

# Appendix D.2: HICS Incident Action Plan (IAP) QuickStart Guide

## 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.

TITLE	INSTRUCTIONS
Incident Name	Enter the name assigned to the incident.
Operational Period	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.
Situation Summary	Enter brief situation summary.
Current Hospital Incident Management Team	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.
Health and Safety Briefing	Summary of health and safety issues and instructions.
Incident Objectives a. Objectives b. Strategies/Tactics c. Resources required d. Assigned to	Enter each objective separately. Adjust objectives for each operational period as needed. Document the strategy/tactic, resources required, and who it was assigned to.

TITLE	INSTRUCTIONS
Prepared by	Enter the name and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility.

## HICS INCIDENT ACTION PLAN (IAP) QUICK START

1. Incident Name: \_\_\_\_\_
2. Operational Period (#) \_\_\_\_\_
3. Date: \_\_\_\_\_
4. Situation Summary – HICS 201: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Current Hospital Incident Management Team (fill in additional positions as appropriate):  
 HICS 201, 203: \_\_\_\_\_  
 \_\_\_\_\_
6. 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:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
7. Incident Objectives: HICS 202, 204: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Objectives: \_\_\_\_\_

---

---

9. Strategies/Tactics: \_\_\_\_\_

---

---

10. Resources Required: \_\_\_\_\_

---

---

11. Assigned to: \_\_\_\_\_

12. Prepared By: \_\_\_\_\_

13. Print name: \_\_\_\_\_

14. Signature: \_\_\_\_\_

15. Date/Time: \_\_\_\_\_

16. Facility: \_\_\_\_\_

