical personnel. Assist in the maintenance of staff morale.
- Maintain a registration desk to obtain Labor Pool personnel information including area normally assigned, licensure, specialty and contact information.
- Inventory the number and classify staff presently available by established categories:
California Hospital Association

HICS Across the Sections: Connecting the IAP to the IMT and Response

Tabletop Exercise Talking Points

Logistics Section Module

- Medical Personnel – physicians (critical care and general care), nurses (critical care and general care or by specialty), nurse practitioners, LVNs, EMTs, CNAs, Xray, Lab, Respiratory
- Non-Medical Personnel - engineering/maintenance, materials management, environmental services, nutritional services, business/financial
- Volunteers – solicited and unsolicited (HICS Form 253)

- Direct personnel to designated work assignment areas recording the information on Labor Pool log.
- Implement the facility’s emergency credentialing standard operating procedure when volunteers present.
- Maintain a message center in Labor Pool area to inform staff and volunteers of the current situation in coordination with the Support Branch Director, Situation Unit Leader, and IT/IS Unit Leader.
- Document all communications (internal and external) on HICS Form 213 Incident Message Form. Provide a copy of the HICS 213 to the Documentation Unit.

7. Additional Support Branch Activities

- Transportation Plan (if applicable) –
  - How are staff/responders getting around the incident (to-from hotels, work sites, etc.)
  - If paying for any vehicles consider plan development
  - Do you need a traffic plan
- Staff Medical Plan (HICS Form 206)(if applicable)
  - Simple, or
  - Complex – contact local hospitals and LEMSA to ensure there is capability to support potential trauma, chemical exposure, or other more serious injuries

II. ACTIVITIES

A. Completion of HICS Form 204 for the Second Operational Period, Support Branch

HANDOUT: Refer to HICS Form 204 Branch Assignment List for Operations-Support Branch, Operational Period 1 from the IAP, Operational Period 1 in the Command Module packet

HANDOUT: HICS Form 204 Branch Assignment List (blank)

1. Review first period Operational Objectives
2. Based on the situation, what are the major issues, keeping in mind priority issues? Are adequate/appropriate branches/units activated? What has been accomplished during the 1st Operational Period?
3. Based on the current situation what are the objectives for the 2nd Operational Period based on tasks, objectives, resources, assignments, support of assigned resources?

4. Forecast Requirements – transportation, medical, resources, communications, facilities, resource requesting, safety issues, environmental issues, food/shelter

5. Are objectives continued, how do they need to change for the 2nd Operational Period? Objectives need to be SMART objectives

6. Section strategies and tactics may be:
   - Continue with nutritional, sanitation, and HVAC support and operations
   - Contact vendors to provide emergency potable and non-potable water supplies and
   - Monitor the impact of the loss of water on critical areas
   - Continue to provide staff for patient care and evacuation
   - Monitor staff for adverse affects of health and psychological stress
   - Monitor, report, follow up on and document staff or patient injuries
   - Continue to provide transportation services for internal operations and patient evacuation, if necessary

7. Revise, update activated positions, Operational Period Objectives, strategies, tactics and resources assigned

8. **ACTIVITY:** Complete the blank HICS Form 204 Branch Assignment List

9. Set aside the completed form for later use in the exercise

---

**B. Completion of HICS Form 204 for the Second Operational Period, Service Branch**

**HANDOUT: HICS Form 204 Branch Assignment List (blank)**

1. Review first period Operational Objectives

2. Based on the situation, what are the major issues, keeping in mind priority issues? Are adequate/appropriate branches/units activated? What has been accomplished during the 1st Operational Period?

3. Based on the current situation what are the objectives for the 2nd Operational Period based on tasks, objectives, resources, assignments, support of assigned resources?

