INCIDENT ACTION PLAN (IAP) QUICK START
COMBINES NHICS FORMS 201+202+203+204+215A

INSTRUCTIONS

PURPOSE: Provides a faster approach to developing the IAP by combining NHICS Forms 201, 202, 203, 204 and 215A. You may use the IAP Quick Start during the early stage of an incident or if it is expected to be a short duration incident or it meets the needs of the incident at any time. If the full complement of NHICS Forms are needed, transition to their individual use.

ORIGINATION: Incident Commander or Planning Section Chief

COPIES TO: All IMT staff

NOTES: If additional pages are needed for any form page, use a blank NHICS IAP Quick Start and repaginate as needed. Additions may be made to the form to meet the organization’s needs.

* Three versions of the IMT Chart are available in NHICS 2016. Formats are Adobe Acrobat fillable PDF, Visio and Microsoft Word.

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Incident Name</td>
<td>Enter the name assigned to the incident.</td>
</tr>
<tr>
<td>2</td>
<td>Operational Period</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>Situation Summary</td>
<td>Enter brief situation summary.</td>
</tr>
<tr>
<td>4</td>
<td>Weather/Environmental Implications for period</td>
<td>Enter forecast information.</td>
</tr>
<tr>
<td>5</td>
<td>Current Organization</td>
<td>Enter the names of the individuals assigned to each position on the Incident Management Team chart. Modify the chart as necessary.</td>
</tr>
<tr>
<td>6</td>
<td>Incident Objectives</td>
<td></td>
</tr>
<tr>
<td>6.a</td>
<td>Objectives</td>
<td>Enter each objective separately. Adjust objectives for each operational period as needed.</td>
</tr>
<tr>
<td>6.b</td>
<td>Strategies/Tactics</td>
<td>For each objective, document the strategy/tactic to accomplish that objective.</td>
</tr>
<tr>
<td>6.c</td>
<td>Resources Required</td>
<td>For each strategy/tactic, document the resources required to accomplish that objective.</td>
</tr>
<tr>
<td>6.d</td>
<td>Assigned to</td>
<td>For each strategy/tactic, document the Section or Branch assigned to that objective.</td>
</tr>
<tr>
<td>7</td>
<td>Health and Safety Briefing</td>
<td>Summary of health and safety issues and instructions.</td>
</tr>
<tr>
<td>8</td>
<td>Attachments</td>
<td>Attach additional NHICS forms and supporting documents as needed.</td>
</tr>
<tr>
<td>9</td>
<td>Prepared By</td>
<td>Enter the name and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility.</td>
</tr>
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</table>
### INCIDENT ACTION PLAN (IAP) QUICK START

**COMBINES NHICS FORMS 201+202+203+204+215A**

#### 6. INCIDENT OBJECTIVES

<table>
<thead>
<tr>
<th>6a. OBJECTIVES</th>
<th>6b. STRATEGIES/ TACTICS</th>
<th>6c. RESOURCES REQUIRED</th>
<th>6d. ASSIGNED TO</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

#### 7. 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**

1. 
2. 
3. 
4. 

#### 8. ATTACHMENTS (MARK IF EXTRA DOCUMENTATION IS ATTACHED)

- [ ] NHICS 251: FACILITY SYSTEM STATUS REPORT
- [ ] NHICS 254: EMERGENCY ADMIT TRACKING
- [ ] NHICS 255: MASTER RESIDENT EVACUATION TRACKING
- [ ] NHICS 215A: INCIDENT ACTION PLAN (IAP) SAFETY ANALYSIS
- [ ] TRAFFIC PLAN

- [ ] INCIDENT MAP
- [ ] OTHER:

#### 9. PREPARED BY

**PRINT NAME:** __________________________  **SIGNATURE:** __________________________

**DATE/TIME:** __________________________  **FACILITY:** __________________________

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**PURPOSE:** COMBINES NHICS FORMS 201+202+203+204+215A  
**ORIGINATION:** INCIDENT COMMANDER OR PLANNING SECTION CHIEF  
**COPIES TO:** ALL IMT STAFF

[CLEAR FORM]
INCIDENT ACTION PLAN (IAP) QUICK START

COMBINES NHICS FORMS 201+202+203+204+215A

5. CURRENT ORGANIZATION

(Fill in additional positions as appropriate)

INCIDENT COMMANDER

LIAISON/PUBLIC INFORMATION OFFICER

SAFETY OFFICER

MEDICAL DIRECTOR/SPECIALIST

OPERATIONS SECTION CHIEF

PLANNING SECTION CHIEF

LOGISTICS SECTION CHIEF

FINANCE/ADMINISTRATION SECTION CHIEF

RESIDENT SERVICES BRANCH DIRECTOR

INFRASTRUCTURE BRANCH DIRECTOR
## 1. INCIDENT NAME

<p>| | |</p>
<table>
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</thead>
</table>

## 2. OPERATIONAL PERIOD

| DATE: FROM: TO: |
|---|---|---|
| TIME: FROM: TO: |

## 3. SITUATION SUMMARY

NHICS 201

## 4. WEATHER/ENVIRONMENTAL IMPLICATIONS FOR PERIOD

(INCLUDES AS APPROPRIATE: FORECAST, DAYLIGHT)

1. 
2. 
3. 
4. 

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REV. 2017