# INCIDENT ACTION PLAN

# **WEST REGION IMO**

Monday, April 19, 2021

0800-2000 Operational Period

**WA-WFS-126** 













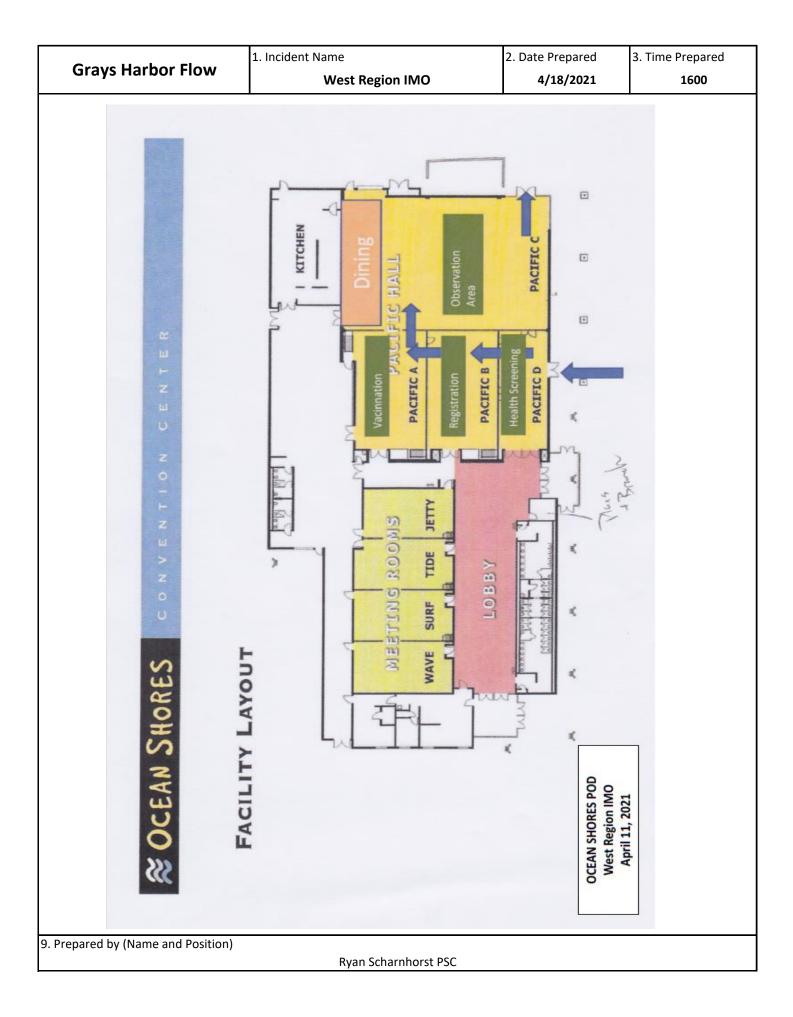


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# 1. Incident Name 2. Date Prepared 3. Time Prepared **Incident Objectives West Region IMO** 4/18/2021 1600 4. Operational Period (Date and Time) 4/19/2021 0800-2000 5. General Control Objectives for the Incident (include Alternatives) 1. Provide for the health, safety and welfare of all public safety personnel, healthcare providers, clinic attendees, and avaccine recipients 2. Develop plans to implement mass vaccination clinics for West Region residents in accordnace with needs identified by the Counties 3. Coordinate deliveryof vaccines in accordance with relevant eligibility schedules 4. Coordinate documentation of vaccines delivered 5. Establish and maintain cost containment and cost accounting procedures in accordance with relevant guidelines 6. Coordinate with LHJs for the timely, coordinated release of accurate public information 7. Maintain and enhance interagency and interdisciplinary relationships by developing and maintaining an environment in which all participants are treated with dignity and respect. 6. Operational Period Command Emphasis Remain focused on the goals of increasing vaccination availability and equity within the counties that have requested the team's assistance. Maintain good communications with our partners in the region, relationships are essential to our success. Continue to look for opportunities to collaborate and improve processes. Always support the assigned resources within the region to the best of our ability. Manage your fatigue. All personnel are encouraged to take breaks when needed and get plenty of rest at night. 7. General Safety Message All personnel attached to the IMO need to take extra precaustions at every operational period. This included: -Daily COVID screening -Wash hands frequently -Maintain social distancing of at least 6 feet -Wear appropriate facial PPE for assigned task (cloth mask, disposable mask, N95) -Routinely sanitize work area and high touch areas 8. Attachments (check if attached) ☑ Organization List (ICS 203) ☑ Assignment List (ICS 204) ☐ Air Operations (ICS 220) □ Communication Plan (ICS 205) ☑ Weather ☐ HR Message ☑ Safety Message ☑ Medical Plan (ICS 206) ☑ Incident Maps 9. Prepared by (PSC) 10. Approved by (IC) ICS-202 **Ryan Scharnhorst** Leonard Johnson, ICT3

