Hospital Incident Action Plan (IAP) Checklist

Hospital Incident Action Planning provides an effective and coordinated incident response. This tool is designed to assist hospitals in the development of an Incident Action Plan (IAP) for each Operational Period. The IAP is a process which uses a combination of Hospital Incident Command System (HICS) Forms; it is minimally comprised of HICS 201 Incident Briefing, HICS 202 Incident Objectives, HICS 203 Organization Assignment List, HICS 204 Branch Assignment List, and HICS 261 Incident Action Plan Safety Analysis. Like the HICS system, the IAP may be scaled to the event and may include additional forms as listed in this checklist. This checklist is designed to assist the Incident Management Team (IMT) establish a coordinated, consistent process with which to manage the planning and response needs of any disaster or event.

### Hospital Incident Action Planning Components

<table>
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<th>Incident Action Planning Process: Overview</th>
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<tr>
<td>• Activate facility Emergency Operations Plan (EOP) and implement HICS</td>
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<td>• Rapidly gather, verify and validate critical information relating to the event, status of facility systems and capacity for operations</td>
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<td>• Establish Control Objectives which are: Simple; Measurable; Achievable; Realistic; Time Sensitive and Task Oriented (S.M.A.R.T. objectives)</td>
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<td>• Make Incident Management Team assignments based on most appropriate personnel for the role</td>
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<td>• Determine Operational Period Objectives which are: Simple; Measurable; Achievable; Realistic; Time Sensitive, and Task Oriented (S.M.A.R.T. objectives)</td>
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<td>• Develop strategies and tactics - the general plan and actions taken to accomplish Operational Period Objectives</td>
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<td>• Project resource requirements based on situational and on-going assessments of incident impacts and the need for response</td>
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<td>• Make appropriate community alerts and notifications</td>
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<td>• Establish communications and response links with appropriate community response partners</td>
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### 1. Assess the Situation: Understanding the Impact/Effects of the Situation

- Perform Situational Assessment as directed by the Incident Commander
  1. This assessment should include: size, scope, effect, or potential effect of the disaster to the facility and to the facility safety and operational systems

- Incident Commander completes HICS Form 201 Incident Briefing including:
  1. Incident Name
  2. Date of Briefing
  3. Time of Briefing
  4. Event History and Current Actions Summary
  5. Current Organization
  6. Any Notes - including accomplishments, issues, warnings/directives
  7. Incident Commander signs the form with name and position
  8. Facility Name

- Incident Commander distributes copies of completed HICS Form 201 Incident Briefing to Command Staff, Section Chiefs, and Documentation Unit Leader which documents initial situational and response information, noting actions taken at start up

### 2. Set the Operational Period

- Incident Commander determines Operational Period
  1. Event date is designated as YEAR/MONTH/DAY, i.e., 2010-11-18
### 3. Determine Safety Priorities & Establish Control Objectives

- **Incident Commander** determines Control Objectives for the incident
  1. Control Objectives are the overarching objectives that generally do not change during the event
  2. Control Objectives are documented on the HICS Form 202 Incident Objectives

- **Safety Officer** completes HICS Form 261 Incident Action Plan Safety Analysis
  1. Incident Name
  2. Date Prepared
  3. Time Prepared
  4. Hazard Mitigation
  5. Safety Officer Signature
  6. Facility Name
  7. Safety Officer distributes copies of HICS Form 261 Incident Action Plan Safety Analysis to Command Staff, General Staff, Branch Directors and Unit Leaders
  8. HICS Form 261 documents hazards and mitigations for the incident

- **Planning Section Chief** initiates HICS Form 202 Incident Objectives including:
  1. Incident Name
  2. Date Prepared
  3. Time Prepared
  4. Operational Period Date and Time
  5. Control Objectives for the incident, as obtained from the Incident Commander (including alternatives)
  6. Weather/Environmental implications for the Operational Period to include as appropriate: forecast, wind speed/direction, daylight
  7. General Safety/Staff Message (Refer to HICS Form 261 Incident Action Plan Safety Analysis)

### 4. Determine Operational Period Objectives

- **Section Chiefs and/or Branch Directors** determine Section-specific Operational Period Objectives. This will be comprised of a Section-specific set of strategies and tactical actions identified to address Command’s priorities for the Operational Period and to accomplish the Control Objectives
  1. Section-specific Operational Period objectives are documented on the HICS Form 204 Branch Assignment List
  2. Section Chiefs and/or Branch Directors complete HICS Form 204 Branch Assignment List and prepare to distribute through their Section Chief to Command, General Staff, and Documentation Unit Leader

- **Planning Chief** convenes the Planning Meeting to facilitate the development of Section-specific Operational Period Objectives

### 5. Determine Strategies and Tactics

- **Section Chiefs and Branch Directors** document strategies and tactics on HICS Form 204 Branch Assignment List
  1. Strategies are the general plan or direction selected to accomplish Operational Period Objectives for individual Sections
  2. Tactics are the short-term, specific actions taken to complete or satisfy, the Operational Period Objectives, for example, the directing/deployment of resources during an incident
### 6. Determine Needed Resources
- Section Chiefs coordinate with Branch Directors to determine needed resources within their specific Section
- Finance Chief confers with Logistics and Operations Chief(s) to assure appropriate financial tracking as individual Sections identify resource needs
- Logistics Chief confers with Operations Chief to coordinate the obtainment of resources
- HICS Form 204 Branch Assignment List is used to document specific resources needed within the Branch
- Communication Unit Leader completes HICS Form 205 Incident Communications Plan designating equipment and channels to be used within the facility
- Support Branch Director completes HICS Form 206 Medical Plan to outline resources for medical care of injured/ill hospital personnel, as needed
- Infrastructure Branch Director completes HICS Form 251 Facility System Status Report to record facility status for each Operational Period
- Additional event specific Incident Action Plan components may include a Traffic Plan, Incident Map and Site Safety Plan

### 7. Issue Assignments
- Section Chiefs, Branch Directors and Unit Leaders make staff assignments specific to response action, i.e. Triage, Evacuation, Decontamination, Security
  - HICS Form 204 Branch Assignment List documents specific assignments within the Branch
- Resource Unit Leader completes HICS Form 203 Organization Assignment List and distributes to Command and General Staff, Branch Director and Documentation Unit Leader
  - HICS Form 203 Organizational Assignment List documents incident staffing by individual Operational Period

### 8. Implement Actions: Direct, Monitor and Evaluate Response Efforts
- Planning Chief compiles Section-specific Operational Period Objectives, strategies, tactics and needed resources coordinated in the Planning Meeting, using HICS Form 204 Branch Assignment List
- Planning Chief compiles the forms of the Incident Action Plan
  - At a minimum, the Incident Action Plan will include:
    - HICS Form 201: Incident Briefing
    - HICS Form 202: Incident Objectives
    - HICS Form 203: Organization Assignment List
    - HICS Form 204: Branch Assignment List(s)
    - HICS Form 261: Incident Action Safety Analysis
- Incident Commander approves the Incident Action Plan for each Operational Period
- Incident Action Plan is distributed to Command and General Staff, Branch Directors, and Documentation Leader
- The Incident Action Plan may be shared with outside response partners through the Liaison Officer
- Section Chiefs execute Incident Action Plan
- Section Chiefs evaluate Response

### 9. Reassess and Adjust Plans
- Make Corrective Actions
- As the first (or subsequent) Operational Period is concluding, the Incident Action Plan process begins again
  - Begin the next Operational Period with an updated situational assessment
  - Review the Control Objectives to direct planning activities within Sections
  - Address continuing activities and Objectives for the next Operational Period