4. Are objectives continued, how do they need to change for the 2nd Operational Period?

5. Objectives need to be SMART objectives

6. Revise, update activated positions, Operational Period Objectives, strategies, tactics and resources assigned

7. **ACTIVITY:** Complete the blank HICS Form 204 Branch Assignment List

8. Set aside the completed form for later use in the exercise
C. Resource Requesting via HICS Form 213 Incident Message Form

HANDOUT: HICS Form 213 Incident Message Form (blank)

1. Resource Management
   a. Resource Request Process – evaluate flow, including who on the IMT can request resources, how requests are made, who must approve each request, and what the requester can expect from the process.
      i. Coordinate with Finance Section Chief to prevent IMT personnel from ordering resources and assets without a request and approval process and actually acquiring resources that may or may not be tied to the incident objectives.
   b. Resource Order Process – defines how an internal request is turned into and external order.

2. Can be relayed on a HICS 213 Incident Message Form
3. Coordinate resource requests with the Section Chiefs
4. Discuss availability of resources with Sections
5. Obtain needed materiel and fulfill resource requests with the assistance of the Finance/Administration Section Chief and Liaison Officer
6. Maintain communications with Operations Section for the accurate movement and tracking of resources and personnel in support of the incident
7. Initiate the HICS Form 257 - Resource Accounting Record to track equipment used during the response. [will be reviewed in the Finance Module]
8. What does Logistics do with the form after receipt?
9. **ACTIVITY**: Complete the blank HICS Form 213 Incident Message Form. Review completed HICS 213 if activity completed in Operations Section Module.
10. Assess effectiveness and make adjustments as necessary
    • Are resource orders keeping up with requests.
    • Providing timely support and doing so in a cost effective manner
11. Effective property tracking needs to be evaluated to prevent unexplained losses.
12. Collaborate with Command and General Staff and external logistical contacts to determine status and current issues
13. Coordinate with Finance Section Chief about funds availability and if costs have reached 80% of the current ceiling. If so, the ceiling needs to be raised.

D. Resource Requesting via CDHOM Form

HANDOUT: Medical and Health Resource Request (CDHOM Form) (blank)

1. Note: This activity may be skipped or replaced by the Resource Request form used in your Operational Area
3. The purpose of the CDHOM is to provide guidance to local health departments (LHDs) on responding to disasters that require resources outside the response capability of the Operational Area.

4. While each LHD and each local emergency medical services agency (LEMSA) determines the procedures it will use when responding within its Operational Area. This document, in theory, provides for a common operational framework that supports effective communication when LHDs communicate with regional and State partners and request resources outside their Operational Area.

5. CDHOM references processes and procedures from the Operational Area level to the State level and is not intended to direct operations or the utilization of resources within the Operational Area.

6. Emphasize specificity for Section 5 or it will affect timeliness of filling the request

7. **ACTIVITY**: Review handout for sample State and Federal PPE caches, and form filling details

**E. Review of HICS Form 253 Volunteer Staff Registration**

HANDOUT: *HICS Form 253 Volunteer Staff Registration*

1. Review the content and format of the form
2. Discuss volunteer convergence
3. Discuss emergency credentialing procedures
4. **ACTIVITY**: Review the sample HICS Form 253 Volunteer Staff Registration

**F. Review of HICS Form 258 Hospital Resource Directory**

HANDOUT: *HICS Form 258 Hospital Resource Directory*

1. Review the content and format of the form
2. Provides ready references for use during response
3. Should be completed prior to an emergency or disaster
4. Should be updated on a regular basis
5. Include as much contact information as possible
6. **ACTIVITY**: Review the sample HICS Form 258 Hospital Resource Directory
California Hospital Association

HICS Across the Sections: Connecting the IAP to the IMT and Response
Tabletop Exercise Talking Points
Finance/Administration Section Module

Directions
- Use these Talking Points and teaching tips to implement the Finance/Administration Section Module of the Tabletop Exercise.
- Each Tabletop Exercise Module has its own set of handouts. Students should have the Finance/Administration Section Handouts for use in this Module. The relevant handout is identified with the corresponding topic in the Talking Points.

Finance/Administration Section Module Handouts
1. IAP Section Summary - Finance/Administration Section
2. HICS Role Summary - Finance/Administration Section Chief
3. HICS Form 204 Branch Assignment List (blank)
4. HICS Form 252 Section Personnel Timesheet, Operational Period 1
5. HICS Form 256 Procurement Summary, Operational Period 1
6. HICS Form 257 Resource Accounting Record, Operational Period 1

Note: If this module is being presented out of sequence, also include the handouts:
- Tabletop Exercise Scenario
- Loss of Water Incident Response Guide (IRG)
- Incident Action Plan, Operational Period 1

Review the following Module contents with students.

