

Incident Action Plan

Kennewick

Max Vacs POD

WA-SEOC-2021-12114772


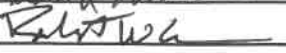
Operation Period: 08:00 – 17:00

January 29, 2021




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INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: DAYS	
KENNEWICK MAX VACS POD	Date/Time From: 01/29/2021 0800 FRI	Date/Time To: 01/29/2021 1700 FRI
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:		
As we work to wrap up the first week, we should be proud of how we have worked through the challenges in becoming more efficient. Let us remain focused on our mission of getting as many people vaccinated as possible. Your level of commitment is noticed and appreciated, thank you.		
General Situational Awareness:		
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 type="checkbox"/> ICS 207	Other Attachments:
<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 220	<input type="checkbox"/> _____
<input type="checkbox"/> ICS 205	<input checked="" type="checkbox"/> Map/Chart	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> ICS 205A	<input checked="" type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____
<input checked="" type="checkbox"/> ICS 206		
7. Prepared by: DAVID WINTER	Position/Title: PC3	Signature: 
8. Approved by Incident Commander:	Name:	Signature: 
ICS 202	IAP Page	Date/Time: 1/28/21 1300

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: DAYS	
KENNEWICK MAX VACS POD		Date/Time From: 01/29/2021 0800 FRI	Date/Time To: 01/29/2021 1700 FRI
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	SELL, KEVIN		
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: 01/28/2021 1038	

Weather Forecast 1-29-21

Friday

Mostly cloudy, with a high near 42. Light southwest wind.

Friday Night

Mostly cloudy, with a low around 33. South wind around 5 mph.

Saturday

Partly sunny, with a high near 50. Southwest wind 6 to 9 mph.

Saturday Night

Mostly cloudy, with a low around 37.

Sunday

A 20 percent chance of rain. Mostly cloudy, with a high near 51.

Sunday Night

A 20 percent chance of rain. Mostly cloudy, with a low around 42.

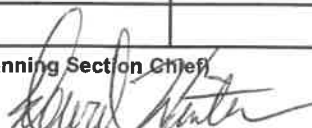
Monday

A 30 percent chance of rain. Mostly cloudy, with a high near 51.


Monday Night

A chance of rain, mainly before 10pm. Mostly cloudy, with a low around 36.


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: 01/29/2021 0800 FRI	Date/Time To: 01/29/2021 1700 FRI					
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 		01/28/2021	1038	

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					PARKING	
Date/Time From: 01/29/2021 0800 FRI	Date/Time To: 01/29/2021 1700 FRI					
4. Operations Personnel						
OPERATIONS CHIEF		BARNETT, MIKAL 509-430-0137		BRANCH DIRECTOR		
DIVISION/GROUP SUPERVISOR		CHILD, SCOTT 509-430-0234				
5. Resources Assigned this Period						
Strike Team / Task Force / Resource Designator		LWD	Leader	Number Persons	Drop Off PT./Time	Pick Up PT./Time
PAVEMENT SURFACE C			AMBER	3	/0600	
TRAFFIC UNIT			KENNEWICK PD SGT	8	/0600	
COUNTERS			DOH	4	/0600	
6. Control Operations/Work Assignments:						
<p>Coordinate with BC Fair administration and PSC to set up the initial parking and traffic management plan within the event.</p> <p>Provide KPD officers to assist PSC as needed to ensure traffic flow is maintained on city streets outside the event.</p> <p>Procure an accurate count of customers in cars and communicate to your Group Supervisor when the count is close to the established limit for the day.</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
DAVID WINTER					01/28/2021	1038

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: 01/29/2021 0800 FRI	Date/Time To: 01/29/2021 1700 FRI					
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	
				01/28/2021	1038	

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						
Date/Time From: 01/29/2021 0800 FRI		Date/Time To: 01/29/2021 1700 FRI		VACCINATION		
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
					01/28/2021	1038

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: 01/28/2021 Time: 1038	Date/Time From: 01/29/2021 0800 FRI Date/Time To: 01/29/2021 1700 FRI

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: 01/28/2021 1038	

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
Rick	Edwards	BFHD Agency Rep	(509) 440-2539
Earl	Fordham	Department of Health	(509) 628-7628
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
Kevin	Sell	Deputy Logistics Section Chief	(509) 521-0670
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