ORGANIZATION	ASSIGNMENT	LIST		
1. Incident Name	West Region	IMO	9. OPERATIONS SEC	TION
2. Date 4/18/2021	3. Time	12:07:00 AM	Chief	Ken Foss 253-318-2678
4. Operational Period	4/19/2021	0800-2000	Deputy Chief	Tom Hatley 509-370-9803
5. INCIDENT COMMA	ANDER & STAFF		a. Grays Harbor Bra	anch (West)
Incident Commander	Leonard Johnso	n 360-581-9672	Branch Director	Paul Kimball 509-863-5133
Liason Officer	Norma Brock 36	50-490-9090	Division Vaccination	
Safety Officer			Division B	
Information Officer			b. Lewis Branch (Ea	ast)
			Branch Director	Andrew Shaffran 360- 507-6343
			Division A	
			Division B	
6. AGENCY REPRESEN	NTATIVE		c. Pacific Branch (V	Vest)
Agency	Name		Branch Director	Paul Kimball 509-863-5133
WSP Fire Marshal	Bill Slosson		Division A	
WA DOH/WANG	Darius Bazemor	е	Division B	
Grays Harbor Co. IC	Hannah Cleverly	/	d. Thurston Branch	ı (East)
Lewis Co. IC	JP Anderson		Branch Director	Andrew Shaffran 360- 507-6343
Pacific Co. IC	Katie Lindstrom		Division A	
Thurston Co. IC	Mark Moffett		Division B	
7. PLANNING SECTIO	N			
Chief	Ryan Scharnhor	st 509-432-1016		
Deputy				
Resource Unit	Brian Dodge 36	0-790-5279		
Situation Unit				
Documentation Unit			10. FINANCE SECTIO	DN .
Demobilization Unit			Chief	Audrey Mainwaring 206-949-0137
Human Resources			Deputy	
Planning Operations	Sami Schinnell S	928-607-2672	Time Unit	Lisa Egtvedt
	·		Procurement Unit	
			Cost Unit	
			11. CONTACTS / OTI	HER INFORMATION
8. LOGISTICS SECTIO	N		CWICC	509.884.3473 fax 509.884.3549
Chief	Cindy Preston 5	09-607-9724		
Deputy	Chris Patti 360-	791-5052		
Supply Unit	Steve Huang 36	0-770-9806		
Facilities Unit	1			
Ground Support Unit	1			
Communications Unit	1			
RADO	1			
Medical Unit			Prepared by (Resource	Unit Leader)
Food Unit	1			Ryan Scharnhorst

	DIVISION ASSI	GNMENT L	IST	1. Brai	nch	Grays Harbor	2. Division /	Group	Vaccination	
3. Incid	lent Name				4. Operati	onal Period				
	West	Region IM(	)		Date: <b>4/19/2021</b> Time: <b>Day</b>					
5. Ope	rations Personnel				•		į.			
Opera	ations Chief	Ken Fos	oss 253-318-2678		Branch Director			Paul	l Kimball 509-863-5133	
Safety	/ Officer		0		Division/G	roup Supervisor				
6. Reso	ources Assigned this									
RO#	Strike Team/Ta Force/Resource		Leader		# People	Contact (phone, ra	dio freq, etc.)	EMT	Remarks	
	WAARNG Teeam 8									
	Team 8 CO	1LT H	agarty		1	509-951-	1881			
	Team 8 NCO	SSG D	avid Rosend	er	1	509-281-0	0460			
	WAARNG Team 8				12			<b>V</b>		
	Team 8 DOH LOFR	Katie	Scott		1					
					15					
7. Wor	k Assignments				1 13					
Assis		ss vaccinatio	on distribut	ion. Ch	eckin with	the QR code at	the start of	shift a	s well as complete the	
o. spec	lai ilistructions									
Whe	n traveling around	d or working	within the	traffic	anes / vac	cination area, w	ear your hig	h visib	ility vest.	
9. Com	munication Summa	ry								
	unction	Name	Mode				requency			
	MMAND		N				one TX: Ton			
	ACTICAL AIR						one TX: Tone	e		
	OII.					See site specific I		cations	plan	
						2222200			r ·	
Prepare	ed by (RESL)		Approved b	y (PSC)	Date:			Time:		
				Ryar	Scharnho	rst	4/18/20	21	1600	



