

Incident Plans

Two Short Formats

Emergency Preparedness Conference
September 7, 2018



Purpose and Agenda

- Purpose: Introduce two plan formats useful for developing and recording municipal incident plans
- Incident Plans
- Synchronization Matrix
 - Considerations
 - Example
- Incident Briefing Form
 - Considerations
 - Example
- Open Discussion

Standard Acronyms

EM - Emergency Management

EOC - Emergency Operations Center

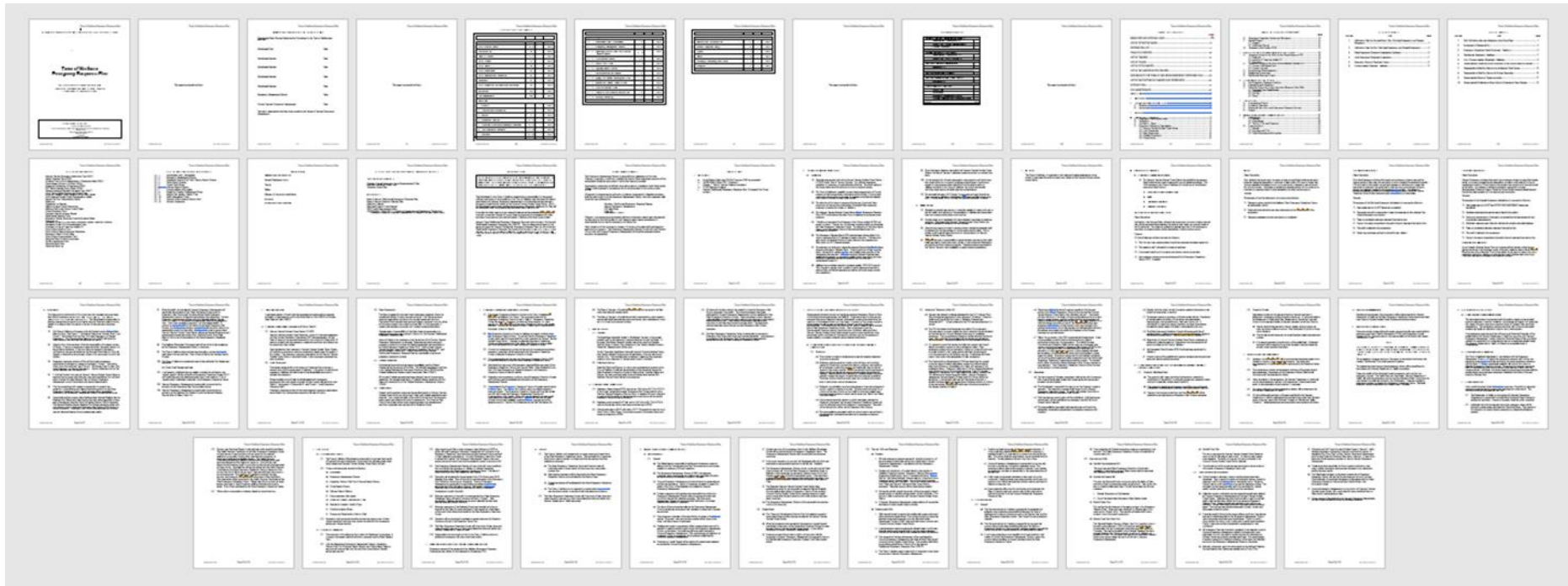
IC - Incident Commander

ICP - Incident Command Post

VEM - Vermont Emergency Management

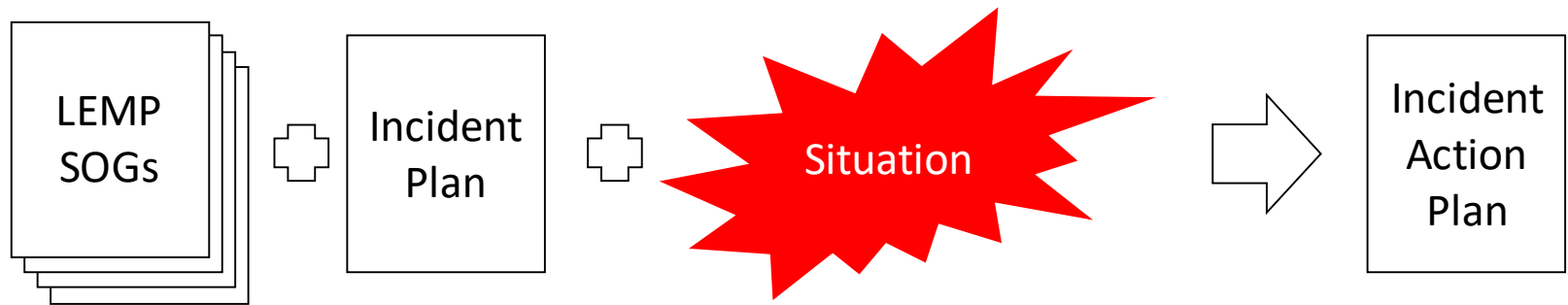
There I was...

