



Incident Action Plan

Kennewick

Max Vacs POD



WA-SEOC-2021-12114772

Operation Period: 08:00 – 17:00


January 26, 2021



INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: DAYS	
KENNEWICK MAX VACS POD	Date/Time From: 01/26/2021 0800 TUE	Date/Time To: 01/26/2021 1700 TUE
3. Objective(s):		
<ul style="list-style-type: none"> • Ensure the focus of support is based upon the safety of the participants and our customers. • Provide for internal and external stakeholders and partners with on-going information and intelligence sharing opportunities. • Monitor and track the distribution of vaccines to the public. Per Department of Health and Benton Franklin Health District guidelines. • Continually look for ways to improve the vaccine distribution process. • Remember that this is a stressful time for our customers and regardless of how they act treat them with respect. • Regardless of your rank or position, focus on the mission and do whatever needs to be done to deliver vaccines. • Provide opportunities for training and developing KSAs for participants. 		
4. Operational Period Command Emphasis:		
<p>As the roll out begins today, work to mitigate problems as they arise and look for ways to improve the process going forward. This has the potential to start out rough, but will smooth out over time. Keep track of your fellow staff members and the citizens coming through line, to identify areas of stress and fear, and work to find positive ways to reduce stressful situations while maintaining and respecting their privacy.</p>		
General Situational Awareness:		
<p>The weather is going to play a factor in our day, stay warm and take breaks when appropriate to maintain your operational effectiveness.</p>		
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Approved Site Safety Plan(s) Located at:		
6. Incident Action Plan (the items checked below are included in this Incident Action Plan):		
<input checked="" type="checkbox"/> ICS 202 <input checked="" type="checkbox"/> ICS 203 <input checked="" type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input checked="" type="checkbox"/> ICS 205A <input checked="" type="checkbox"/> ICS 206	<input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> ICS 220 <input checked="" type="checkbox"/> Map/Chart <input checked="" type="checkbox"/> Weather Forecast/Tides/Currents	Other Attachments: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
7. Prepared by: DAVID WINTER	Position/Title: PSC3	Signature: 
8. Approved by Incident Commander:		Signature: 
ICS 202	IAP Page	Date/Time: 1/25/21 1850

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: DAYS	
KENNEWICK MAX VACS POD		Date/Time From: 01/26/2021 0800 TUE	Date/Time To: 01/26/2021 1700 TUE
3. Incident Commander(s) and Command Staff:			COST UNIT
IC/UC	GEAR, ROBERT		
DEPUTY	HARRIS, MICHAEL		
SAFETY OFFICER	RODGERS, BRENDA		
INFORMATION OFFICER	SHEARER, BEN		
LIAISON OFFICER			
4. Agency/Organization Representative(s):			
Agency/Organization	Name		
BENTON FRANKLIN HEALTH DISTRICT	EDWARDS, RICK		
DEPARTMENT OF HEALTH	FORDHAM, EARL		
5. Planning Section:			
CHIEF	WINTER, DAVID		
DEPUTY			
RESOURCES UNIT			
HUMAN RESOURCE SPECIALIST			
INCIDENT METEOROLOGIST			
6. Logistics Section:			
CHIEF	HENDRICKS, MICHAEL		
DEPUTY			
SUPPLY UNIT			
FACILITIES UNIT			
GROUND SUPPORT UNIT			
COMMUNICATIONS UNIT			
MEDICAL UNIT			
SECURITY UNIT			
FOOD UNIT			
7. Operations Section:			
OPS SECTION CHIEF	BARNETT, MIKE		
DEPUTY OPS SECTION CHIEF			
DIVISION/GROUP	EMERGENCY SERVICES	ROGERS, BONNIE	
DIVISION/GROUP	PARKING	CHILD, SCOTT	
DIVISION/GROUP	SECURITY	CLEM, AARON	
DIVISION/GROUP	VACCINATION	RAMIREZ, LT PAULA	
8. Finance/Administration Section:			
CHIEF	THOMPSON, BOB		
DEPUTY			
TIME UNIT			
PROCUREMENT UNIT			
COMPENSATION UNIT			
9. Prepared By:	Name: DAVID WINTER	Position/Title: PSC3	Signature:
ICS 203	IAP Page	Date/Time: 01/25/2021 1252	

Weather Forecast 1-26-2021

TUESDAY...

