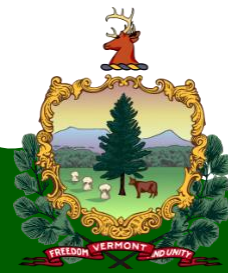


Note: this packet include two sample slides, 11 and 12, that were not presented at the conference but represent products that may come out of the next version of this workshop.

Incident Plan Workshop

Emergency Preparedness Conference
September 6, 2019

Facilitated by Glenn Herrin



Purpose

- Create or refine a draft incident plan
 - Identify / validate incident type
 - Pick a plan format
 - Fill in the plan!
 - VEM planners will provide guidance, assistance, and/or moral support as required

Standard Acronyms

EM - Emergency Management

EMD - Emergency Management Director

EOC - Emergency Operations Center

IC - Incident Commander

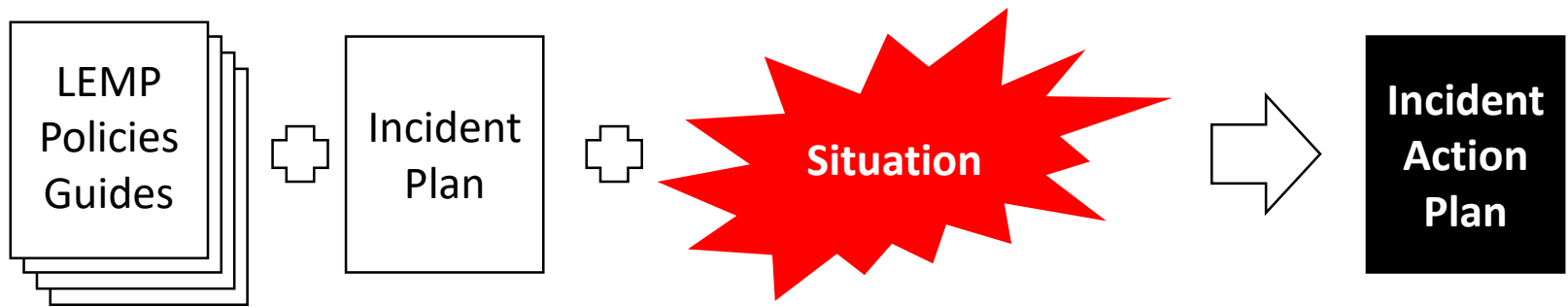
ICP - Incident Command Post

LEMP - Local Emergency Management Plan

VEM - Vermont Emergency Management

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



Plan Formats

- Checklist
- Decision Support Matrix
- Synchronization Matrix
- Incident Briefing
- Formal Written Plan

Note: while responders may use these formats for their own plans, this session refers to using them for municipal plans. Municipal plans may reflect what responders are doing in general, but should NOT attempt to direct their tactics.

Checklist

- A list of actions, activities, or events
- Can be done for entire incident
 - Generally follows flow of time
 - Include responsible party!
- Can be split into checklists for each organization or role
- Includes details relevant to checklist user

Checklist are great as starter plans, simply listing major events and activities

Decision Support Matrix

- A chart showing major decisions, what data is needed to make them, and who provides that information
- Use whatever format works best
- Matrix should include (columns):
 - What the conditions are for deciding something (IF this...)
 - Who is reporting the status information
 - Who is authorized to make decision
 - What the action should be (THEN this...)

Decision Support Matrices are good for highlighting decision points when activities are straightforward, or to support complex plans

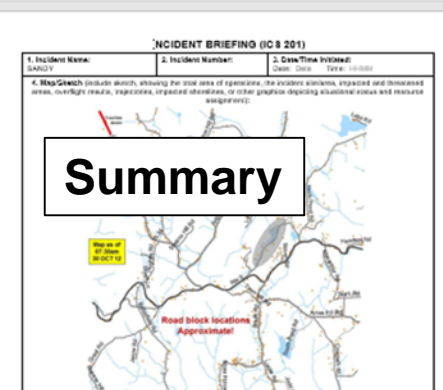
Synchronization Matrix

- A chart showing major activities and decisions by organization and time
- 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 Matrices are great for coordinating long-term operations with lots of moving parts, where the parts are fairly straightforward