FINANCE/ADMINISTRATION SECTION MODULE CONTENTS

I. Review: Connecting the IMT to the incident action planning process, by position and role responsibility under HICS

II. Activities
   A. Completion of HICS Form 204 for the Second Operational Period
   B. Track time of assigned personnel
   C. Track the financial situation on the appropriate HICS Forms

I. REVIEW: Connecting the IMT to the incident action planning process, by position and role responsibility under HICS
   A. Finance/Administration Section Chief
      HANDOUT: IAP Section Summary for Finance/Administration Section
      HANDOUT: HICS Role Summary for Finance/Administration Section Chief
      1. Attends the Incident Briefing (Brief overview of status of the incident so that Section-specific planning can begin)
2. Determine Operational Period Objectives (Operational Period Objectives are the strategies determined and tactics taken to help accomplish the Control Objectives and direction taken by the Incident Commander)
3. Complete the Branch Assignment List (HICS Form 204)
4. Designate times for briefings and updates with Finance/Administration Section Unit Leaders to develop or update the Section action plan
5. Supervise the documentation of expenditures and cost reimbursement activities
6. Provide cost implications of incident objectives
7. Ensure the Incident Action Plan is within financial limits established by the Incident Commander
8. Determine if any special contractual arrangements/agreements are needed.
9. Ensure Finance/Administration Section personnel comply with safety policies and procedures
10. Communicate frequently with the Incident Commander

B. Time Unit Leader
1. Responsible for the documentation of personnel time records
2. Monitor and report on regular and overtime hours worked/volunteered.
3. Participate in Section-specific briefings and planning meetings
4. Collect all Section Personnel Time Sheets (HICS Form 252) from each work area for recording and tabulation every eight hours, or as specified
5. Coordinate with Labor Pool & Credentialing Unit Leader to ensure documentation of personnel and volunteer hours worked in response to the event
6. Coordinate with Personnel Tracking Manager in accounting for facility staff
7. Submit all tabulated Section Personnel Time Sheets (HICS Form 252) to Cost Unit Leader

C. Procurement Unit Leader
1. Administers accounts receivable and payable to contract and non-contract vendors
2. Participate in Section-specific briefings and planning meetings
3. Ensure the accounting of all contracts and purchases specifically related to the emergency incident
4. Obtain authorization to initiate and finalize purchases from the Finance/Administration Section Chief, or authorized representative
5. Establish emergency agreements for the sharing, transfer of material, supplies, etc., to other entities
6. Coordinate with the Supply Unit Leader for purposes of resource procurement and utilization
California Hospital Association

HICS Across the Sections: Connecting the IAP to the IMT and Response

Tabletop Exercise Talking Points

Finance/Administration Section Module

7. Complete Procurement Summary Report (HICS Form 256) and forward summary to the Cost Unit Leader every eight hours, or as determined by the Cost Unit Leader

D. Compensation/Claims Unit Leader

1. Receives, investigates and documents all claims reported to the hospital during the emergency incident alleged to be the result of an accident or action on hospital property
2. Participate in Section-specific briefings and planning meetings
3. Coordinate with the Safety Officer, Security Branch Director and Employee Health and Well-Being Unit Leader, as needed
4. Inform the Finance/Administration Section Chief of all claims as they are reported. Inform Finance Section Chief immediately of any operational issue you are not able to correct or resolve.
6. Ensure records required by insurers, government and other agencies for loss recovery are accurately compiled, maintained, and available
7. Report any cost incurred as a result of a claim to the Cost Unit Leader as soon as possible
8. Prepare a summary of all claims reported during the incident every 8 hours and as requested

E. Cost Unit Leader

1. Providing cost analysis data for the declared emergency incident and maintenance of accurate records of incident cost
2. Participate in Section-specific briefings and planning meetings
3. Establish cost reporting procedures, including proper coding
4. Implement third-party billing procedures
5. Implement procedures for receiving and depositing funds
6. Maintain cost tracking and analysis
7. Collect copies, summaries, or original documentation of costs from all cost centers
8. Prepare a cost-to-date summary report for submission to the Finance/Administration Section Chief every eight hours and as requested
9. Compile and complete final cost accounting report(s) to Finance/Administration Section Chief. Prepare a report/summary of incident costs
II. ACTIVITIES