Sky/weather.....Mostly cloudy then becoming partly cloudy. Patchy freezing fog in the morning. A slight chance of light snow and rain in the late afternoon.

Chance of pcpn.....20 percent.

Max temperature.....35-41.


Min humidity.....64-69 percent.

Surface winds (mph). Upslope less than 5 mph becoming northeast up to 9 mph in the late morning and afternoon.

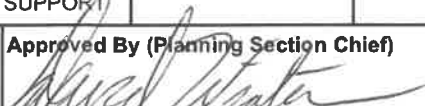
Mixing height.....1900 ft AGL.

Transport winds.....Light winds.


Division/Group Assignment List (ICS 204 WF)
Controlled Unclassified Information//Basic

1. Incident Name:			3.			
KENNEWICK MAX VACS POD			Branch:		Division/Group:	
2. Operational Period: DAYS					EMERGENCY SERVICES	
Date/Time From: 01/26/2021 0800 TUE	Date/Time To: 01/26/2021 1700 TUE					
4. Operations Personnel						
OPERATIONS CHIEF		BARNETT, MIKAL 509-430-0137		BRANCH DIRECTOR		
DIVISION/GROUP SUPERVISOR		ROGERS, BONNIE				
5. Resources Assigned this Period						
Strike Team / Task Force / Resource Designator		LWD	Leader	Number Persons	Drop Off PT./Time	Pick Up PT./Time
A/T 231 - BLS			COLUMBIA SAFETY	2	/0800	
MEDIC			RICHLAND FIRE	2	/0800	
ENGINE				3	/0800	
TIMER TEAM			LANTZ MELISSA	3	/0800	
6. Control Operations/Work Assignments:						
Provide BLS or ALS EMS personnel to monitor and patrol the post-vaccine holding area for allergic reactions. Provide immediate intervention and call for additional help as needed.						
Provide ALS transport capability on-site for significant allergic reactions of medical problems.						
Provide fire protection capability on site for potential car or other fires.						
Monitor the post vaccination 15 minute and 30 minute holding areas with timers and coordinate with BLS roving EMS crews to identify allergic reactions and take appropriate action.						
7. Special Instructions:						
8. Division/Group Communication Summary						
Function	Channel	RX Frequency N/W	RX Tone/NAC	TX Frequency N/W	TX Tone/NAC	Mode
COMMAND	1					
TACTICAL	2	SECURITY		PARKING		
TACTICAL	3					
TACTICAL	4	VACCINATION				
TACTICAL	5	EMS / SUPPORT				
9. Prepared By (Resource Unit Leader)			Approved By (Planning Section Chief)		Date	Time
DAVID WINTER					01/25/2021	1252

Division/Group Assignment List (ICS 204 WF)
Controlled Unclassified Information//Basic

1. Incident Name:			3.			
KENNEWICK MAX VACS POD			Branch:		Division/Group:	
2. Operational Period: DAYS					SECURITY	
Date/Time From: 01/26/2021 0800 TUE	Date/Time To: 01/26/2021 1700 TUE					
4. Operations Personnel						
OPERATIONS CHIEF		BARNETT, MIKAL 509-430-0137		BRANCH DIRECTOR		
DIVISION/GROUP SUPERVISOR		CLEM, AARON 509-221-8044				
5. Resources Assigned this Period						
Strike Team / Task Force / Resource Designator		LWD	Leader	Number Persons	Drop Off PT./Time	Pick Up PT./Time
KENNEWICK POLICE DEPARTMENT			SGT	8		
6. Control Operations/Work Assignments:						
1. Manage storage of vaccines at the Kennewick Police Dept (KPD) and provide delivery each day and return each evening.						
2. Develop and ensure site security for workers and those receiving vaccinations through proactive patrols and positive engagement with public.						
3. Work with Pavement Surface Control to refine plans and identify opportunities for efficiency.						
7. Special Instructions:						
8. Division/Group Communication Summary						
Function	Channel	RX Frequency N/W	RX Tone/NAC	TX Frequency N/W	TX Tone/NAC	Mode
COMMAND	1	COMMAND				
TACTICAL	2	SECURITY		PARKING		
TACTICAL	3					
TACTICAL	4	VACCINATION				
TACTICAL	5	EMS / SUPPORT				
9. Prepared By (Resource Unit Leader)			Approved By (Planning Section Chief)		Date	Time
					01/25/2021	1252

Division/Group Assignment List (ICS 204 WF)
Controlled Unclassified Information//Basic

