

**1. Incident Name:** H1N1  
MASS VACINATION

**2. Operational Period to be covered by IAP (Date / Time):**  
From: 11/06/2009 08:00:00 To: 11/13/2009 08:00:00

IAP Cover Sheet

**3. Approved by:**

**FOSC:**  
**SOSC:**  
**RPIC:** Wanda Toby

# Incident Action Plan



Charlotte County Department of Health is the lead agency for the response to the H1N1 Influenza Pandemic response. Attached is the Incident Action Plan and associated documents the current actions of the Health Department and its partners in response to this incident.

**4. Prepared by:** Dana Harper **Date / Time:** 11/02/2009 08:50:36

# ICS 202 - Incident Objectives

Incident

**1. Incident name: H1N1 MASS VACINATION**

**2. & 3. Date and time prepared:** 11/02/2009 11:54:48

**4. Operational Period from:** 11/06/2009 08:00:00 to: 11/13/2009 08:00:00

## 5. General Control Objectives for the Incident (including alternatives)

Conduct Flu mist clinic at the Charlotte Event Center on November 18, 2009.

Open POD's by appointment for priority groups on biweekly basis beginning November 18th, 2009

Continue to schedule and administer clinics in Charlotte County schools.

Coordinate and implement volunteer recruitment and services by November 17, 2009.

Offer H1N1 vaccine to all who desire in effort to minimize the affects of the virus on the community.

Prioritize distribution outlets in accordance with vaccination allotment received.

Develop and provide up to date, concise information to the public and healthcare community for the duration of the incident.

Promote H1N1 prevention and vaccination information to community at large including partners, physicians, businesses, and targeted groups and entities for duration of incident.

Create plan to effectively distribute H1N1 vaccine as allotment caches arrive on an ongoing basis.

## 6. Weather Forecast for Period:

Temperatures ranging from mid 60's at night to mid 80's during day. Slight to minimal chances of rain throughout operational period.

## 7. General Safety Message:

Practice good hygiene; frequent hand washing can lessen the spread of flu like illnesses.

Cover coughs and sneezes; use a tissue (dispose of immediately) or shirt sleeve.

People with flu like illnesses should stay home from work/school to avoid spreading infection to others.

Complete Safety Message attached.

**8. Prepared by (Planning Section Chief)**

Wanda Toby

**9. Approved by (Incident Commander)**

Steven Mitnick

# ICS 203 - Organization Assignment List

<b>1. Incident Name</b> H1N1 MASS VACINATION	
<b>2. &amp; 3. Date and Time</b> 11/02/2009 12:47:54	
<b>4. Operational Period from:</b> 11/06/2009 08:00:00 <b>to:</b> 11/13/2009 08:00:00	
<b>5. Incident Commander and Staff</b>	
Position	Name
Incident Commander	Steven Mitnick
Deputy	
Safety Officer	Scott Scermerhorn
Information Officer	Adam Dubois
Liason Officer	James Ogedegbe
<b>6. Agency Representative</b>	
Agency	Name
School District	Gail Buck
Emergency Management	Dana Harper
Emergency Management	Jerry Mallet
Punta Gorda	Ray Briggs
<b>7. Planning Section</b>	
Chief	Wanda Toby
Deputy	Bethany Temple
Resources Unit	
Situation Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	
Human Resources	
Training	
<b>8. Logistics Section</b>	
Chief	Larry Beebe
Deputy	
Supply Unit	Jean Stevens
Facilities Unit	
Ground Support Unit	
Communications Unit	
Medical Unit	
Security Unit	
Food Unit	