A. Completion of HICS Form 204 for the Second Operational Period
   HANDOUT: Refer to HICS Form 204 Branch Assignment List for Finance/Admin, Operational Period 1 from the IAP, Operational Period 1 in the Command Module packet
   HANDOUT: HICS Form 204 Branch Assignment List, blank
   1. Review first period Operational Objectives
   2. Revise, update activated positions, Operational Period Objectives, strategies, tactics and resources assigned to reflect cost tracking, expenditure and procurement activities and requirements
   3. **ACTIVITY:** At each small group, complete the blank HICS Form 204 Branch Assignment List
   4. Set aside the completed form for later use in the exercise

B. Track time of assigned personnel
   HANDOUT: HICS Form 252 Section Personnel Timesheet for Finance/Admin, Operational Period 1
   1. Tabulate hours and salary expenses associated with the event response
   2. **REVIEW:** Use of HICS Form 252 Section Personnel Timesheet

C. Track the financial situation on the appropriate HICS forms
   HANDOUT: HICS Form 256 Procurement Summary, Operational Period 1
   HANDOUT: HICS Form 257 Resource Accounting Record, Operational Period 1
   1. Establish cost-to-date summary report process
   2. Provide updates to Incident Command and others as needed
   3. Compile, track and summarize procurement, claims, personnel costs and lost revenue
   4. Compile and complete final cost accounting report(s) to Finance/Administration Section Chief
   5. **REVIEW:** Use of HICS Form 256 Procurement Summary
   6. **REVIEW:** Use of HICS Form 257 Resource Accounting Record. What are additional resources that may be requested?
Directions
- Use these Talking Points and teaching tips to implement the Planning Section Module of the Tabletop Exercise.
- Each Tabletop Exercise Module has its own set of handouts. Students should have the Planning Section Handouts for use in this Module. The relevant handout is identified with the corresponding topic in the Talking Points.

Planning Section Module Handouts
1. IAP Section Summary - Planning
2. HICS Role Summary - Planning Chief
3. HICS Form 204 Branch Assignment List (blank)
4. Incident Action Planning Meeting and Agenda
5. HICS Form 202 Incident Objectives (blank)
6. HICS Form 203 Organization Assignment List (blank)
7. Compiling the Incident Action Plan
8. Incident Action Plan (IAP) Cover Sheet

Note: If this module is being presented out of sequence, also include the handouts:
- Tabletop Exercise Scenario
- Loss of Water Incident Response Guide (IRG)
- Incident Action Plan, Operational Period 1

Review the following Module contents with students.

PLANNING SECTION MODULE CONTENTS
I. Review: Purpose and Function of the Planning Section
II. Review: Planning Section’s interaction with and reliance on other Sections for incident action planning and incident information
III. Activities
   A. Completion of HICS Form 204 for the Second Operational Period
   B. Incident Action Planning Meeting
   C. Compiling the Incident Action Plan - Process and Forms

I. REVIEW: Purpose and Function of the Planning Section
HANDOUT: IAP Section Summary - Planning
- Responsible for overseeing the tracking and situation status of the incident
- Information collecting/gathering, evaluating/ analyzing, displaying/disseminating, and documenting
- Completing/developing the Incident Action Plan and other status reports
California Hospital Association
HICS Across the Sections: Connecting the IAP to the IMT and Response
Tabletop Exercise Talking Points
Planning Section Module

- Compiling documentation
- Creating the demobilization plan
- *The effectiveness of the Planning Section has a direct impact on the availability of information needed for critical, strategic decision-making in the HCC*

II. REVIEW: Planning Section’s interaction with and reliance on other Sections for incident action planning and incident information