	DIVISION ASSI	GNMENT L	IST	1. Bra	nch	Lewis	2. Division /	Group	Vaccination
3. Incid	dent Name				4. Operati	onal Period	<u>l</u>		
	West	Region IM(	)		Da	ate: <b>4/19/202</b>	21	Tin	ne: <b>Day</b>
5. Ope	rations Personnel	_			ļ				-
	ations Chief	Ken Fos	ss 253-318-2	2678	Branch Dir	rector		Andrev	v Shaffran 360- 507-6343
	y Officer		0		Division/G	iroup Supervisor			
	ources Assigned this	S Period	-		1				
RO#	Strike Team/Ta	sk	Leader		# People	Contact (phone, ra	adio freq, etc.)	EMT	Remarks
	WAARNG Teeam 9								
	Team 9 CO	LT Hu	ang Roth		1	253-239-	7408		
	Team 9 NCO	SSG C	az		1	910-635-	1274		
	WAARNG Team 9				20			V	
	<u> </u>				22				
7. Wor	k Assignments								
L		ss vaccinatio	on distribu	tion. Ch	neckin with	the QR code at	the start of	shift a	s well as complete the
8. Spec	cial Instructions								
Whe	n traveling around	d or working	g within the	e traffic	lanes / vac	cination area, w	ear your hig	h visib	ility vest.
	munication Summa	Name	Mode				Frequency		
	MMAND	Ivaille	N				Tone TX: Ton	ie	
	ACTICAL						Tone TX: Ton		
	AIR						: TX: Tone		
						See site specific	POD communi	cations	plan
Prepare	ed by (RESL)		Approved	by (PSC)			Date:		Time:
	- , 、				n Scharnho	rst	4/18/20	21	1600

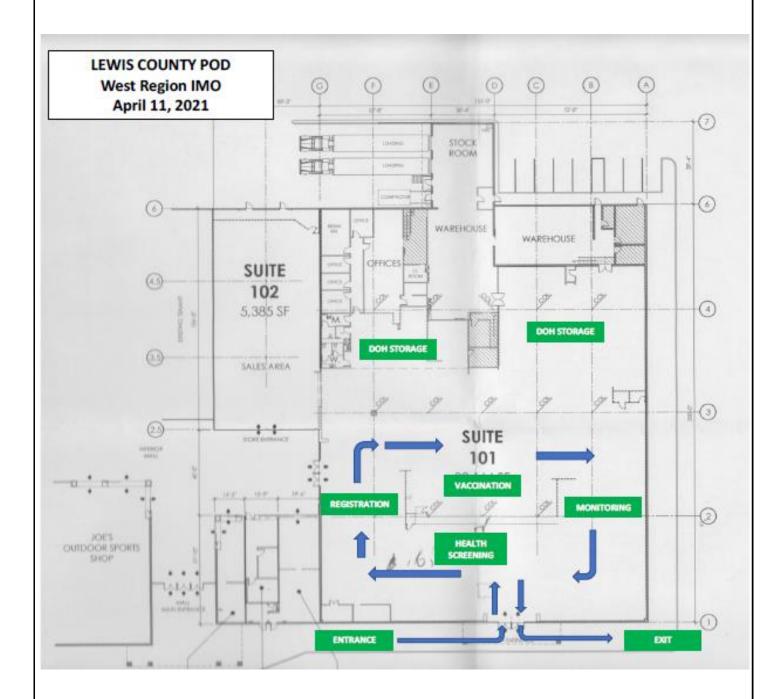
**Lewis Flow** 

1. Incident Name

**West Region IMO** 

Date Prepared
 4/18/2021

3. Time Prepared **1600** 



	DIVISION ASSIGNMENT LIST 1.						Pacific	2. Division /	Group	Vaccination		
3. Incid	lent Name				<u> </u>	4. Operation	onal Period	•				
	V	Nest Re	egion IM	0		Da	te: <b>4/19/</b> 2	2021	Tir	me: <b>Day</b>		
5. Ope	rations Perso	nnel										
Opera	ntions Chief		Ken Fos	Foss 253-318-2678		Branch Dir	Branch Director			Paul Kimball 509-863-5133		
Safety	Officer			0		Division/G	roup Superviso	or				
6. Resc	ources Assign											
RO#		eam/Task Resource		Lead	der	# People	Contact (phoret	-	q, EMT Remarks			
						0						
7. Wor	k Assignmen	ts	·			•			•			
the o	daily COVID	screenir				Checkin with oriate to each		at the start	of shi	ft as well as complete		
8. Spec	ial Instructio	ns										
Whe	n traveling a	around o	or working	g within	the traf	fic lanes / vac	cination area	, wear your	high v	isibility vest.		
9. Com	munication S	ummary	<i>'</i>									
	unction	N	lame	Mode				Frequency				
	MMAND			N				Tone TX: To				
17	ACTICAL AIR			<u> </u>			RX:	Tone TX: To				
	AIN						See site specif			ns nlan		
		1		+			Jee site specif	.c. cominu		10 kinii		
Prepare	ed by (RESL)	•		Approv	ed by (PS	SC)	Date:			Time:		
					Ry	an Scharnhors	t	4/18/20	21	1600		

	DIVISION AS	SSIGNME	ENT LIST	1. Brar	nch	Thurs	ston	2. Division /	Group	Vaccination	
3. Incid	ent Name			•	4. Operati	onal Perio	d				
	We	st Regio	n IMO				19/202	21	Tir	me: <b>Day</b>	
5. Opei	rations Personne	el			•						
Opera	tions Chief	К	en Foss 253-318-2	578	Branch Director				Andrew Shaffran 360- 507-6343		
Safety	Officer		0		Division/G	iroup Supe	ervisor				
6. Reso	urces Assigned	this Perio	d .		•			·			
RO#	Strike Team, Force/Reso		Leader		# People	Contact (phone, radio freq, etc.		idio freq, etc.	etc.) EMT Remarks		
									Ø		
									✓		
					0						
7. Wor	k Assignments								•		
daily			cination distribut r your PPE appro				code at	the start o	shift a	as well as complete the	
o. Spec	iai ilisti uctions										
Whe	n traveling arou	und or wo	orking within the	traffic l	anes / vac	cination	area, w	ear your hi	gh visi	bility vest.	
9. Comr	munication Sum	mary									
Ft	unction	Name	Mode					Frequency			
	MMAND		N					Tone TX: Tor			
TA	ACTICAL							one TX: To			
	AIR						RX:	TX: Tone:			
			<del>-                                     </del>			See site	specific	POD commun	ications	pian	
			<del>-    </del>								
Prepare	d by (RESL)		Approved b	v (PSC)				Date:		Time:	
,	, , ,		''		Scharnhor	rst		4/18/20	21	1600	

MEATUED	1. Incident Name	2. Date Prepared	3. Time Prepared
WEATHER	West Region IMO	4/18/2021	1600

# **Grays Harbor Co.**

# Monday

Mostly cloudy, then gradually becoming sunny, with a high near 60. Light and variable wind becoming west 5 to 9 mph in the afternoon.

# **Monday Night**

Mostly cloudy, with a low around 47. West southwest wind 3 to 8 mph.

# Lewis Co.

# Monday

Sunny, with a high near 74. South wind 3 to 7 mph.

# **Monday Night**

Mostly cloudy, with a low around 41. Calm wind becoming west northwest around 6 mph.

# Pacific Co.

# Monday

Areas of fog before 8am. Otherwise, cloudy, then gradually becoming mostly sunny, with a high near 70. Calm wind becoming west 5 to 7 mph in the afternoon.

# **Monday Night**

Mostly cloudy, with a low around 46. West wind 5 to 7 mph.

# **Thurston Co.**

#### Monday

Mostly sunny, with a high near 73. Calm wind becoming north around 5 mph in the afternoon.

# **Monday Night**

Partly cloudy, with a low around 43. North northeast wind around 5 mph becoming calm in the evening.