1. Incident Name:			3.			
KENNEWICK MAX VACS POD			Branch:		Division/Group:	
2. Operational Period: DAYS			VACCINATION			
Date/Time From: 01/26/2021 0800 TUE		Date/Time To: 01/26/2021 1700 TUE				
4. Operations Personnel						
OPERATIONS CHIEF		BARNETT, MIKAL 509-430-0137		BRANCH DIRECTOR		
DIVISION/GROUP SUPERVISOR		LT RAMIREZ, WAANG 509-203-5521				
5. Resources Assigned this Period						
Strike Team / Task Force / Resource Designator		LWD	Leader	Number Persons	Drop Off PT./Time	Pick Up PT./Time
TASK-FORCE LEADER			1SGT LEPE	2		
REGISTRATION			SGT SLATTER	12		
GREETERS				4		
VACCINATORS			MAJOR ARONSOHN	11		
6. Control Operations/Work Assignments:						
<p>1. Provide registration of incoming public for documentation. Initially use paper forms with eventual transition to the DOH system.</p> <p>2. Develop a procedure to identify daily dosage needs at the site so waste is eliminated and stock is delivered effectively. Develop a system and train personnel to reconstitute the Phizer vaccine and maintain daily-dose storage at the site.</p> <p>3. Administer vaccines to public efficiently.</p>						
7. Special Instructions:						
8. Division/Group Communication Summary						
Function	Channel	RX Frequency N/W	RX Tone/NAC	TX Frequency N/W	TX Tone/NAC	Mode
COMMAND	1	COMMAND				
TACTICAL	2	SECURITY		PARKING		
TACTICAL	3					
TACTICAL	4	VACCINATION				
TACTICAL	5	EMS / SUPPORT				
9. Prepared By (Resource Unit Leader)			Approved By (Planning Section Chief)		Date	Time
					01/25/2021	1252

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

Controlled Unclassified Information//Basic

1. Incident Name:	2. Date/Time Prepared:		3. Operational Period: DAYS	
KENNEWICK MAX VACS POD	Date: 01/25/2021	Date/Time From: 01/26/2021 0800	Date/Time To: 01/26/2021 1700	TUE TUE
	Time: 1119			

4. Basic Radio Channel Use:

Zone Group	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	RX Tone/NAC	TX Freq	TX Tone/NAC	Mode (A, D, or M)	Remarks
	1	COMMAND		COMMAND						
	2	TACTICAL		SECURITY / PARKING			PARKING			
	3	TACTICAL								
	4	TACTICAL		VACCINATION						
	5	TACTICAL		EMS / SUPPORT						

5. Special Instructions:

6. Prepared By	(Communications Unit Leader)	Name: DAVID WINTER	Signature:
ICS 205	IAP Page	Date/Time: 01/25/2021 1119	Date/Time: 01/25/2021 1119

ICS 205A PHONE LIST

FIRST NAME	LAST NAME	POSITION	CELL PHONE
Eric	Aronsohn	Nationa Guard PA	(509) 855-6331
Mike	Barnett	Operations Section Chief	(509) 430-0137
Scott	Child	Parking Supervisor	(509) 430-0234
Aaron	Clem	Security Supervisor	(509) 221-8044
Bob	Gear	Incident Commander	(509) 528-1650
Chris	Guerrero	Patrol Supervisor	(509) 221-0378
Mike	Harris	Deputy Incident Commander	(509) 572-0064
Michael	Hendricks	Logistics Section Chief	(509) 948-0441
Heather	Hill	BFHD	(509) 212-3816
1SG Maria	Lepe	National Guard NCOIC	(509) 439-1153
Jessica	McKee	Department of Health	(360) 878-7580
LT Paula	Ramirez	National Guard	(509) 203-5521
Matt	Rasmussen	Benton Co. Public Works	(509) 629-8598
Brenda	Rodgers	Safety Officer	(509) 578-9318
Ben	Shearer	Public Information Officer	(509) 492-1461
SSG Walter	Steele	Safety NCO	(509) 570-4498
Bob	Thompson	Finance Section Chief	(509) 531-4842
David	Winter	Plans Section Chief	(509) 301-2631

SAFETY MESSAGE/PLAN (ICS 208)

Kennewick Max Vac Pod

Date : 1/26/2021 Time: 0600 - 1800

Stay vigilant as the incident continues to expand, assuring the safety and wellbeing of all IMT members, community partners and public.