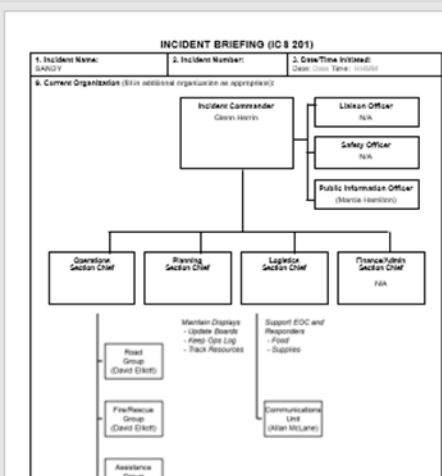
Incident Briefing

- A draft ICS Form 201 with planned objectives, activities, organization, and resources
- Feel free to use format but not form



Summary

Objectives



Organization

Resources

Actions

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

Formal Written Plans

- A detailed written plan that includes all available relevant information and directions to respond to a specific incident
- Use any appropriate format
- May include
 - Maps and overlays
 - Reference information (e.g. HAZMAT information)
 - Supporting organization plans and contacts
 - Synch Matrix summary
 - Decision Support Matrix
 - Implementing Procedures (checklists for specific roles/positions)

Formal written plans are good for significant specific threats, such as fires at an industrial park or closings of a key bridge

Plan Development

- Option 1: everyone works on their own
- Option 2: project the work on one plan while others work on their own

Decision Support Matrix – Road Foreman

Source	Criteria	Decider	Action
<i>People/tools that track criteria</i>	<i>Conditions to be met to make decision</i>	<i>Who makes decision?</i>	<i>What to do when decision is made</i>
Road Crew	IF a main town road is blocked or unsafe	Road Foreman	THEN set up blocks/signs and send out VT-Alert notifications
Road Foreman	IF road crew cannot immediately address all icy roads	Selectboard	THEN activate EOC (1 person) to take reports of icy spots and pass on to Road Foreman
Road Crew / Foreman	IF roads are too unsafe for normal vehicle traffic	Selectboard	THEN recall all trucks AND declare roads closed
Road Foreman	IF school is open AND roads will get worse between 1500 and 1700	School Principal	THEN cancel after-school activities; consider early dismissal
Plow Drivers	WHEN roads are clear OR time approaches 2200	IC (Road Foreman)	THEN recall drivers and bed down until 0400
Road Foreman	IF emergency contract repairs are going to cost more than \$25,000	Selectboard	THEN decide on repair priorities, budget; request Line of Credit from bank
Road Crew	IF Little Stream floods Swamp Rd or Big River overflows into Main St	Town Clerk	THEN execute Continuity Of Operations (COOP) plan for Town Office

This is an example that the attendees might develop of a DSM for events where the Road Crew/Foreman may coordinate for town support or provide support to others during unusual events.

Synch Matrix – Train Derailment

Derailment	Immediate	HAZMAT Primary	Casualties Primary	Cleanup
Incident Commander	Fire Chief	Fire Chief	EMS Chief	Selectboard Appointee (for town recovery)
Incident Response	* HAZMAT or Casualties primary concern? Assess situation and begin response actions	HAZMAT Team Support Evacuate area if necessary Establish decon site if needed	Mass Casualty protocols Rescue and triage passengers Transport injured to hospitals	First responders turn scene over to railroad and contractor
Railroad	Engineer decouples locomotive and reports to hospital if possible Cargo manifest to ICP Stop rail traffic	Provide hazardous material handling guidance and support Begin coordinating cleanup	Provide passenger and crew info Begin coordinating counseling	Remove damaged train Repair rail line Clean up any HAZMAT
EOC	* Open EOC to support incident?	Send VT-Alert notifications Provide public information updates Coordinate logistical support Coordinate evacuation support	Send VT-Alert notifications Provide public information updates Coordinate logistical support	Close when IC no longer needs support
Road Crew	* Will IC need road crew support? Stage crew at town garage	Establish detours around incident scene, post signs Block off access to potential danger area	Establish detours around incident scene, post signs Keep routes from scene to hospitals clear	Repair any road/infrastructure damage
Shelter	* Open to support train passengers or evacuees? Notify shelter staff Open and set up facility	Host residents from evacuated areas	Host uninjured and walking wounded	Close when no longer needed Clean up and return to normal use Replenish supplies
Residents	Nearby people may try to assist injured	Shelter in place if required Evacuate if required – to shelter if open		Some residents may be displaced by damage or contamination

This is an example that the attendees might develop of a Synch Matrix for a train derailment. Note that this is not about the incident response on scene, it is about municipal actions and support.