SAFETY MESSAGE	1. Incident Name	2. Date Prepared	3. Time Prepared
SAFETY WIESSAGE	West Region IMO	4/18/2021	1600

# Vaccination Area:

Avoid accidental needle sticks by following established safety procedures, and using proper equipment including your PPE.

# Venue:

Be familiar with the Incident With in an Incident plan, IWI, and be aware of your surroundings.

# Parking Lot:

Assume drivers are distracted and if assigned to traffic control please wear a High Visibility vest.



Medical Pl (ICS 206)								4/19/ 0800-					
3. Medical Aid S	tation	s:				•							
Name	<u> </u>			Location					Contact		Paramedics on		
							N	umbe	r(s)/Frequen	су	Site?		
Medical Monitorin	g		Vaccination :	Site							□ Yes	☑ No	
											□ Yes	□ No	
											□ Yes	□ No	
4. Transportation	n (ind	icate	ı air or groun	d):									
. Name	-			-	ocation.			(	Contact		Level	of Service	
							N		r(s)/Frequen	су			
Call 911								(	Call 911		□ ALS	□ BLS	
											□ ALS	□ BLS	
											□ ALS	□ BLS	
											□ ALS	□ BLS	
											□ ALS	□ BLS	
											□ ALS	□ BLS	
5. Hospitals:													
Hospital Name			Address			ntact		l Time round	Trama	1	ırn	Helipad	
Harborview			de/Longitude , Seattle, WA		206.74	/Frequency 14.3000	All G	lounu	Center ✓ Yes	☑ Ye	n <b>ter</b> es		
Medical Cntr			122.3241° W		206.744.4074 ER				Level: 1			□ No	
Providence St.		•	NE, Olympia,	WA	360-491-9480				□ Yes	□ Ye		□ Yes	
Peter Hospital Providence	47.05	22° N, Scheul	122.8476° W ber Rd.						Level: 3			☑ No ☑ Yes	
Centralia			122.9856° W		360-736-2803				□ Yes Level: 4			□ No	
Summit Pac.		. Mair			360-346-2222		□ Yes □ Ye				Yes		
Med., Elma	000 2	·······							Level: 4 □ Yes	☑ No		□ No	
									Level:			□ Yes	
									□ Yes	□ Ye		□ Yes	
6. Special Medic	<u> </u>								Level:	□ No	)	□ No	
Each count immediate	•	a med	ical plan per	site.	Follow the	site plan for	your l	ocatio	on, or call 92	11			
			assets are uti						e with Air Օր	peratio	ns.		
7. Prepared by (M	edical (	Unit Le	eader):	Name: Mark Hill SOFR			Signature:						
8. Approved by (S	3. Approved by (Safety Officer):					Name:			Signature:				

# **FINANCE MESSAGE**

1. Incident Name

**West Region IMO** 

Date Prepared
 4/18/2021

3. Time Prepared

1600

# Finance Message

Incident Numbers: WA-WFS-000126 DNR account code 224-IYB

#### CTRs & Shift tickets

- IMO members-due Monday, Wednesday & Friday for preceding days.
- Non-IMO members due daily
- If work 5+ continuous hours, please show lunch break to comply with L&I Rules. If you are compensated for lunch per your home jurisdiction/labor agreement, please indicate "Compensable lunch" in the remarks section of the CTR.
- If requesting per diem or lodging reimbursement from their home agency, please note that in the Remarks section.
- Send CTRs/shift tickets to supervisor, then approved CTRs/shift tickets to wrimo.fin@gmail.com

#### Pay schedule

WSP casual hire payments will be submitted every two weeks. Fire district career personnel and other agency employees will receive their OF-288 at demod, the end of each month or upon request. You may request a draft at any time.

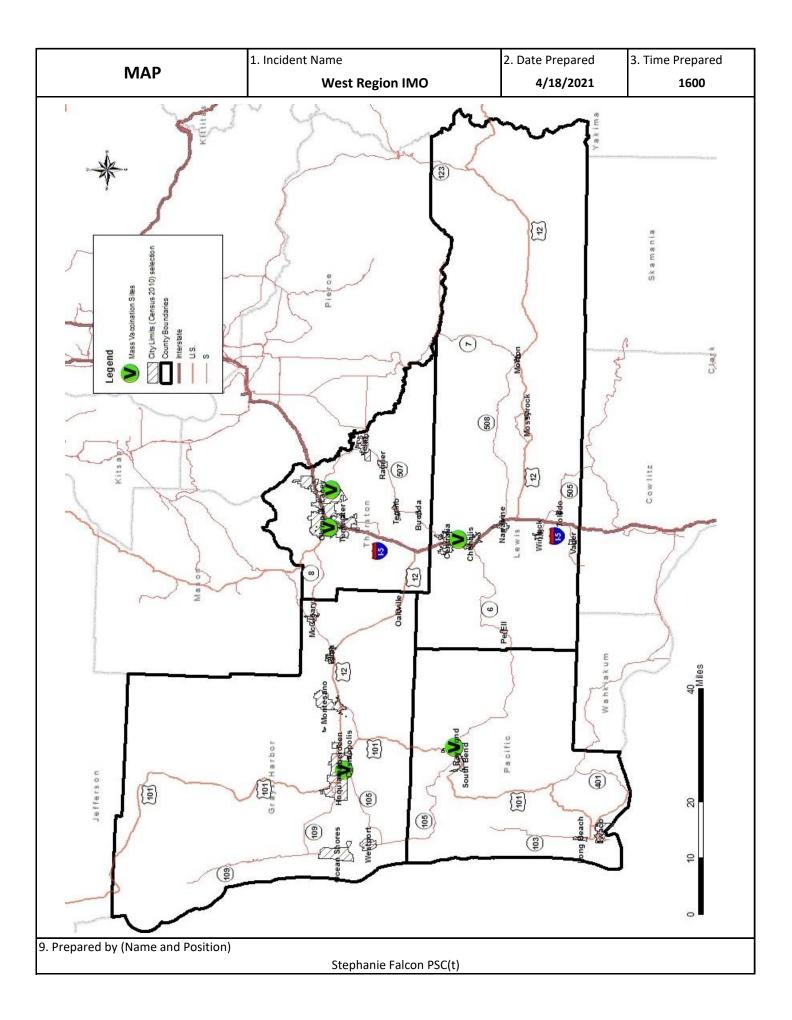
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#### **EXAMPLES**

LAGREEMENT : State Mobiliza		/ID Mas	s Vaccinati	ion	2. CONTRACTOR (name) Thurston Co FD 9
<ol> <li>INCIDENT OR W Region Ma</li> </ol>			4. INCIDENT WA-WFS-1		5. OPERATOR (name) Joe Smith O-3030
6. EQUIPMENT I Ford	MAKE		7. EQUIPME Explorer	NT MODEL	8. OPERATOR FURNISHED BY CONTRACTOR GOVERNMENT
9. SERIAL NUMI	BER		10. LICENSE B2345C	NUMBER	11. OPERATING SUPPLIES FURNISHED BY CONTRACTOR (wel) GOVERNMENT (dry)
I2.DATE MO/DAY/YR	START			AYS/MILES(circl SPECIAL	14. REMARKS (released, down time and cause, problems, cosc) BLS Kit onsite E-4007
4/15/21	95362	95524		Travel	
					15. EQUIPMENT STATUS  a. Inspected and under agreement  b. Recleased by Government  c. Withdrawn by Contractor
					16. INVOICE POSTED BY (Recorder's initials)
17. CONTRACTO	OR'S OR AU	THORIZ	ED AGENT'S	SIGNATURE	18. GOVERNMENT OFFICER'S 19. DATE SIGNED SIGNATURE

9. Prepared by (Name and Position)

		1. Incident Name		2. Date Prepared	3. Time Prepared
UNIT LO	OG	West Region II	мо		
4. Unit Name/Designat	ors	5. Unit Leader (Name and Pos		6. Operational Period	
				4/19/2021	0800-2000
		7. Personnel Ros	ter Assigned		
Name		ICS Position		Home	e Base
Time	ı	8. Activity			
Time			Major Events		
		-			
9. Prepared by (Name a	I and Position)				



# **Field Order Example**

1. Incident Name

**West Region IMO** 

Date Prepared
 4/18/2021

3. Time Prepared **1600** 

# **GENERAL MESSAGE (ICS 213)**

1. Incident Name (Optional): Covid-19 Mass Va			
2. To (Name and Position): Cindy Preston, LSC			
3. From (Name and Position): John Doe, West	Branch		
4. Subject: Field Supply order - Grays Harbor -	Elma vaccination Site	5. Date: 4-16-2021	6. Time 1200
7. Message:			
What you need - specific			
Amount you need -			
When you need it - May 19 by 0800			
Where you need it - Grays Harbor Fairgrounds			
Please give as much notice as possible - If possimoming and take with you.		you can pick up	the next
If you sign fine I don't care - type in name & title			
9. Reply:	Po	sition/Title:	
10. Replied by: Name:	Position/Title:	Signature:	·