All personnel attached to the incident need to be taking extra precautions every operational period. These measures need to include, but not limited to the following:

- Daily temperature checks.
- Wash hands frequently and use hand sanitizer between washing.
- Maintain social distancing of >6 feet.
- Appropriate facial coverings required for assigned task (cloth, disposable, N95).
- Routinely sanitize work area and high touch areas.
- Ensure all personal protection equipment (PPE) is provided and worn for task assigned.



Parking Lot Safety

- Be hyper-aware of your surroundings when walking through parking areas.
- Do not assume that drivers can see you walking across parking lots.
- Treat parking lots as if they are busy streets. Look each way before crossing.
- Use parking lot aisles rather than spaces to move in between vehicles. If crossing in front of a vehicle is the only option- ensure eye contact is made with the driver and the vehicle is not in motion before crossing.
- Stay away from sections of the parking lot where drivers have a difficult time seeing you.
- Wear appropriate footwear with suitable traction that can provide adequate support when walking on uneven ground.
- High visible safety vest or clothing are to be utilized when working in or walking through parking lots or roadways.

Prepared by: Brenda Rodgers

A handwritten signature in blue ink that reads "Brenda Rodgers". The signature is written in a cursive style and is positioned to the right of the printed name.

COVID-19 Briefing Checklist

Self-Awareness / Screening

- Immediately separate yourself from others
- Notify supervisor if you or others experience:
 - Cough, more than expected.
 - Shortness of breath or difficulty breathing.
 - New loss of taste or smell
 - Fever
 - Chills
 - Sore Throat
 - Muscle Pain

Hygiene

- Properly wash or sanitize your hands often, especially before and after eating or entering a public place, and after coughing or sneezing.
- Avoid handshakes and communal use items.
- Disinfect high touch surfaces often.

Social Distancing and Protective Equipment

- Initiate, practice, and remind others of social distancing.
- Conduct briefings and conversations outdoors an at least 6 feet apart when practical.
- Utilize face masks.

Communications

Face masks and social distancing complicate communications. Ensure effective sender/receiver messaging.

Incident Risk Assessment Worksheet		1. Incident Name/Number		2. Location					
Identification of Hazards and Risk Assessment		KENNEWICK MAX VAC POD		Benton County Fair Grounds - Kennewick, WA					
3. Name and Title of Analyst		Brenda Rodgers - Safety Officer		4. Date					
5. Pre-Control		6. Control or Abatement Action (Engineering, Administrative, PPE, Avoidance, Education, etc)		7. Post-Control					
8. Location	8. Hazard	10. Hazard Probability	11. Severity Code	12. RAC	13. Hazard Probability	14. Severity Code	15. RAC	16. Acceptable (Yes/No)	Export (Yes/No)
On Incident	Traffic and Parking Lots	Frequently A	Critical II	Critical	Likely B	Significant III	Moderate	Yes	Yes
On Incident	Personal Hygiene	Likely B	Critical II	Serious	Occasional C	Critical II	Moderate	Yes	Yes
On Incident	Injury & Medical Emergency	Likely B	Critical II	Serious	Occasional C	Critical II	Moderate	Yes	Yes
On Incident	Communications	Frequently A	Significant III	Serious	Likely B	Minor IV	Minor	Yes	Yes
On Incident	Cold & Inclement Weather	Likely B	Critical II	Serious	Occasional C	Significant III	Minor		
On Incident	Fatigue & Environmental Stress	Likely B	Critical II	Serious	Occasional C	Minor IV	Negligible	Yes	Yes
On Incident	Secondary Exposure to COVID19	Occasional C	Critical II	Moderate	Occasional C	Minor IV	Negligible	Yes	Yes
On Incident	Public Interaction	Likely B	Significant III	Moderate	Rarely D	Minor IV	Negligible	Yes	Yes


Preparer's Signature



Kennewick Max vac POD

PIO Ben Shearer

JAN 26, 2021

<p style="text-align: center;"><u>PIO Ben Shearer</u></p> <p>Phone: 509 492-1461 Email: Shearerb@pasco-wa.gov</p>	<p style="text-align: center;"><u>INFORMATION LINE</u></p> <p style="text-align: center;"><u>800 525 0127</u></p> <p style="text-align: center;"><u>FACEBOOK</u> <u>BFHD</u></p>
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**We are requesting pictures of fire line activity.
Please identify people and agencies so they can get credit.**

Before posting pictures to your own accounts:

When your taking pictures please make sure that the following things are in place:

If you are near the fire line, ALL PPE must be worn. Gloves, hats, etc.

