

Incident Plan Workshop

In this session VEM staff will lead a planning session to produce a local incident plan. Attendees will choose the incident type – ice storm, spring flooding, heat wave, power outage, it's up to you! This will not result in a completed plan, but attendees should be able to take the final product home and refine it to use in their own municipality

Emergency Preparedness Conference
September 20, 2023

Facilitated by Glenn Herrin

This version of slides includes the draft plan the group built during the workshop (slide 11).

Workshop Flow

- Purpose: Create a draft incident plan
- Process:
 - Incident Plan and Format Review
 - Identify / validate a town/city and incident type
 - Pick a plan format
 - Fill in the plan!
- Product: Draft plan for attendees

Standard Acronyms

EM - Emergency Management

EMD - Emergency Management Director

EOC - Emergency Operations Center

IC - Incident Commander

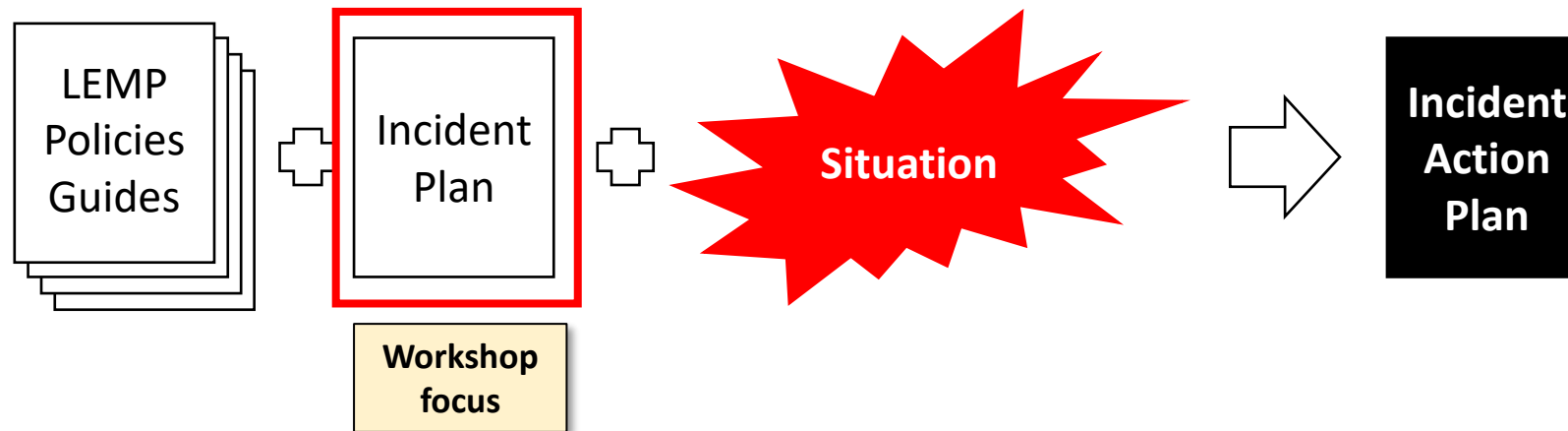
ICP - Incident Command Post

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 **actual situation**



Plan Formats

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

Note: while responders may also 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

The image displays four panels of an Incident Briefing (ICS 201) form, each with a large text box overlaid on its main content:

- Summary:** The first panel shows a map of an area with red lines indicating 'Road block locations'. A large box labeled 'Summary' is overlaid on the map.
- Objectives:** The second panel lists 'Current and Planned Objectives' such as 'Collect and share damage reports from SANDY with the media, surrounding towns, and the public'. A large box labeled 'Objectives' is overlaid on the text.
- Organization:** The third panel shows a hierarchical organizational chart starting with the 'Incident Commander' (Clavin Lewis), branching into 'Operations Section Chief', 'Planning Section Chief', 'Logistics Section Chief', and 'Finance/Admin Section Chief'. A large box labeled 'Organization' is overlaid on the chart.
- Resources:** The fourth panel is a table for 'Resource Summary' with columns for Resource Name, Resource Identifier, Date/Time, ETA, and Unit. It lists resources like 'Head Crane', 'Fire Company', and 'Subject Vehicle'. A large box labeled 'Resources' is overlaid on the table.

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

Town / City and Incident Type

Format:

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

Synch Matrix (Ludlow)

Active Shooter	Credible Threat	Initial Response (first 30 minutes)	Extended Response (30+ minutes)	Recovery
Incident Commander	Police Chief	Local Police	Local Police	Volunteer Organization Active in Disaster (VOAD)
Incident Response (Police / EMS)	<i>Police investigate / respond to scene Dispatch notifies PSAP for assistance, then EMD</i>	<i>Local police and any available Sheriffs and VSP respond EMS stages to provide care and prepare for Mass Casualty Incident Rescue TF responds</i>	<i>Responders resolve situation Evacuate survivors to Reunification Center (or hospital) ARC supports reunification Responders transition to criminal investigation (not EM function) when possible</i>	<i>ARC, Police, EMS: responder mental health counseling Town: host memorial? Town: host public forums?</i>
Incident Response row shows actions that this plan should support, not direct				
EOC	EMD activates the EOC in Public Safety building Correct public misinformation if possible Alert shelter staff	Support IC as needed Coordinate with IC and Fire Dept to establish / support staging area Notify Town Office, schools, Okemo Coordinate PIO messaging with IC and publish on EMC FB page, VT-ALERT Identify Reunification Center and activate shelter volunteers as staff	Support IC as needed Herd media if possible (plan press conference / media releases with IC) Coordinate and support reunification Demobilize when IC and reunification center no longer need support	
Fire		Establish / support staging area	Redirect relatives from scene to Reunification Center Demobilize staging area when possible	
Road Crew		Put barricades in streets to cordon scene	Ensure roads are clear for responders Remove barricades when no longer needed	
Town Staff		Lock down Town Office if appropriate	Provide staff for EOC as needed	
Shelter Volunteers		Set up shelter as Reunification Center Contact ARC for support	Receive survivors and reunify them with relatives as needed	
Residents	Spread info on social media	Spread info on social media Evacuate shooting area	Spread info on social media Gather at scene / reunification center to show support	Attend memorial Attend public forums
Relatives		Gather at / near scene	Gather at reunification center	Attend memorial Attend public forums
School / Ski School / ESBR / Okemo		Lock down school / resort area	Continue lockdown Release students / visitors when safe	
Visitors/Transients		May blunder into area (not familiar with routes, local media sources)	Media: gather near scene seeking video and interviews	Media: cover any public events, interview survivors