9. Prepared by (Name and Position)

Cindy Preston LSC3

# MEDICAL PLAN (ICS 206 WF)

#### Medical Incident Report FOR ALL MEDICAL EMERGENCIES: IDENTIFY ON SCENE INCIDENT COMMANDER BY NAME AND POSITION AND ANNOUNCE "MEDICAL EMERGENCY" TO INITIATE RESPONSE FROM IMT COMMUNICATIONS/DISPATCH. Use items one through nine to communicate situation to communications/dispatch. 1. CONTACT COMMUNICATIONS/DISPATCH Ex: "Communications, Div. Alpha. Stand-by for Priority Medical Incident Report." (If life threatening request designated frequency be cleared for emergency traffic.) 2. INCIDENT STATUS: Provide incident summary and command structure. Describe the injury Nature of Injury/Illness (Ex: Broken leg with bleeding) Geographic Name + "Medical" Incident Name (Ex: Trout Meadow Medical) Incident Commander Name of IC Name of Care Provider Patient Care (Ex: EMT Smith) 3. INITIAL PATIENT ASSESSMENT: Complete this section for each patient. This is only a brief, initial assessment. Provide additional patient info after completing this 9 Line Report. Number of Patients: Male / Female Weight: Conscious? ☐ YES □NO = MEDEVAC! ☐ NO = MEDEVAC! Breathing? YES Mechanism of Injury: What caused the injury? Lat/Long (Datum WGS84) Ex: N 40° 42.45' x W 123° 03.24' 4. SEVERITY OF EMERGENCY, TRANSPORT PRIORITY SEVERITY TRANSPORT PRIORITY Ambulance or MEDEVAC helicopter. Evacuation ☐ URGENT-RED Life threatening injury or illness. Ex: Unconscious, difficulty breathing, bleeding severely, 2° - 3° burns more than 4 palm sizes, need is IMMEDIATE. heat stroke, disoriented. Ambulance or consider air transport if at remote location. ☐ PRIORITY-YELLOW Serious Injury or illness. Evacuation may be **DELAYED.** Ex: Significant trauma, not able to walk, $2^{\circ} - 3^{\circ}$ burns not more than 1-2 palm sizes. Non-Emergency. Evacuation considered ☐ ROUTINE-GREEN Routine of Convenience. Not a life threatening injury or illness. Ex: Sprains, strains, minor heat-related illness. 5. TRANSPORT PLAN: Air Transport: (Agency Aircraft Preferred) ☐ Life Flight ☐ Short-haul/Hoist ☐ Helispot ☐ Other Ground Transport: Click here to enter text. □ Self-Extract ☐ Carry-Out ☐ Ambulance ☐ Other 6. ADDITIONAL RESOURCE/EQUIPMENT NEEDS: ☐ SKED/Backboard/C-Collar ☐ Paramedic/EMT(s) ☐ Crew(s) ☐ Burn Sheet(s) □ Oxygen ☐ Trauma Bag ☐ Cardiac Monitor/AED ☐ Medication(s) ☐ IV/Fluid(s) ☐ Other (i.e. splints, rope rescue, wheeled litter) 7. COMMUNICATIONS: Function Channel Name/Number Receive (Rx) Tone/NAC Transmit (Tx) Tone/NAC Ex: Command Forest Rpt, Ch. 2 168 3250 1109 171 4325 110 9 COMMAND AIR-TO-GRND TACTICAL \*(NAC for digital radio system) 8. EVACUATION LOCATION: Lat/Long (Datum WGS84) EX: N 40 42.45' x W 123 03.24' Patient's ETA to Evacuation Location: Helispot/Extraction Size and Hazards: 9. CONTINGENCY: Considerations: If primary options fail, what actions can be implemented in Confirm ETA's of resources ordered REMEMBER: Act according to your level of training Be Alert. Keep Calm. Think Clearly. Act Decisively. conjunction with primary evacuation method? Be thinking ahead...