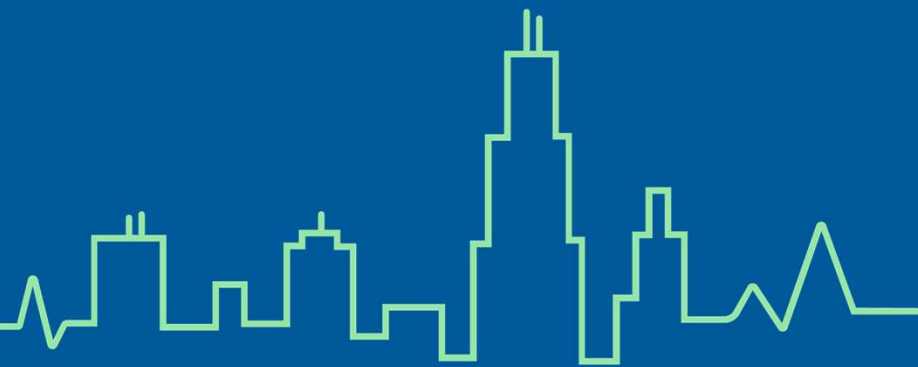


Incident Action Plan (IAP) Quick Start



Incident Action Plan (IAP) Quick Start

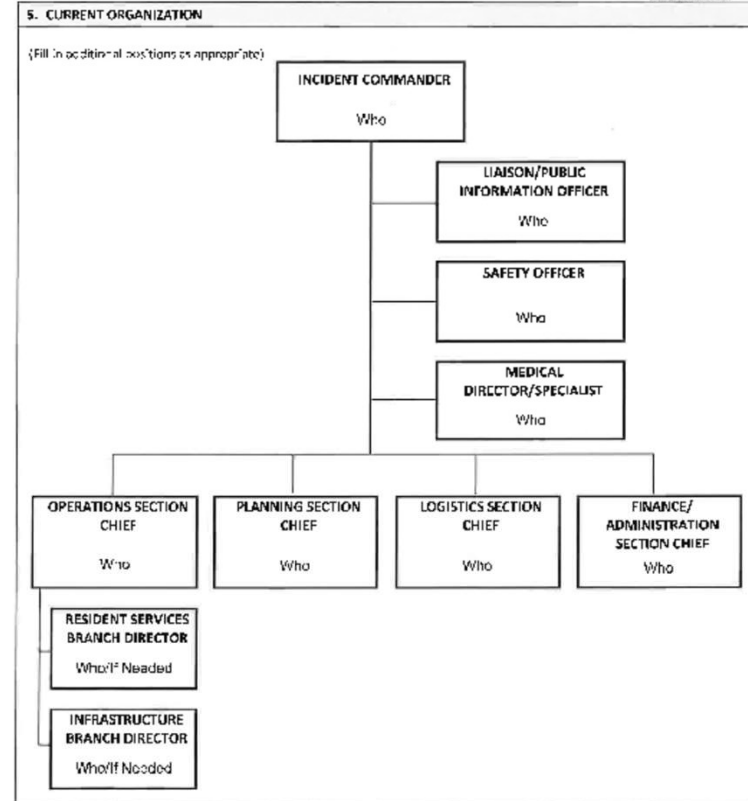
- This year we would like you all to fill out an IAP for the exercise.
- For those of you who haven't used ICS Forms before this will be an overview of the documents that we would like you to use. A complete set of all ICS Forms, in fillable PDF format, can be found on the Coalition website in the "Resource Library." Scroll down to find *Nursing Home Incident Command System* to find the forms.
- There are several reasons for introducing these forms to you to use.
 - They will give you documented proof that you participated in the exercise, along with the AAR/IP that you will get from the coalition.
 - It will allow you to detail what your intentions and actions are for the response.
 - You will be able to catalogue what was done in the exercise



NHICS Forms 201 & 203

- On this form you record who acted in what capacity in your Incident Management Team. (Don't worry if you don't have enough bodies to fill every box, you only need to fill the boxes that you are using. If you can also have a person doing multiple positions, make sure that you record their name in each position that they are covering.