<b>9. Operations Section</b>	
Chief	Donna Olson
Deputy	
<b>EPI</b>	
Branch Director	James Ogedegbe
Deputy	
<b>Data Entry</b>	
Branch Director	Corrina Jensen
Deputy	
<b>Staging</b>	
Branch Director	Chris Zigler
Deputy	
<b>POD BD</b>	
Branch Director	Angela O'Driscoll
Deputy	
<b>Air Operations Branch</b>	
Air Operations Branch Director	
Air Attack Supervisor	
Air Support Supervisor	
Helicopter Coordinator	
Air Tanker Coordinator	
<b>10. Finance Section</b>	
Chief	Jean Stevens
Deputy	
Time Unit	
Procurement Unit	
Compensation/Claims Unit	
Cost Unit	
<b>Prepared by (Resource Unit Leader)</b>	

# ICS 205 - Incident Radio Communications Plan

Incident	
1. Incident Name: H1N1 MASS VACINATION	2. Date and Time Prepared:
3. Operation Period: 11/06/2009 08:00:00 to: 11/13/2009 08:00:00	

4. Basic Radio Channel Utilization					
Radio Type / Cache	Channel	Function	Frequency / Tone	Assignment	Remarks

5. Prepared by (Communications Unit):
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# ICS 206 - Medical Plan

## Incident

1. Incident Name: H1N1 MASS VACINATION

2. & 3. Date and Time Prepared:

4. Operation Period from: 11/06/2009 08:00:00 to: 11/13/2009 08:00:00

## 5. Incident Medical Aid Station

Medical Aid Stations

Location

Paramedics

## 6A. Ambulance Services

Name

Address

Phone

Paramedics

## 6B. Incident Ambulances

Name

Location

Paramedics

## 7. Hospitals

Name

Address

Travel Time

Air

Grnd

Phone

Helipad

Burn Center

## 8. Medical Emergency Procedures

9. Prepared by (Communications Unit):

10. Reviewed by (Safety Officer): Scott Scermerhorn

# ICS 207 - Organizational Chart

**Incident Commander**  
Steven Mitnick

**Safety Officer**  
Scott Scermerhorn

**Liaison Officer /  
Agency Rep**  
James Ogedegbe

**Information Officer**  
Adam Dubois

**Planning Chief**  
Wanda Toby

**Finance Chief**  
Jean Stevens

**Logistics Chief**  
Larry Beebe

**Resources Unit  
Leader**

**Situation Unit  
Leader**

**Demobilization Unit  
Leader**

**Documentation Unit  
Leader**

**Technical  
Specialists**

**Time Unit Leader**

**Procurement Unit  
Leader**

**Comp / Claims Unit  
Leader**

**Cost Unit Leader**

**Communications  
Unit Leader**

**Medical Unit Leader**

**Food Unit Leader**

**Security Unit Leader**

**Supply Unit Leader**  
Jean Stevens

**Facilities Unit Leader**

**Ground Support Unit  
Leader**

**Operations Chief**  
Donna Olson

**EPI**  
James Ogedegbe

**Data Entry**  
Corrina Jensen

**Staging**  
Chris Zigler

**POD BD**  
Angela O'Driscoll

Plan #	6	Incident Name	H1N1 Flu
<b><u>SUMMARY OF CURRENT SITUATION, OPERATIONS, AND OBJECTIVES</u></b>			
<ul style="list-style-type: none"> <li>*A Declaration of National Emergency with respect to the 2009 H1N1 pandemic has been declared.</li> <li>*National Public Health Emergency remains in effect.</li> <li>*Novel Influenza continues to spread in Florida at higher rates than historically expected.</li> <li>*Virus remains sensitive to antivirals and has not demonstrated any dramatic shifts.</li> <li>*CCPS student absenteeism is slightly increasing while staff is slightly decreasing.</li> <li>*2 deaths with confirmed H1N1 have occurred.</li> <li>*70 community partners have pre registered in Florida Shots recording H1N1 vaccinations.</li> <li>*Regular surgical masks are affective against H1N1.</li> <li>*Pregnant women, children, and young adults(&lt;19) are most commonly impacted by H1N1 (morbidity).</li> <li>*CDC is releasing small amounts of vaccine weekly.</li> <li>*CCHD and partners are preparing mass vaccination campaign to begin late October and continue as needed.</li> <li>*Antivirals are being used to treat high risk patients.</li> <li>*3 local pharmacies will recompound antivirals for children.</li> <li>*Statewide call center line: 877-352-3581.</li> <li>*Healthcare provider component of the Flu info line (877-352-3581) is now operational.</li> </ul>			
<b><u>PROBLEMS ENCOUNTERED OR POTENTIAL OBSTACLES</u></b>			
<ul style="list-style-type: none"> <li>*Staffing 1. logistics 2. OPS hiring practice 3. DOH overtime/holiday weeks.</li> <li>*Accommodation of non-English speakers.</li> <li>*Accommodation of persons with disabilities.</li> <li>*Rapidly changing information is difficult for partners to absorb.</li> <li>*JIC/JIS partner availability to help support/reinforce messages given with reduction in local staff.</li> <li>*Lack of vaccination and supply tracking in delivery process.</li> <li>*Back lag on necessary vaccination implementation supplies.</li> <li>*Demand for vaccine greater than supply.</li> </ul>			
<b><u>ASSISTANCE REQUIRED OR REQUESTED</u></b>			
<ul style="list-style-type: none"> <li>*Law enforcement presence at clinics.</li> <li>*Schools for mass vaccination clinics.</li> <li>*Food/drink for staff.</li> <li>*Hydration for vaccine recipients if lines become long.</li> </ul>			
<b><u>ACCOMPLISHMENTS</u></b>			
*Clinics conducted at Murdock Middle School,Liberty Elementary School, the Academy, Pumpkin Patch, and Charlotte Harbor School.			
<b>Prepared by:</b>	Dana Harper	<b>Approved by:</b>	Wanda Toby

Work Assignment	Responsibility/Status	Target Completion Date	Actual Completion Date
Post up-to-date information on CharlotteCHD.com	PIO	Open	Ongoing
Continue to work with 211 to make sure they have the most current local messages.	PIO	Open	Ongoing
Promotion Plan: 3 DOH Messages	PIO	Open	Ongoing
Meet with community agencies	PIO	Open	Ongoing
Establish IT solutions to meet needs of mass vaccination distribution	Info Technology	Open	Ongoing
Organize storage facility for incoming supplies.	Logistics/Finance	Open	11/17/2009
Place order for necessary supplies per state guidelines and policies.	Logistics/Finance	Open	11/12/2009
Assist and acquire necessary human resources.	Logistics/Finance	Open	11/17/2009
Begin demobilization plan	Planning	Open	11/19/2009
MOA with partners for staffing support	Logistics/Finance	Open	
Review survey data and alert responders of FL Shots sign-up process and requirement	Planning	Open	11/12/2009
Data collection via partner surveys	Planning	Open	Ongoing
Completion of H1N1 process flow for mass vaccination	Planning	Open	Ongoing
Conference calls (PIO, Regional, DOH, DEM)	Planning	Open	Ongoing
Volunteer Recruitment Plan	Planning		11/17/2009
Provide state with estimated County population for vaccine allocation estimates.	Planning	Complete	08/02/2009
Contact Children Medical Services to establish partnership to assist in vaccinating private schools and day care centers.	Planning/Operations	Complete	08/21/2009
Hire Planner for DOH Planning team	Planning/Logistics	Complete	08/27/2009
Identify 1st round groups and agencies	Planning	Complete	09/01/2009
Order and receive school PPE.	Planning	Complete	09/01/2009
Create basic log for H1N1 vaccinations	Planning	Complete	09/01/2009
Pre-register for Florida Shots	Operations	Complete	09/02/2009
Ensure sufficient storage space for supplies and vaccine.	Planning/Operations	Complete	09/02/2009
Target potential locations for drive-thru and walk-thru clinics.	Planning	Complete	09/02/2009
Organize meeting of push out agencies for Florida Shots registration and information session.	Operations/Planning	Complete	09/11/2009