

Healthcare "Planning P"

Planning Mtg. Attendees:
IC/UC, OSC, PSC, LSC, FSC,
SITL, DOCL

Tactics Mtg. Attendees:
OSC, PSC, LSC, RESL,
SITL, SOFR, DOCL,
COML

Primarily OSC, PSC,
& SOFR

C&G Mtg. Attendees:
IC/UC, OSC, PSC, LSC,
FSC, SITL, DOCL

Specific
Measurable
Achievable
Realistic
Time Oriented

TACTICS MEETING

TIME: ~30 minutes
MTG. OWNER: OSC
FACILITATOR: PSC
GOAL: OSC determines staff & resource needs, Assisted by RESL.

PREPARE FOR TACTICS MEETING

**STRATEGY MEETING/
COMMAND &
GENERAL
STAFF MEETING**

TIME: ~30 minutes
MTG. OWNER: IC/UC
FACILITATOR: PSC
GOAL: IC/UC clarify objectives for Command Staff

**IC/UC DEVELOP/
UPDATE INCIDENT
OBJECTIVES**

**INITIAL UNIFIED
COMMAND MEETING**
(If Unified Command is being utilized)

INCIDENT BRIEFING

**Agency Administrator
Briefing**
(If Appropriate)

**INITIAL RESPONSE &
ASSESSMENT**
(Determine level of threat potential support needs)

NOTIFICATION

FROM: Pre-Hospital, RHCC, 911 Dispatcher, VDH, etc...
TO: Emergency Department, NAC, other

**INCIDENT OCCURS /
THREAT IDENTIFIED**
(Mass Casualty Incident, Evacuation, Fire, Active Shooter, etc.)

**PREPARE FOR
PLANNING MEETING**

C&G prepare work through issues prior to Planning Meeting

**EXECUTE PLAN &
ASSESS PROGRESS**

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INITIAL RESPONSE

PLANNING MEETING

TIME: ~20-30 minutes
MTG. OWNER: IC/UC
FACILITATOR: PSC
GOAL: OSC presents proposed plan to C&G. General Staff verbally support. Command verbally approves.

**IAP PREPARATION
& APPROVAL**

PSC establishes deadlines for ICS forms and assembles IAP

OPERATIONS BRIEFING

TIME: ≤30 minutes
GOAL: Present main IAP to supervisors & leaders

**EXECUTE PLAN &
ASSESS PROGRESS**

NEW OPERATIONAL PERIOD BEGINS

Ops Brief Attendees:
IC/UC, OSC, PSC, LSC,
FSC, OPBDs, DIVS,
STCR, TFLD,
Unit Leaders

ICS POSITION ACRONYMS:
IC/UC= Incident/Unified Commanders
PIO= Public Information Officer
SOFR= Safety Officer
LOFR or LNO= Liaison Officer
OSC= Operations Section Chief
PSC= Planning Section Chief
RESL= Resource Unit Leader
SITL= Situation Unit Leader
LSC= Logistics Section Chief
FSC= Finance/Admin Section Chief
OPBDs= Operations Branch Directors
DIVS= Division/Group Supervisors
STCR= Strike Team Leaders
TFLD= Task Force Leader
C&G= Command and General Staff



Central Virginia Healthcare Coalition
RHCC 24/7 Activation Number:
1-800-276-0683

Please be ready to provide the following information to the call taker:

- POC and Contact Number
- Affected Facility or Incident Location
- Nature of Event
- Number of Patients Impacted
- Current Response Activities
- Request for the RHCC