- Marlboro 2011 Radiological Emergency Response Plan
 - 388 pages total
 - Base, Addenda, Attachments, 12 Implementing Procedures



Incident Plans

- An Incident Plan is an action oriented draft plan flexible enough for planning staff to quickly turn it into an Incident Action Plan based on the current situation



Synchronization Matrix

- A chart showing major activities and decisions by organization and time

	Preparation	Initial Response	Major Response	Second Day	Recovery
Situation	Weather forecast calls for ice storm	Ice makes roads slippery	Road crew cannot keep roads clear; trees bring down power lines	Main roads clear, side roads have downed trees, power lines still down	Power outages may last days
Incident Commander	Road Foreman	Road Foreman	Road Foreman	EMD	Selectboard Rep
EOC/ICP	N/A	* Open EOC on Road Foreman call	Track road status; collect public reports and pass on to road foreman/utility	Track road status; collect public reports and pass on to road foreman/utility	
Town Office		Normal operations	* Close early?	Answer public questions	
Highway Department	Check salt/sand supplies Rest road crew	Plow/Sand/Salt Roads	Plow/Sand/Salt Roads Clear downed trees	Plow/Sand/Salt Roads Clear downed trees	Provide funding paperwork
Fire Department			Respond to accidents/fires		
Police Department					
Volunteer Group				Canvas town to determine resident status/needs	
School	* Delay/close? (0500 call)		* Early Release / Cancel afterschool activities?		
College			* End classes? * Open shelter?		
Residents...	Stock up on food, water			Request...	

Synch Matrices are great for coordinating long-term operations with lots of moving parts, where the parts are fairly straightforward

Synch Matrix Considerations

- List major activities and decisions in blocks
- Rows (Organizations)
 - Leadership - EOC, ICP, selectboard
 - Responders - fire, police, highway, volunteers
 - Local institutions - schools, businesses, resorts
 - General public - residents, landowners, transients
- Columns (Time Chunks)
 - By specific time - 0800, morning, overnight
 - By event - day before, once roads clear



Synch Matrix Example

Hurricane	Before	Main Storm	When Safe	Cleanup
Incident Commander	EMD	Road Foreman	Road Foreman	Road Foreman
EOC/ICP	No EOC or ICP IC hold coordination meetings	EOC in Firehouse Monitor situation Publish road / power updates on VT-Alert / social media	EOC in Firehouse Coordinate support for IC Publish road / power updates on VT-Alert / social media	EOC in Firehouse Provide public info updates * Close when shelter empty
Road Crew	Check equipment/fuel Coordinate extra contractors Button up construction	Stage at garage except to support Fire/Rescue	Priority: clear roads for Fire/Rescue Keep roads clear	Priority: support utility crews Reopen / repair roads Clear debris
Fire/Rescue	Check equipment/fuel Check volunteer availability	Respond to life safety calls only	Respond to assistance calls	
Sheriff	SB request coordinate for storm coverage	Stage at school	Recon road status Assist evacuations as needed	Patrol to prevent looting if needed
Power Utility	Check equipment/fuel/supplies Coordinate for storm coverage	Stage at town garage and school	Priority: clear lines for Fire/Rescue Clear downed lines	Restore power Request additional crews as needed
Shelter	Check supplies, staff availability	key staff stage at shelter	* Open as required	* Close when power restored
School	Cancel extra activities * Close/Delay decision	Closed	* Determine when to reopen	Open as soon as possible
Residents	Stock food/water/medicine	Shelter in place Call 911 for life-safety help Evacuate to shelter if needed	Shelter in place Call 911 for life-safety help Evacuate to shelter if needed	Reoccupy homes as needed
Transients	Extra traffic as people gather supplies	Minimal traffic Call 911 for accidents	May attempt to detour around closed roads	May attempt to detour around closed roads

Incident Briefing Form

- A draft ICS Form 201 with planned objectives, activities, organization, and resources

INCIDENT BRIEFING (IC 8 201)

1. Incident Name: SANDY
 2. Incident Number:
 3. Date/Time Interval: Date: 03/04/12 Time: 10:00

4. Map/Sketch (Include sketch, showing the first area of operations, the incident scenario, exposed and threatened areas, overnight needs, exposures, impacted structures, or other graphics depicting situational status and resource assignments)

5. Situation Summary and Plans and Safety Briefing (For briefings or transfer of command) (Assign your incident health and safety hazards and develop necessary resources (personnel, private personnel, personal resources, water, people of the hazard) in person responses from those hazards.)
 Incident SANDY in progress. Areas involved, there are roughly 8,000 people without power, many in shelter and without showers. The Red Cross has opened a shelter in village square and school. The houses near on Madison Ave have a few downed trees and 8 outages affecting 13 customers.
 The next few days should bring more clouds and occasional showers, with light rain SO and then near 40 through Friday. Responders may need to be cautious of downed lines, falling branches and trees, and equipment with a live PDU touch should wear arcing a power line as it falls to determine the the lines are not live, and use normal care when clearing debris.

6. Prepared by: Name: Glenn Heine Position/Tit: EMD Signature: _____
 ICS 201, Page 1 Date/Time: Date: _____

INCIDENT BRIEFING (IC 8 201)

1. Incident Name: SANDY
 2. Incident Number:
 3. Date/Time Interval: Date: 03/04/12 Time: 10:00

7. Current and Planned Objectives:

Collect and clear debris reports from SANDY with the area, surrounding towns, and the public. Maximize and if needed reason made to ensure mobility for emergency vehicles and residents.
 ****Verify the safety of residents and confirm that they are not facing any stress in the next 24 hours****

8. Current and Planned Actions, Strategies, and Tactics:

Time	Action
Tuesday	
0600	Collect information on roads and storm damage, post on to address and log it
0630	Conduct review of town status and plan day's route - open EOC if necessary
	Continue monitoring a status plan for advance actions
1300	If necessary, adjust and deploy volunteers
1800	If necessary, adjust volunteers
2000	Conduct review of town status and make advance plan for following day
	If needed, put out call for volunteers
	Continue monitoring a status, make plan for following day

9. Prepared by: Name: Glenn Heine Position/Tit: EMD Signature: _____
 ICS 201, Page 2 Date/Time: Date: _____

INCIDENT BRIEFING (IC 8 201)

1. Incident Name: SANDY
 2. Incident Number:
 3. Date/Time Interval: Date: 03/04/12 Time: 10:00

8. Current Organization (Use additional organization as appropriate)

9. Prepared by: Name: Glenn Heine Position/Tit: EMD Signature: _____
 ICS 201, Page 3 Date/Time: Date: _____

INCIDENT BRIEFING (IC 8 201)

1. Incident Name: SANDY
 2. Incident Number:
 3. Date/Time Interval: Date: 03/04/12 Time: 10:00

10. Resource Summary:

Resource	Resource Identifier	Date/Time Assigned	ETA	Notes
Road Crew	T142			Head Group - 3 people from operations
Fire Company	81710			Fire/Rescue Group - volunteers on call 2 Fire Trucks, 1 Rescue Truck
Support Group	8108			Emergency Group 3 classes
Spontaneous Volunteers	Y101			100+ gathered in 1200 Tuesday, 1000 Monday to help with debris and tasks

11. Prepared by: Name: Glenn Heine Position/Tit: EMD Signature: _____
 ICS 201, Page 4 Date/Time: Date: _____

Incident Briefings are great for planning more detailed or shorter operations that may be complex, but have known resources

Incident Briefing Considerations

- Easiest to use format, not actual form
- Summary - general description
- Objectives - municipal, not responder goals
- Resources
 - Local, mutual aid
 - External assets and request process
- Organization - incident commander, EOC?
- Actions - specific tasks, by time

Incident Briefing Example

- Mass Casualty Accident
 - Major Downtown Fire
- Objectives
 - Support IC operations
 - Shelter evacuated people
 - Provide public information
 - Coordinate detours
- Actions
 - T - IC requests Major Downtown Fire Support
 - T+0:05 - EMD activates EOC, sends out VT-Alert message
 - T+0:15 - Road crew reports to IC to establish scene perimeter
 - T+0:30 - EOC staff open EOC
 - ...
- Organization
 - IC: Fire Chief
 - Fire / Mutual Aid
 - EMS
 - Road Crew
 - VTrans / State Police
 - EOC
 - EOC Staff
 - Shelter Team
- Resources
 - Fire / Mutual Aid
 - EMS
 - Road Crew
 - EOC Staff
 - Shelter Team
 - VTrans / State Police

Open Discussion

- Some potential topics...
 - Plan conversion (Ice Storm -> Tornado?)
 - Formal plans
 - Checklists