Make sure the activity you are capturing is what you want the public to see! You might want the picture of your crew eating lunch. Think twice before you post it on your account.

PLEASE DO NOT TAKE PICTURES THAT INCLUDES PUBLIC

Please do not take pictures of people sitting around. Beware of how the picture looks. Sometimes distances can be deceiving.

Remember your COVID Face cover if you are not social distanced.

Please email pictures or you can text to my number 509. 492.1461

Refer the public to the DOH Website, BFHD social media, or 800 525 0127.

I will try to give divisions a call if media wants to come out. If Media shows up unescorted please ask them to call me, and please report it up the chain of command.

Reminder: Patients = people; Patience = calmly waiting

Code of Conduct Incident Personnel



Each individual on this incident is responsible for:

- ☒ Being *ready and able* to perform their assigned duties effectively.
- ☒ Conducting themselves in a manner that treats people with dignity, equality, courtesy, and respect.
- ☒ Abiding by agency ethics and conduct regulations.
- ☒ Reporting any harassment or other inappropriate behavior.

Each individual of this incident has the right to:

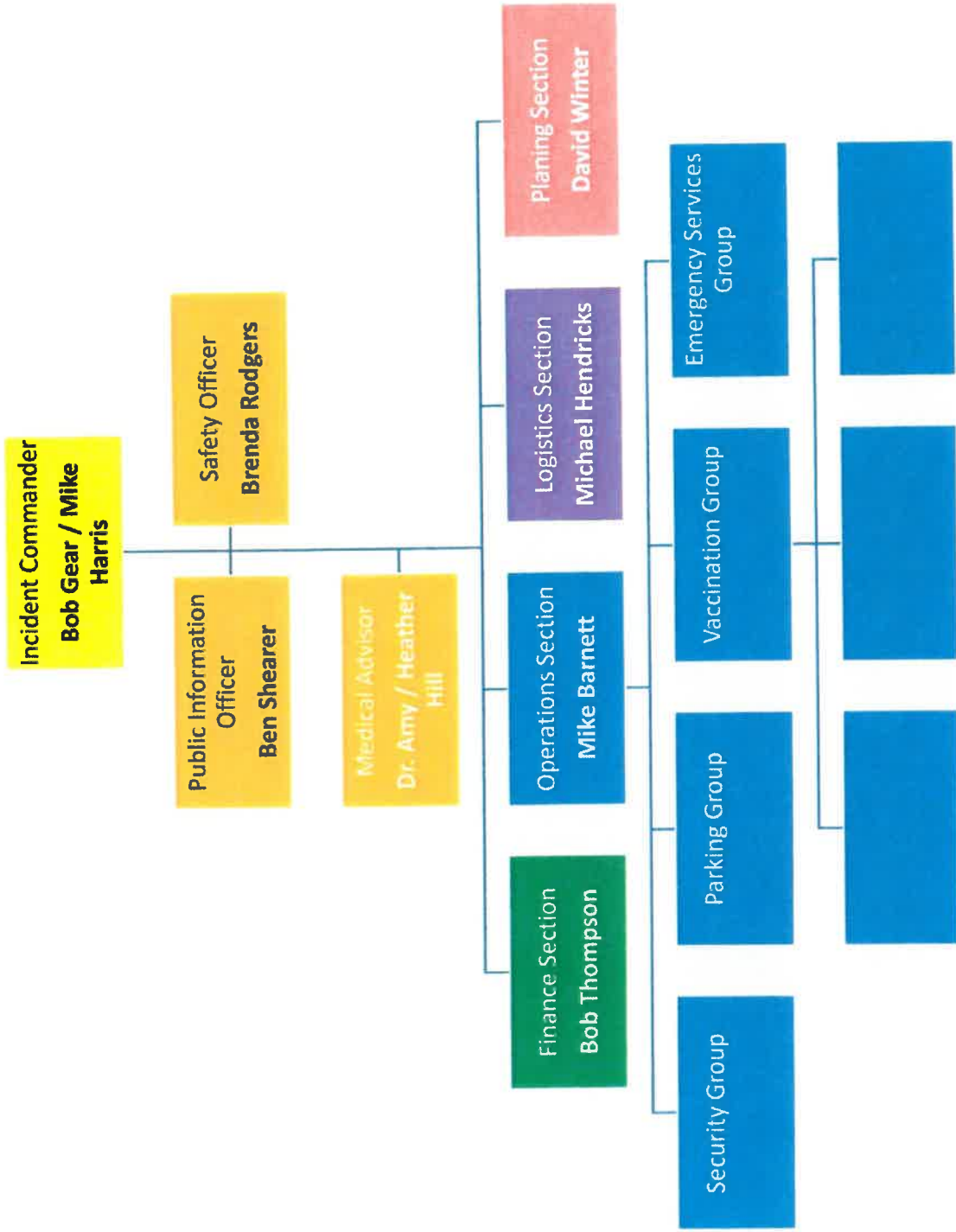
- ☒ Work in an environment characterized by safe work practices.
- ☒ Work in a fair and harassment free environment.
- ☒ Say "No" to unwelcome advances or requests for favors.
- ☒ File complaints or grievances through appropriate avenues.