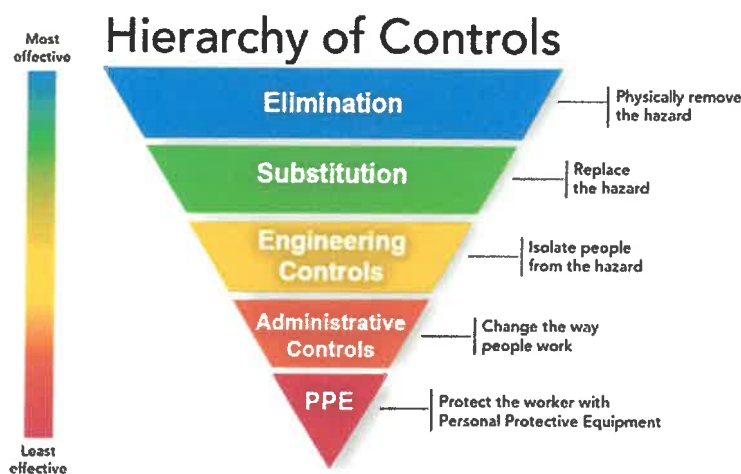
Date : 1/28/2021 Time: 0600 - 1800

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.

Creating a Safe Work Environment



Controlling exposures to occupational hazards is a fundamental way to protect personnel. Conventionally, a hierarchy has been used to achieve feasible and effective controls. Multiple control strategies can be implemented concurrently and or sequentially. This hierarchy can be represented as follows:

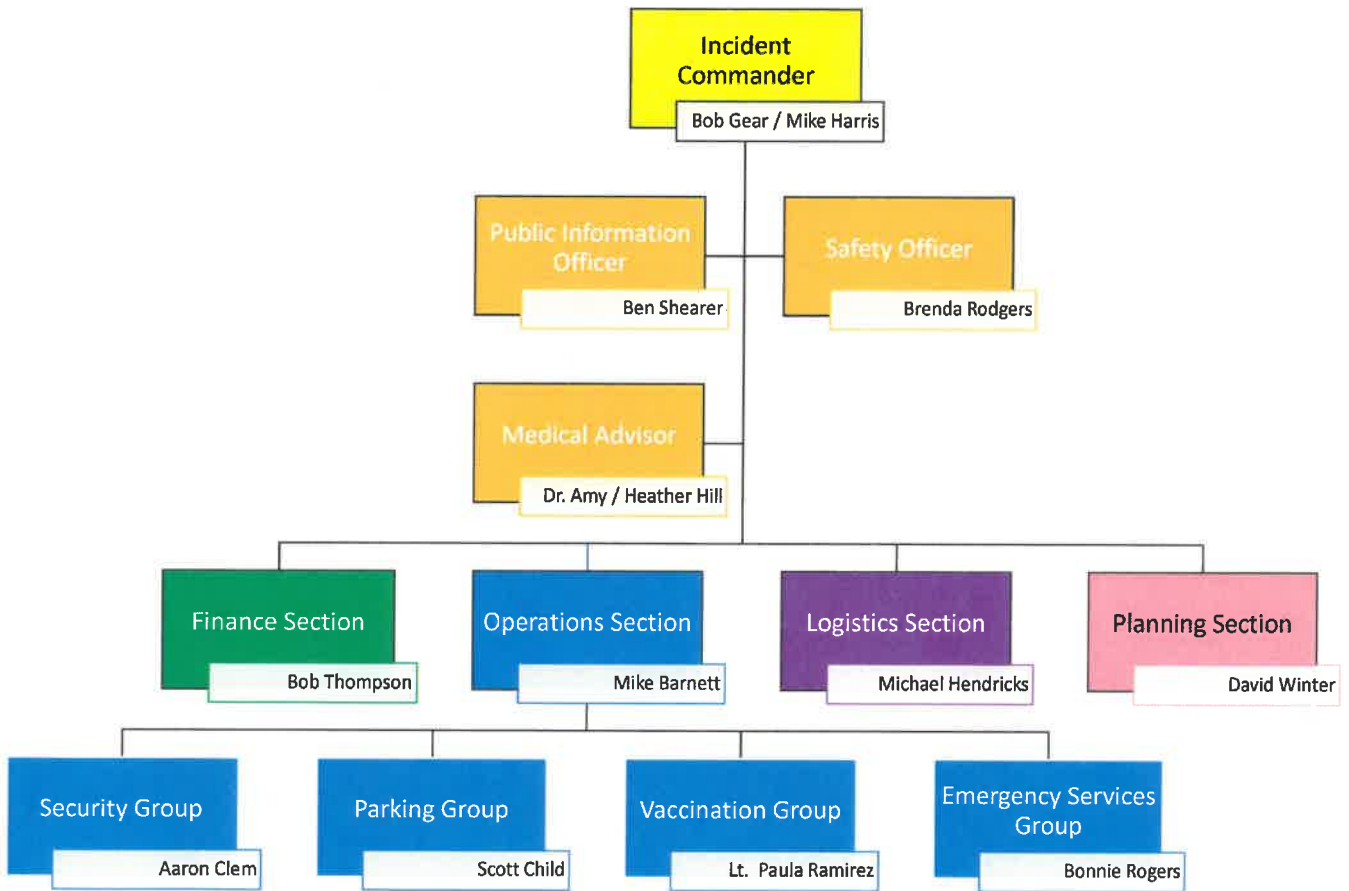
- Elimination
- Substitution
- Engineering controls
- Administrative controls
- Personal protective equipment (PPE)

<https://www.cdc.gov>

Prepared by: Brenda Rodgers

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			
5. Pre-Control				3. Name and Title of Analyst		4. Date			
6. Control or Abatement Action (Engineering, Administrative, PPE, Avoidance, Education, etc)				Brenda Rodgers - Safety Officer		Friday January 29, 2021			
8. Location	9. 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 & Incontinent Weather	Likely B	Critical II	Serious	Occasional C	Significant III	Minor	Yes	Yes
On Incident	Fatigue & Environmental Stress	Likely B	Critical II	Serious	Occasional C	Minor IV	Hydrophobic	Yes	Yes
On Incident	Secondary Exposure to COVID19	Occasional C	Critical II	Moderate	Occasional C	Minor IV	Hydrophobic	Yes	Yes
On Incident	Public Interaction	Likely B	Significant III	Moderate	Rarely D	Minor IV	Hydrophobic	Yes	Yes

Preparer's Signature



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.

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!

DAILY MEETING SCHEDULE		1. Incident Name 2021 Regional Vaccine Site	2. Date Prepared 01/26/21	3. Time Prepared 10:00
4. Operational Period (Date/Time)				
Time	Meeting Name	Purpose / Attendees	Meeting Location	
0730	Pre-Operations Meeting	Oeprations, DIVS	Ops Building	
0800	Operations Briefing	C & G, National Guard, Ops Section		
0830	Start time			
1130	Pre-Tactics Meeting	OSC, DIVS	Ops Building	
1200	Tactics/Planning Meeting	C&G, Agency Rep	Building 3	
1400	24, 48, 96 Strategy Meeting	IC, Planning, Ops, Logs	Building 3	
1600	Stop time			
1630	Conference Call	C & G		
1700	End of Shift			
ICS-OS-230 8/96		5. Prepared By: (Situation Unit Leader)		



E. 10TH AVE.

EASTGATE
ELEMENTARY
SCHOOL

EASTGATE
PARK

ARBORETUM

Entrance

EXIT

(P)

Kennewick Max Vacs
POD Map

(P)

ONE WAY

ONE WAY

GALLERY

ZOO
CREW

Sponsor
Hospitality

TRAM
STOP

4-H
ARENA



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

1. Incident/Project Name:	2. Operational Period: DAYS	
KENNEWICK MAX VACS POD	Date/Time From: 01/29/2021 0800 FRI	Date/Time To: 01/29/2021 1700 FRI

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 Long: W121 19.3 VHF:	45	5 HOURS	(206) 744-4074	X		1
KADLEC MEDICAL CENTER 888 SWIFT BLVD RICHLAND, WA	Lat: Long: VHF:			(509) 946-4611	X		3
TRIOS 3810 PLAZA WAY KENNEWICK, WA	Lat: Long: VHF:			(509) 221-7000	X		3
LOURDES 520 N 4TH PASCO, WA	Lat: Long: VHF:			(509) 547-7704	X		3

8. Prepared By (Medical Unit Leader)	9. Date/Time	10. Reviewed By (Safety Officer)	11. Date/Time
BRENDA RODGERS	01/28/2021 1038		



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.**