## HICS INCIDENT ACTION PLAN (IAP) - QUICK START
**(combined HICS: 201, 202, 203, 204 and 261)**

### 1. Incident Name:
SGH Scheduled Steam Shutdown

### 2. Operational
<table>
<thead>
<tr>
<th>Date From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/9/12</td>
<td>12/9/12</td>
</tr>
<tr>
<td>Period:</td>
<td>Time From:</td>
</tr>
<tr>
<td></td>
<td>0800</td>
</tr>
</tbody>
</table>

### 3. Situation Summary:
- Scheduled Steam shutdown
- Affecting SGH, Buhler, ROC
- Projected time is 12 hours – 0800-2000
- Will affect building heating, hot water, steam sterilization, steam cooking
- Cold water and sewer will not be affected

### 4. Current Hospital Incident Management Team (fill in additional positions as appropriate): (HICS 201, 203)

#### Incident Commander(s)
M. Palawski  
Phone number

#### Medical/Tech Specialists

#### Operations Section Chief
P. Brink  
Phone number

#### Planning Section Chief
Loni Howard  
Phone number

#### Logistics Section Chief

#### Finance/Administration Section Chief

#### Liaison Officer

#### Safety Officer
Nursing Supervisor

#### Public Information Officer

#### Nursing Supervisor

#### Public Information Officer

### 5. Health and Safety Briefing:
Recognize 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.

- Staff to continue with hand washing and hand sanitation.
- Monitor temperature of areas and warmth of patients and staff.
- Ensure that no unsterilized equipment is used in Surgery. SMH Sterile Processing is the back up.
**6. Incident Objectives:**

<table>
<thead>
<tr>
<th>6a. Objective</th>
<th>6b. Strategies/Tactics</th>
<th>6c. Resources Required</th>
<th>6d. Assigned to</th>
</tr>
</thead>
</table>
| 1. Maintain the safety and comfort of the patients and staff. | • Do not begin shutdown until temp is at least 46 degrees  
• Monitor temperature of patient care areas  
• Keep blanket warmers stocked  
• Offer warm blankets to patients as needed/ requested  
• Close curtains if drafty or not sunny  
• Staff notified to wear layers if needed | • Extra bath blankets available  
• Air thermometer | Operations –  
Nursing staff |
| 2. Maintain Infection Control standards with hand washing, sterilization and hygiene. | • Can use cold water for washing hands  
• Use warmed “bath in a bag” for pt cleansing  
• Have patients shower/bath prior to 0800  
• Complete sterilizations prior to 0800  
• If additional sterilization needs occur, send to SMH  
• Sterile Processing will conduct recovery process on equipment when steam is restored | • Extra “bath in a bag” | Operations  
Nursing staff  
Sterile Processing |
| 3. Maintain food service for patients and staff. | • Dietary will use alternate cooking methods  
• Dietary will use paper goods (unable to wash dishes) | • Paper goods | Dietary |
| 4. Monitor the status of the situation and escalate the Incident Management Team if needed. | • Monitor for disruptions in the planning  
• If prolonged, will affect Monday surgeries  
• Activate additional Incident Management Team members as needed | | Incident Commander |

**(Printed)**

7. Prepared by: Name: **Loni Howard**  
Position/Title: **Planning Section Chief**  
Signature: ___________________________ Date/Time: ___________________________

Facility: **Sutter General Hospital**

Purpose: Short form combining HICS forms 201, 202, 203, 204, 261.  
Origination: Incident Commander or Planning Chief.  
Copies to: Command Staff, Section Chiefs, and Documentation Unit Leader.