There is zero tolerance for inappropriate behavior while assigned to the incident, including:

- ☒ Illegal drug use
- ☒ Alcohol use
- ☒ Unsafe work practices and activities
- ☒ Discrimination
- ☒ Sexual harassment
- ☒ Fighting, threatening, and abusive behaviors
- ☒ Using social media and electronic communication devices for personal business while engaged in fire assignment duties.
- ☒ Other violations of Fire Service, Washington DNR, and Federal agency standards of conduct.

Failure to adhere to the Code of Conduct could result in dismissal from the incident, with notification to your home unit.

The public expects our best efforts; they see us as professionals in what we say and do. Let's continue to show them we are!



Max Vacs POD Map



ESRI Community Maps Contributors, City of Kenton, Washington State of Oregon GEO, WA State Parks GIS, Building Information Systems, Garmah, SafeGraph, INCREMENT P, METRASA, USGS, National Land Management, EPA, NPS, US Dept of Bureau, UBBG, PadoGeo, ESRI, USA, GeoEye, Maxar



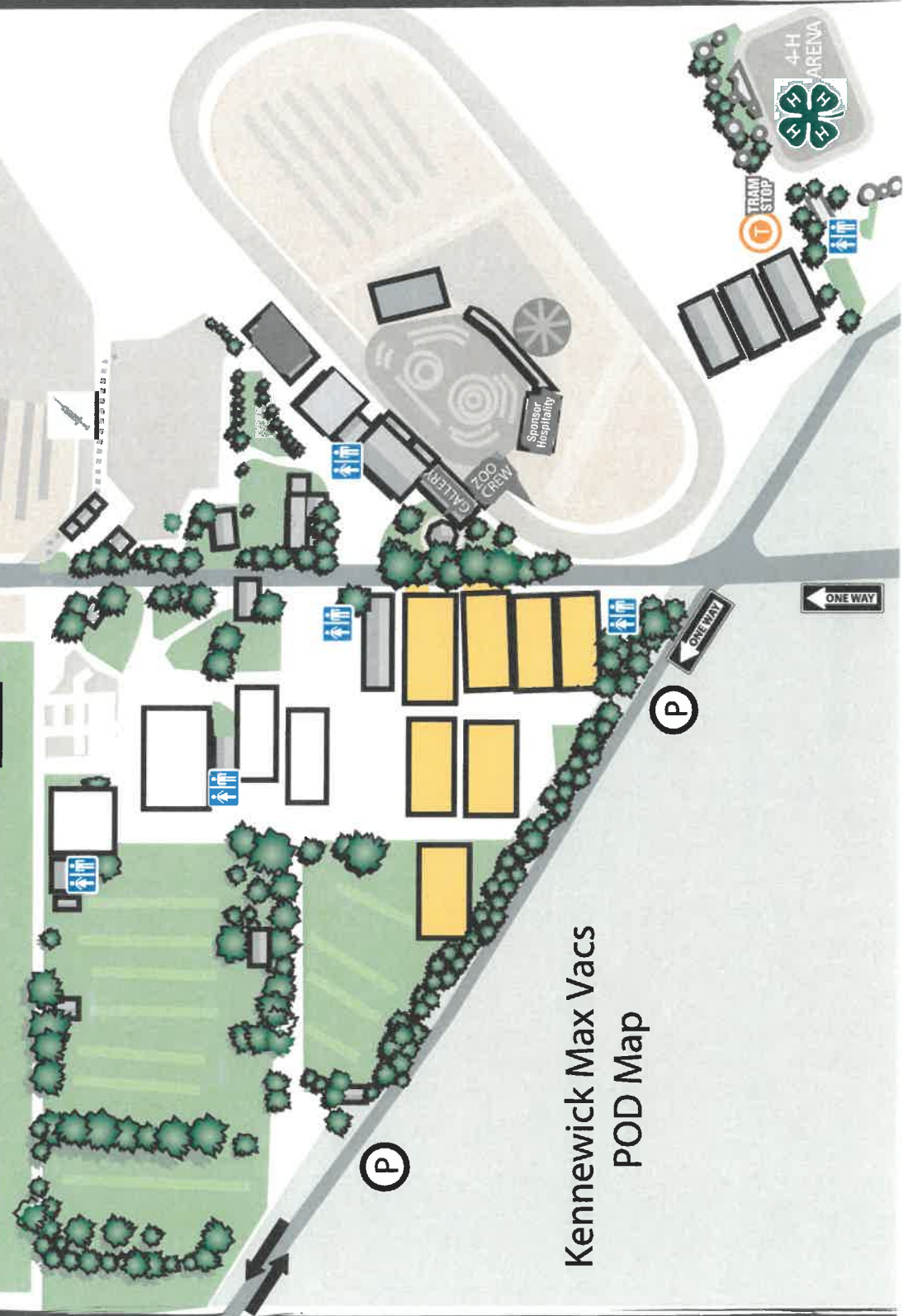
E. 10TH AVE.