INCIDENT ACTION PLAN (IAP) QUICK START COMBINES NHICS FORMS 201+202-203+204+215A



PURPOSE: COMBINES NHICS FORMS 201+202-203+204+215A
ORIGINATOR: INCIDENT COMMANDER OR PLANNING SECTION CHIEF
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NHICS 203
PAGE 2 OF 2
REV. 2017



NHICS Forms 202,204, & 215a

- On this page you will create your desired objectives, what you want to accomplish during this operational period.
 - What you want done.
 - How you would like it to be done.
 - What you will need to get the task done.
 - Who you want to oversee what's being done.
- Then you have the health and safety briefing.
 - This is where you discuss what health and safety issues.
 - What PPE they may need to use while they are working.
- Next, if you want to add any other forms to this you check the box next to the form number. You can also add a map of your response area, if you feel artistic.
- Lastly, the person who is filling out these sheets fills in their name, signs and dates when it was prepared and the facility's name

INCIDENT ACTION PLAN (IAP) QUICK START COMBINES NHICS FORMS 201+202+203+204+215A



6. INCIDENT OBJECTIVES -- NHICS 202, 204 --			
6a. OBJECTIVES	6b. STRATEGIES/ TACTICS	6c. RESOURCES REQUIRED	6d. ASSIGNED TO
We will do this.	This is how we will do it.	This is what we will need to accomplish the task.	Who is going to oversee the task?
7. 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) -- NHICS 202, 215A -- TO PROTECT RESPONDERS FROM THOSE HAZARDS			
1. This is something to be aware of, this is how to protect yourself from the hazard.			
2.			
3.			
4.			
8. ATTACHMENTS (MARK IF EXTRA DOCUMENTATION IS ATTACHED):			
<input type="checkbox"/> NHICS 251: FACILITY SYSTEM STATUS REPORT <input type="checkbox"/> NHICS 254: EMERGENCY ADMIT TRACKING <input type="checkbox"/> NHICS 255: MASTER RESIDENT EVACUATION TRACKING <input type="checkbox"/> NHICS 215A: INCIDENT ACTION PLAN (IAP) SAFETY ANALYSIS <input type="checkbox"/> TRAFFIC PLAN		<input type="checkbox"/> INCIDENT IAP <input type="checkbox"/> OTHER: _____	
9. PREPARED BY		PRINT NAME: _____ DATE/TIME: _____	SIGNATURE: _____ FACILITY: _____

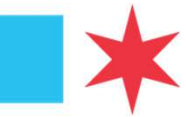
PURPOSE: COMBINES NHICS FORMS 201, 202, 203+204+215A
 ORIGINATOR: INCIDENT COMMANDER/PLANT SUPERVISOR/CHIEF
 COPIES TO: ALL INVOLVED

NHICS 202
 PART 2 OF 3
 03/17/2017



Some Suggestions for A Better Outcome

- Start Early: Fill out what you can prior to the exercise.
- “If it isn’t written, it didn’t happen” This document is your primary “proof” for surveyors that shows you managed the incident effectively. In a real-world event this would be the proof for your insurance agencies and/or the government if there is a chance that you could recoup some of the money that was spent on the response.
- Use a “Scribe”: If possible, have someone, not already occupying a IMT position, keep this document updated as the exercise progresses.



Questions

- You can download these forms from the Coalition website:
<https://chscpr.org/educational-and-training-resources-library/>
 - Scroll down to “Nursing Home Incident Command System (NHICS)”
 - If you download NHICS Forms you will get just the forms
 - If you download NHICS Guidebook you will get the forms, Job Action Sheets, Incident Response Guides, and more.
 - Contacts:
 - Mark McCarville
 - Phone 312/747-9581
 - Email mark.mccarville@cityofchicago.org
 - Faye Thanas
 - Phone 312/745-0270
 - Email faye.thanas@cityofchicago.org

