INCIDENT ACTION PLAN

MODOC GOVID-19

MARCH 17, 2020







INCIDENT OBJECTIVES (ICS 202)

1. Incident Name: Modoc Covid-19	2. Operational Period: Da	ate From: 3/17/20 ime From: 0800	Date To: 3/18/20 Time To: 1700					
3. Objective(s):								
Provide for public and responder safety, security, and accountability through the implementation of federal, state, local and agency COVID-19 directives, guidelines and recommendations.								
Keep the public, staff and elected officials informed through the timely development and distribution of COVID-19 information.								
Prepare for reimbursement of incident expenses by imp	elementing and maintaining a comm	non reporting process to track	incident expenditures					
Support public needs by maintaining continuity of opera	itions at county, local, agency and b	ousiness levels.						
Employ multi-jurisdictional decision-making in the conte	xt of federal, state and local laws a	nd regulations						
4 Operational Paris 10								
4. Operational Period Command Emphasis: EOC will be open daily from 0800-1700, after hours contact Duty Officer								
Stakeholders/Cooperator Meeting held daily at 1000 at Planning Meeting held daily at 1630 at Alturas Veteran	Alturas Veteran's Hall							
Modoc County Sheriff's Office 530-233-4416								
General Situational Awareness								
Communication is paramount, Follow Chain of Comma	nd _e							
 Site Safety Plan Required? Yes No Approved Site Safety Plan(s) Located a 								
6. Incident Action Plan (the items checked		aident Astiss Dlaws						
✓ ICS 202 ☐ ICS 206		ner Attachments:						
✓ ICS 203 □ ICS 207	<u>011</u>	Finance Message						
✓ ICS 204	▼	Safety Message	*					
☐ ICS 205 ☐ Map/Chart			*					
<u> </u>	ast/Tides/Currents		*					
7. Prepared by: Name: Mandi Shoaf/Liz Hallm	ark Position/Title: PSC3	Signature:	MS LH.					
8. Approved by Incident Commander: Na			2//					
ICS 202 IAP Page	Date/Time: 3/17/2020 11	Oignature.	77					



Organization Assignment List, ICS Form 203

ORGANIZATIO	ON AS	SIGNMENT LIST	1. INCIDENT NAME	2. DATE PREPAREI	3. TIME PREPARE			
——————————————————————————————————————		Modoc Covid-19 3/17/2020						
POSITION		NAME	4. OPERATIONAL PERIOD (DATE/TIME)					
			3/17/20-3/18/20 0800)-1700				
			9. OPERATIONS SECTION	N				
		William Tex Dowdy/Stacy Sphar	CHIEF DAY		Warren Farnam			
SAFETY OFFICER		Warren Farnam	BRANCH - LAW EN	FORCEMENT				
INFORMATION OFFICE	₹	Ken Sandusky/Heather Hadwick	BRANCH DIRECTOR		Chris Benson			
LIAISON OFFICER								
6. AGENCY REPRESEN	TATIVES		BRANCH-EMS					
AGENCY	NAME		BRANCH DIRECTOR		Tanya Schulz			
Modoc County CAO	Chester	Robertson		1				
Cal Fire	Steve W	Valker Talker						
			BRANCH COUNTY S	SERVICES				
			BRANCH DIRECTOR		Jason Divan			
7. PLANNING SECTION								
CHIEF		Mandi Shoaf						
DEPUTY		Liz Hallmark						
SITUATION UNIT			BRANCH BUSINES	S				
DOCUMENTATION UNIT			BRANCH DIRECTOR		Rose Boulade			
DEMOBILIZATION UNIT								
8. LOGISTICS SECTION								
CHIEF		Traci Sides						
DEPUTY		Scott Withrow	BRANCH-COMMUNI	TY				
			BRANCH DIRECTOR		Dave Pena			
a. SUPPORT BRANCH								
DIRECTOR								
SUPPLY UNIT								
FACILITIES UNIT								
GROUND SUPPORT UN	Т		10. FINANCE/ADMINISTRATION SECTION					
			CHIEF		Amanda McKinney			
			EQUIPMENT TIME		Mikele Picotte			
b. SERVICE BRANCH			TIME UNIT					
DIRECTOR			PROCUREMENT UNIT					
COMMUNICATIONS UNI	г		COMPENSATION/CLAIMS UNIT					
MEDICAL UNIT			COST UNIT					
FOOD UNIT								
			T. Control of the con					