EASTGATE
ELEMENTARY
SCHOOL

EASTGATE
PARK

ARBORETUM

Entrance
EXIT



Kennewick Max Vacs
POD Map

Medical Plan (ICS 206 WF)
Controlled Unclassified Information//Basic

1. Incident/Project Name:		2. Operational Period: DAYS					
KENNEWICK MAX VACS POD		Date/Time From: 01/26/2021 0800 TUE		Date/Time To: 01/26/2021 1700 TUE			
3. Ambulance Services							
Name	Complete Address	Phone & EMS Frequency	Advanced Life Support (ALS)				
			Yes	No			
KENNEWICK FIRE DEPARTMENT		911	X				
RICHLAND FIRE DEPARTMENT		911	X				
PASCO FIRE DEPARTMENT		911	X				
AMR		911	X				
4. Air Ambulance Services							
Name	Phone	Type of Aircraft	Capability				
5. Hospitals							
Name Complete Address	GPS Datum - WGS 84 Coordinate Standard Degrees Decimal Minutes DD° MM.MMM' N - Lat DD° MM.MMM' W - Long	Travel Time		Phone	Helipad		Level of Care Facility
		Air	Ground		Yes	No	
HARBORVIEW MEDICAL 325 9TH AVE. SEATTLE, WA	Lat: N47 36.1	45	5 HOURS	(206) 744-4074	X		1
	Long: W121 19.3						
	VHF:						
KADLEC MEDICAL CENTER 888 SWIFT BLVD RICHLAND, WA	Lat:			(509) 946-4611	X		3
	Long:						
	VHF:						
TRIOS 3810 PLAZA WAY KENNEWICK, WA	Lat:			(509) 221-7000	X		3
	Long:						
	VHF:						
LOURDES 520 N 4TH PASCO, WA	Lat:			(509) 547-7704	X		3
	Long:						
	VHF:						
8. Prepared By (Medical Unit Leader)		9. Date/Time		10. Reviewed By (Safety Officer)		11. Date/Time	
BRENDA RODGERS		01/25/2021 1252					



Kennewick Max Vax Pod

Incident Within An Incident Guide

FIRST ON SCENE PROTOCOLS

In the event of a medical emergency provide the following information:

- Declare the nature of the emergency (medical/injury/accident).
- If *life threatening*, then request that the designated frequency be cleared for emergency traffic.
- Identify the on-scene Point of Contact (POC) by Resource and Last Name (i.e. POC is Group Supervisor Smith)
- Identify nature of the incident, number of patients, brief assessment of patient(s) and location.
- Identify on-scene medical personnel by position and name (i.e. EMT Jones).
- Identify if there will be a need for ambulance transport or activation of 911.
- Request any additional resources and/or equipment needed.
- Document all information received and transmitted on the radio and phone.
- Identify any changes in the on-scene Point of Contact or medical personnel as they occur.

***Notify Operations Section Chief and Safety Officer on all accidents/incidents.**