HANDOUT: HICS Role Summary: Planning Chief

- **Planning Chief**: Responsible for all Planning activities
  - Works with Command and General Staff to develop the IAP
- **Resources Unit**: Track the status of resources (staff and stuff) that are being utilized in various locations of the hospital
  - Particularly for incident action planning steps 8 (monitor and evaluate response efforts) and 9 (reassessing the situation)
  - Personnel Tracking Manager - Tracks the status of personnel
    - Coordinates deployed personnel information with the Logistics Section in case additional or different staff resources are needed
    - Coordinates deployed personnel information with the Finance Section for payroll
  - Materials Tracking Manager - Tracks the status of material resources
    - Coordinates deployed equipment information with the Logistics Section in case additional or different staff resources are needed
- **Situation Unit**: Incident information collection and dissemination - responsible for writing and maintaining *incident updates* based on internal and external events
  - Particularly for incident action planning steps 8 (monitor and evaluate response efforts) and 9 (reassessing the situation)
  - PIO and Liaison: incident status information to project incident direction
  - Operations: incident status information to project incident direction and identify resource needs
  - Patient Tracking Manager - patient location assignments
    - Operations: Patient Registration Unit Leader
  - Bed Tracking Manager – normal and surge bed usage
    - Operations: Patient Registration Unit Leader
- **Documentation Unit**: completes the IAP and other support documents, and archives
  - Works with others of the IMT to document the incident – not responsible for DOING all of the documentation. May need to help others complete forms. Review that forms are completed accurately, with all the required data.
  - For information that is to be repeatedly collected (e.g., patient data, department status, resource availability information), *announcing the predetermined*
deadlines for submission will help ensure that the information is received on time from each reporting area.

III. ACTIVITIES

A. Completion of HICS Form 204 for the Second Operational Period

HANDOUT: Refer to HICS Form 204 Branch Assignment List for Planning, Operational Period 1 from the IAP, Operational Period 1 from the Command Module packet

HANDOUT: HICS Form 204 Branch Assignment List (blank)

1. Review Planning HICS Form 204 Operational Period 1 Objectives
2. Revise, update Operational Period Objectives for Operational Period 2
3. Considerations
   o Have our objectives changed from the first Operational Period?
   o How do we, Planning, evaluate how well we’re doing?
   o What supplies do we need?
   o What information do we need? Who do I need to talk to? Internal, External
   o Revise, update activated positions, Operational Period Objectives, strategies, tactics and resources assigned
   o **ACTIVITY:** Complete the blank HICS Form 204 with Operational Period 2 Objectives

B. Incident Action Planning Meeting

HANDOUT: IAP Meeting and Agenda

1. Review the IAP Meeting and Agenda Handout with the class
2. **ACTIVITY:** At each small group, practice the Agenda by having a student act as the Planning Chief, and different individuals report out for each Section and the Command Positions. Use the information and forms already completed throughout the tabletop exercise.

C. Compiling the IAP

HANDOUT: HICS Form 202 Incident Objectives (blank)

HANDOUT: HICS Form 203 Organization Assignment List (blank)

HANDOUT: Compiling the IAP

HANDOUT: IAP Cover Sheet

1. **ACTIVITY:** Each individual completes HICS Form 202 with the HICS Form 201 and 261 completed earlier in the Command Module of the Tabletop Exercise
2. **ACTIVITY:** Each individual completes HICS Form 203 with the HICS Form 204s completed earlier throughout the Tabletop Exercise
3. Review the Compiling the IAP Handout with the class.
   a. Emphasize the reliance that Planning has on others to complete their forms in order for Planning to complete the forms for which it is responsible.
California Hospital Association
HICS Across the Sections: Connecting the IAP to the IMT and Response
Tabletop Exercise Talking Points
Planning Section Module

b. It’s important for the Planning Section to work with others to complete and collect their forms. It is not the Planning Section / Documentation Unit’s job to complete all of the forms, but rather to assist others to complete, and then collect, process as needed, and archive.

4. **ACTIVITY**: As each individual completes the components of the IAP, they can begin to compile them and complete the Cover Sheet

5. **Review**: After the IAP has been compiled, the Planning Section
   a. Submits the IAP to the IC for approval
   b. Disseminates the IAP as directed by the IC. This may be the entire IAP or portions of it
   c. Archives the IAP for later reference during or after the incident