DIVISION ASSIGNMENT LIST				1. Branch Law Enforcement			2. Division/Group			
3. Incident Name Modoc Covid-19				4. Operational Period						
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Date 3/17/20)20-3/18/2020	e: 0800-	-1700							
		5	. Operation	ons Pers	onnel	1				
Operations Chief	Warren Farna	ım	Divisio	n/Group	Supervisor					
Branch Director	Chris Benson		Air Att	ack Sup	ervisor No.					
		6. Res	ources As	ssigned ⁻	This Period					
					Number	Drop Off		ck Up		
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lodoc County Sheriff		Scott Wit	hrow							
lturas Police Departr	nent	Sid Cul	lins							
alifornia Highway Pa	itrol	On Duty	SGT							
Modoc County Courts	/District Attorney	Sam K	yllo							
JS Fish and Wildlife S	Service	Jake Nicl	nolas							
JS Forest Service		Casey Ha	ıddox							
robation Kim Wil		ills								
CA Dept. of Corrections & Rehabilitation Jennifer C		Cross								
7. Work Assignem	ente									
Maintain Commu		countability wi	ith your i	resource	es.					
		-	-							
8. Special Instruct	ions									
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Prepared By (Reso	urce Offit Leader			ing Sec	ı. UII.)		Tille			
Liz Hallmark Mandi She						3/17/2020	3/17/2020 1212			

ICS 204 NFES

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DIVISION ASSIGNMENT LIST				anch S		2. Division/Group			
3. Incident Name	Modoc Covid-19	}		erational	Period				
Date 3/17/20	20-3/18/2020	Time: 080	0-1700						
			5. Operati	ions Pers	onnel				
Operations Chief	Warren Farna	am	Divisi	on/Group	Supervisor				
Branch Director	Tanya Schulz		Air At	tack Supe	ervisor No.				
		6. Re	sources A	ssigned 7	This Period				
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Canby Medical Center									
Norcal EMS(LEMSA)									
Strong Family Health (Clinic								
Warner Mountain India	n Health			-					
Southern Cascades (S	EMSA)								
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DIVISION ASSIGNMENT LIST

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			5. Operat	ions Pers	onnel					
Operations Chief	Warren Farna	am	Divis	ion/Group	Supervisor	•				
Branch Director	Jason Divan		Air A	ttack Sup	ervisor No.					
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Surprise Valley Electri	ic	Brad K								
Cal Trans		Travis								
Railroad/UP).									
		Carl Mc								
rontier Communication		Keith Ja								
ransportation Plannir	ng/Public Transit	Debbie P	edersen							
7. Work Assignem	ents									
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Tactical Div/Group										
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DIVISION ASSIGNMENT LIST					1. Branch Business			2. Division/Group				
Incident Name Modoc Covid-19					4. Operational Period							
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			5	. Operati	ions Pers	onnel						
Operations Chief	Warren Far	nam		Divisi	on/Group	Supervisor						
Branch Director	Rose Boula	de		Air At	tack Supe	ervisor No.						
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Liz Hallmark			Shoaf	-	-	3/17/2020		1220	
ICS 2	04							NFI	

Safety Message/Plan (ICS 208)

 1. Incident Name:
 2. Operational Period:

 From: 16-Mar-20
 0700

 To: 23-Mar-20
 0700

3. Site Emergency Action Plan/Medical Plan:

- All team members should follow the evacuation plan of the established facilities. Have two routes egress in mind in the
 event one is involved in the incident and unavailable.
- Rally point for personnel will be in front of the Modoc County Jail.
- This building does have an AED and First Aid kit in the kitchen area of the EOC.
- For medical or other type emergency call 911.

4. Hazardous Areas/Work Prohibitions:

- Keep aisle ways and walk ways clear of tripping hazards.
- Walk and drive with caution.

5. Sanitation:

- All personnel will follow proper sanitation practices including hand washing and social distancing.
- Minimize cross contamination.
- Read the SDS (Chemical Safety Data Sheet) prior to use of any sanitizer.
- No personnel shall return from and infectious work site to the EOC without proper disinfection.

6. Security:

- Please follow instructions for entry by Sheriff Office personnel.
- Maintain situational awareness when outdoors.
- Secure your vehicle and belongings, don't leave valuables in plain site

7. Weather:

- Be prepared for winter weather snow, rain and thunderstorms
- Roads will be slippery, SLOW DOWN!
- Have proper personal protective equipment

8. Personal Wellness

- Your immune response is the best defense against this virus.
- Stay hydrated- Drink plenty of water.
- Eat often and healthy.
- Get plenty of rest.
- Practice good personal hygiene.
- Talk to your family about preparedness to ease stress and reduce fear.
- Utilize Social distancing and proper disinfection/sanitization practices. Always read the label for directions of use and any required PPE.
- Get Local Health Alert Updates at: http://modochealthservices.org/

9. Use of Personal Protective Equipment

- Ensure you are properly trained on the use of required PPE.
- CDC examples of proper donning and doffing of single use PPE is attached.

