



## HICS INCIDENT ACTION PLAN (IAP) QUICK START

### COMBINED HICS 201—202—203—204—215A

<b>1. Incident Name</b>	<b>2. Operational Period (# )</b>  DATE: FROM: _____ TO: _____  TIME: FROM: _____ TO: _____
<b>3. Situation Summary</b> <span style="float: right;">— HICS 201 —</span>	
<b>4. Current Hospital Incident Management Team</b> (fill in additional positions as appropriate) <span style="float: right;">— HICS 201, 203 —</span>	
<div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Public Information Officer</div><div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Liaison Officer</div><div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Safety Officer</div></div><div style="text-align: center;"><div style="border: 1px solid black; padding: 10px; width: 200px;">Incident Commander</div></div><div style="text-align: center;"><div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Medical-Technical Specialists</div></div></div> <div style="display: flex; justify-content: center; margin-top: 20px;"><div style="width: 100%; border-top: 1px solid black; position: relative;"><div style="position: absolute; top: -10px; left: 50%; transform: translateX(-50%);">↓</div></div><div style="display: flex; justify-content: space-between; width: 100%; margin-top: 10px;"><div style="width: 22%; text-align: center; border: 1px solid black; padding: 5px;">Operations Section Chief</div><div style="width: 22%; text-align: center; border: 1px solid black; padding: 5px;">Planning Section Chief</div><div style="width: 22%; text-align: center; border: 1px solid black; padding: 5px;">Logistics Section Chief</div><div style="width: 22%; text-align: center; border: 1px solid black; padding: 5px;">Finance / Administration Section Chief</div></div></div>	

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**5. Health and Safety Briefing** Identify potential incident health and safety hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards. — HICS 202, 215A —

**6. Incident Objectives** — HICS 202, 204 —

6a. OBJECTIVES	6b. STRATEGIES / TACTICS	6c. RESOURCES REQUIRED	6d. ASSIGNED TO

**7. Prepared by** PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
DATE/TIME: \_\_\_\_\_ FACILITY: \_\_\_\_\_



**Purpose:** Short form combining HICS Forms 201, 202, 203, 204, and 215A  
**Origination:** Incident Commander or Planning Section Chief  
**Copies to:** Command staff, Section Chiefs, and Documentation Unit Leader

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### COMBINED HICS 201—202—203—204—215A

- PURPOSE:** The Incident Action Plan (IAP) Quick Start is a short form combining HICS Forms 201, 202, 203, 204 and 215A. It can be used in place of the full forms to document initial actions taken or during a short incident. Incident management can expand to the full forms as needed.
- ORIGINATION:** Prepared by the Incident Commander or Planning Section Chief.
- COPIES TO:** Duplicated and distributed to Command and General staff positions activated. All completed original forms must be given to the Documentation Unit Leader.
- NOTES:** If additional pages are needed for any form page, use a blank HICS IAP Quick Start and repaginate as needed. Additions may be made to the form to meet the organization's needs.

NUMBER	TITLE	INSTRUCTIONS
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b>	Enter the start date (m/d/y) and time (24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Situation Summary</b>	Enter brief situation summary.
4	<b>Current Hospital Incident Management Team</b>	Enter the names of the individuals assigned to each position on the Hospital Incident Management Team (HIMT) chart. Modify the chart as necessary, and add any lines/spaces needed for Command staff assistants, agency representatives, and the organization of each of the General staff sections.
5	<b>Health and Safety Briefing</b>	Summary of health and safety issues and instructions.
6	<b>Incident Objectives</b>	
	<b>6a. Objectives</b>	Enter each objective separately. Adjust objectives for each operational period as needed.
	<b>6b. Strategies / Tactics</b>	For each objective, document the strategy/tactic to accomplish that objective.
	<b>6c. Resources Required</b>	For each strategy/tactic, document the resources required to accomplish that objective.
	<b>6d. Assigned to</b>	For each strategy/tactic, document the Branch or Unit assigned to that strategy/tactic.
7	<b>Prepared by</b>	Enter the name and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility.