

ICS 201 – Incident Briefing Form		<u>How to use this form:</u>	
1. Date	2. Time	Purpose:	Documents the situation and objectives determined by the IDER Commander, Command and General staff during the Activation and Notification Conference.
3. Operational Period:		When to fill out:	At the start of the FIRST Operational Period
4. Prepared by: Name: Position:		Completed by:	On-call physician
5. Approved by: Name: Position:		Approved by:	IDER Commander
		Send to:	All responders as a component of the Incident Action Plan for the FIRST operational period ONLY
		This form has <u>multiple pages</u> – please check that all are duplicated!	

6. Situation Summary

Event summary: The CASPER survey is a planned event in which up to >200 households in pre-selected census blocks will be surveyed in person with a questionnaire. The XXXXX Public Health Preparedness Program will utilize the event as a training exercise by providing logistical support including assistance with organization of the survey activities, provision of support through designated field stations, communications and coordination with neighborhood contacts.

The event will simulate the action steps that might be taken following a major disaster, such as an earthquake, as a methodology to assess the health needs of the impacted area and determine what is needed to facilitate recovery.

The CASPER activities will commence at XXXX on XXXX and will conclude at XXXX hrs on XXXX.

The main CASPER survey on the first two days will be managed by XXXX. Survey activities in XXXX on the third day will be managed by XXXX.

7. Summary of Current Actions Taken:

- n/a

8. Objectives and tasks for the Initial Operational Period:

Objectives	Tasks for each objective
1. Engage local community in disaster planning and response	1. Coordinate with local community contacts to implement survey activities
2. Coordinate local, state and federal partners	1. Establish a command and control structure incorporating all identified partners
3. Conduct safe and efficient survey activities	1. Assign and deploy staff as pre-planned 2. Implement communications plan to maintain real-time awareness of all surveyor activities and status 3. Maintain first aid/support field stations 4. Distribute medical plan 5. Incorporate safety message in just-in-time training 6. Follow all direction provided by local law enforcement
4. Educate public on preparedness and other public health issues	1. Distribute language-appropriate educational packets to surveyed households.
5.	1.