IF YOU SEE SOMETHING SAY SOMETHING! If there are any kind of suspicious activities or articles left in the work area that does not belong to you or others, report it to supervisor and building security.

7. Safety Officer: Warren Faruam Contact: (530-640-6521)

8. Prepared by: Warren Farnam

Signature:

SAFETY MESSAGE/PLAN (ICS 208)

 1. Incident Name:
 2. Operational Period:

 Modoc COVID-19
 From: 16-Mar-20 0700

 To: 23-Mar-20 0700

IMT Infection Control Practices

In order to promote a safe and healthy work environment, please complete the following steps at least daily: Utilizing a disinfecting wipe, wipe down the following surfaces (allow to air dry):

- Computers
- Workspaces
- Communal office accessories

All clinical staff shall adhere to standard and transmission-based precautions guidelines

https://www.cdc.gov/infectioncontrol/basics/transmission-based-precautions.html

https://www.cdc.gov/coronavirus/

http://emsa.ca.gov/covid19/

HAND HYGIENE

RESPIRATORY HYGIENE

HAND HYGIENE

- Before, during and after food preparation
- Before eating
- Before/after caring for potential ill people
- Before /after treating wound
- After using bathroom
- After blowing nose, coughing or sneezing
- After touching animal, animal food/treats, cages or waste
- Touching any time of waste
- Hand visibly dirty/greasy

*If soap and water are not available, use an alcoholbased hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.

* Do NOT use hand sanitizer if your hands are visibly contaminated with dirt or grease.

Cover Your Cough and Sneeze The Right Way

Stop the spread of germs that make you and others sick

- Cover your mouth and nose with a tissue when you cough or sneeze.
- ✓ Or cough or sneeze into your upper sleeve.
- ✓ Put used tissue into the bin.
- Wash your hands or use a hand sanitiser.



DON'T cover your cough and streeze with your hands.
will end up spreading more grams via everything you touc

7. Safety Officer: Warren Farnam

8. Prepared by: Warren Farnam

Signature:

EMERGENCY MEDICAL SERVICES AUTHORITY

10901 GOLD CENTER DR., SUITE 400 RANCHO CORDOVA, CA 95670 (916) 322-4336 FAX (916) 324-2875



DATE:

March 3, 2020

TO:

California Emergency Medical Services Partners

FROM:

Dave Duncan MD

Director, Emergency Medical Services Authority

SUBJECT: Interim Emergency Medical Services Guidelines for COVID-19

The outbreak of respiratory illness caused by the novel coronavirus (COVID-19) was first detected in China during December 2019, and has now been identified in over 60 locations internationally, including the United States. We are beginning to see community transmission and deaths in the US, including California, and we must remain vigilant with our approach to EMS patients who may have COVID-19. On March 4th, Governor Newsom declared a State of Emergency for California regarding the novel coronavirus.

The California Emergency Medical Services Authority (EMSA) has developed comprehensive guidance for its EMS partners, providers and agencies. This guidance has been developed in conjunction with the California Department of Public Health (CDPH) and the Governor's Office of Emergency Services (Cal OES), as well as our federal and local partners including the Center for Disease Control (CDC) and the Local Emergency Medical Services Agencies (LEMSAs)

The California Emergency Medical Services Authority has adopted the standardized EMS guidance provided by the CDC in collaboration with the National Highway Traffic Safety Administration (NHTSA). This guidance for EMS is comprehensive, represents a recognized best practice across the nation, and is currently deployed within the 33 LEMSAs throughout the state.

California EMS Guidance and Resources for COVID-19

1) Interim Guidance for EMS and 911 PSAPs for COVID-19 in California.

This <u>comprehensive EMS guidance</u> applies to all first responders who anticipate close contact with persons with possible or confirmed COVID-19 in the course of their work. This guidance discusses modifying caller queries to determine the possibility that this call concerns a person who may have signs or symptoms <u>and</u> risk factors for COVID-19. Patients in the United States who meet the appropriate criteria should be evaluated and transported as a person under investigation (PUI).

A summary of the sections found in this document are listed here:

a) Case Definition/PUI

wo N

COVID-19 March 3, 2020

- b) Recommendations for 911 public safety answering points (PSAPs)
- c) Modified Caller Queries
- d) Recommendations for EMS Clinicians and Medical First Responders
- e) Patient Assessment
- f) Recommended Personal Protective Equipment (PPE)
- g) Precautions for Aerosol-Generating Procedures
- EMS Transport of a PUI or Patient with Confirmed COVID-19 to a Healthcare Facility including interfacility transports (IFTs)
- i) Documentation
- j) Cleaning EMS Transport Vehicles after Transport
- k) Follow-up/Reporting Measures by EMS Clinicians After Caring for Patients or PUI's
- I) EMS Employer Responsibilities
- m) Additional Resources

2) Guidance regarding shortage of N95 Respirators.

