1. Incident Name

St. Elsewhere Loss of Water

2. Operational Period (# 1)

DATE: FROM 19 – Dec - 2019 TO 19-Dec-2019
TIME: FROM 0800 TO 1200

3. Situation Summary (for briefings or transfer of command)

Without warning, the main water supply line to our hospital broke, disrupting water service to the entire facility. The hospital’s water systems, including potable and non-potable water supply are non-functional. Local water sources and vendors are not impacted. Services, including dialysis, sterilization, and dietary, are disrupted. Toilets and hand washing areas are not functioning and alternate methods must be provided.

Utility workers expect to repair the damage and restore water service to the hospital within 10-12 hours.

4. Health and Safety Briefing

Identify potential incident health and safety hazards and implement necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards. (Summary of HICS 215A)

See HICS 215A Safety Analysis

5. Map / Sketch

(Attach sketch showing the total area of operations, the incident site/area, impacted and threatened areas, and/or other graphics depicting situational status and resource assignment, as needed.)

☐ See Attached
6. Current Hospital Incident Management Team (fill in additional positions as appropriate)

- Public Information Officer
  - Walt Disney
- Liaison Officer
  - Elvis Presley
- Safety Officer
  - Sandra Day O'Conner
- Incident Commander(s)
  - Louisa May Alcott
- Medical-Technical Specialists
  - Abraham Lincoln

- Operations
  - Section Chief
    - Alexander Hamilton
    - Staging Manager
      - Queen Elizabeth II
    - Medical Care Branch Director
      - Jesse Owens
    - Infrastructure Branch Director
      - Clara Barton
    - Security Branch Director
      - GI Joe
    - HazMat Branch Director
      - Jimi Hendrix
    - Business Continuity Branch Director
      - Wolfgang Puck
    - Patient Family Assistance Branch Director
      - Melinda Gates

- Planning
  - Section Chief
    - Janis Joplin
    - Resources
      - Unit Leader
        - Harry Styles
    - Situation
      - Unit Leader
        - Amelia Earhart
    - Documentation
      - Unit Leader
        - Alex Trebek
    - Demobilization
      - Unit Leader
        - Bob the Builder

- Logistics
  - Section Chief
    - Thomas Edison
    - Service
      - Branch Director
        - Ella Fitzgerald
    - Support
      - Branch Director
        - Martha Stewart

- Finance / Administration
  - Section Chief
    - Bill Gates
    - Time
      - Unit Leader
        - Indira Gandhi
    - Procurement
      - Unit Leader
        - Albert Einstein
    - Compensation/Claims Unit Leader
      - Jack Sparrow
    - Cost
      - Unit Leader
        - Beyoncé

Purpose: Basic information regarding the incident situation and resources allocated
Origination: Incident Commander
Copies to: Command Staff, Section Chiefs, and Documentation Unit Leader
7. Incident Objectives

☐ Identify extent of loss of water and consider evacuation
☐ Maintain patient care capabilities
☐ Minimize impact on hospital operations and clinical services
☐ Communicate the situation status to patients, staff, Medical and Health Operational Area Coordinator (MHOAC) and the public

8. Summary of Current and Planned Actions

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0805</td>
<td>Activated Emergency Operations Plan and the Hospital Command Center</td>
</tr>
<tr>
<td>0810</td>
<td>Activated Command Staff and General Staff Chief positions (see box 3)</td>
</tr>
<tr>
<td>0820</td>
<td>Held Incident Briefing with Command and General staff</td>
</tr>
</tbody>
</table>

### 9. Summary of Resources Requested and Assigned

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>DATE / TIME ORDERED</th>
<th>ETA</th>
<th>DATE / TIME ARRIVED</th>
<th>NOTES (LOCATION / ASSIGNMENT / STATUS)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### 10. Prepared by Incident Commander

PRINT NAME: Louisa May Alcott  
SIGNATURE: Louisa May Alcott

BRIEFING DATE/TIME: 0820
FACILITY: St. Elsewhere Hospital

Purpose: Basic information regarding the incident situation and resources allocated
Origination: Incident Commander
Copies to: Command Staff, Section Chiefs, and Documentation Unit Leader
**HICS 201 - INCIDENT BRIEFING**

**PURPOSE:** The HICS 201 – Incident Briefing provides the Incident Commander and the Hospital Incident Management Team (HIMT) with basic information regarding the incident, current situation, and the resources allocated to the response.

**ORIGINATION:** Prepared by the Incident Commander for presentation to the staff or later to the incoming Incident Commander along with a detailed oral briefing.

**COPIES TO:** Duplicate and distribute before the initial briefing of the Command and General Staff or other responders as appropriate. 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 201 and repaginate as needed. Additions may be made to the form to meet the organization’s needs.

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Incident Name</td>
<td>Enter the name assigned to the incident.</td>
</tr>
<tr>
<td>2</td>
<td>Operational Period</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>Situation Summary</td>
<td>Concise statement of the status and information regarding the current situation.</td>
</tr>
<tr>
<td>4</td>
<td>Health and Safety Briefing</td>
<td>Enter the summary of health and safety issues and instructions.</td>
</tr>
<tr>
<td>5</td>
<td>Map / Sketch</td>
<td>Attach as necessary: floor plans, maps, sketches of impacted area, or response diagrams. North should be at the top of the page unless noted otherwise.</td>
</tr>
<tr>
<td>6</td>
<td>Current Hospital Incident Management Team</td>
<td>Enter the names of the individuals assigned to each position directly onto the Hospital Incident Management Team (HIMT) chart. If Unified Command is being used, split the Incident Commander box and indicate agency for each of the Incident Commanders listed.</td>
</tr>
<tr>
<td>7</td>
<td>Incident Objectives</td>
<td>Enter the objectives used for the incident.</td>
</tr>
<tr>
<td>8</td>
<td>Summary of Current and Planned Actions</td>
<td>Enter the current and planned actions and time (24-hour clock) they may or did occur. If additional pages are needed, use a blank sheet or another HICS 201 (page 3), and adjust page numbers accordingly.</td>
</tr>
<tr>
<td>9</td>
<td>Summary of Resources Requested and Assigned</td>
<td>Enter information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another HICS 201 (page 4), and adjust page numbers accordingly.</td>
</tr>
<tr>
<td>Resource</td>
<td></td>
<td>Enter the number and category, kind, or type of resource ordered.</td>
</tr>
<tr>
<td>Date / Time Ordered</td>
<td></td>
<td>Enter the date (m/d/y) and time (24-hour clock) the resource was ordered.</td>
</tr>
<tr>
<td>ETA</td>
<td></td>
<td>Enter the estimated time of arrival (ETA) to the incident (24-hour clock).</td>
</tr>
<tr>
<td>Date / Time Arrived</td>
<td></td>
<td>Enter the date (m/d/y) and time (24-hour clock) the resource arrived.</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
<td>Enter notes such as the assigned location of the resource and/or the actual assignment and status.</td>
</tr>
<tr>
<td>10</td>
<td>Prepared by Incident Commander</td>
<td>Enter the name and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility.</td>
</tr>
</tbody>
</table>