On March 3rd, Governor Newsom and state health officials announced that millions of stockpiled masks will become available.

The CDC has also recently published information regarding N95 respirators including the use of stockpiled N95 Respirators:

https://www.cdc.gov/coronavirus/2019-ncov/release-stockpiled-N95.html

and strategies for optimizing the supply of N95 respirators:

https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy/index.html

3) Identifying Patients Under Investigation (PUI's).

Local health departments, in consultation with clinicians, should determine whether a patient is a PUI for COVID-2019. The CDC clinical criteria for COVID-19 PUIs have been developed based on available information about this novel virus, as well as what is known about Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). These criteria are subject to change as additional information becomes available.

https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-criteria.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhcp%2Fidentify-assess-flowchart.html

4) Additional Resources.

- a) CDC/NIOSH sequence for Donning/Doffing PPE (example 2 preferred for Doffing)
- b) Centers for Disease Control and Prevention: https://www.cdc.gov/
- c) California Department of Public Health https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx
- d) California Local EMS Agencies https://emsa.ca.gov/local-ems-agencies/
- e) The EMS Infectious Disease Playbook, published by the Office of the Assistant Secretary for Preparedness and Response's (ASPR).

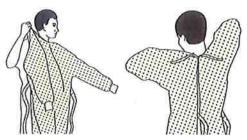
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SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- · Fit flexible band to nose bridge
- Fit snug to face and below chin
- · Fit-check respirator



3. GOGGLES OR FACE SHIELD

Place over face and eyes and adjust to fit



4. GLOVES

· Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- · Keep hands away from face
- · Limit surfaces touched
- · Change gloves when torn or heavily contaminated
- · Perform hand hygiene



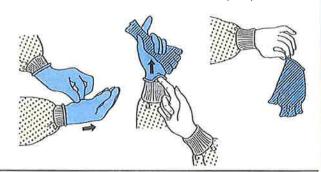


HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example, **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES

- · Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- · Discard gloves in a waste container



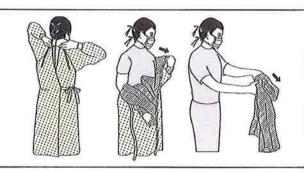
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



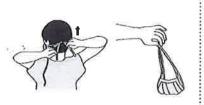
3. GOWN

- · Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container



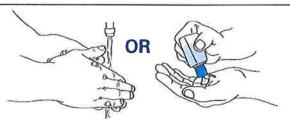
4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- · Discard in a waste container





5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE





HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator **after** leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



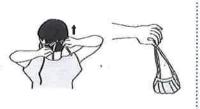
2. GOGGLES OR FACE SHIELD

- · Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



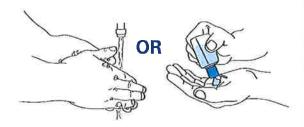
3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- · Discard in a waste container





4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE







MODOC COUNTY SHERIFF'S OFFICE

102 South Court Street - P.O. Drawer 460 - Alturas, California 96101

Telephone : 530.233.4416 Fax : 530.233.1235 Email : tdowdy@modocsheriff.us

INFORMATION STRATEGY

MODOC COVID-19 INCIDENT 3.16.2020

Incident Summary: Though no cases have been confirmed in the County, Modoc County OES and Modoc County Public Health declared a local emergency on Thursday, March 12, 2020. This action was taken to provide access to funding and resources not otherwise available without such a declaration. This plan is intended to layout the public information activities in support of the overall response.

Information Objectives:

- Keep the people of Modoc County informed of ongoing developments as they occur to support their ability to take appropriate actions based on factual information.
- Keep residents, staff, partners and elected officials informed in timely development and distribution of COVID-19 information in the most timely and transparent manner possible.
- Share factual information about proper precautions to limit the transmission of COVID-19 virus to help offset rumors and other information that may be counterproductive to the overall effort.
- Act as a central source of information for the people of Modoc County and coordinate public information activities from all involved to insure consistent messaging.
- Work to manage rumors and provide appropriate sources of information to support individual decision making.

Taraet Audiences:

- Modoc County residents
- Modoc County Business owners
- Visitors to the area
- Elected Officials

- Other partners and collaborators
- News Media
- Neighboring communities

Key Messages:

- The Modoc County EOC will provide the best possible information and suggestions for appropriate protective actions.
- The actions recommended are meant to protect the most vulnerable of our population.
- Wash your hands, Cover your cough and stay home if you are sick.
- Please do your part, Do it for Modoc County.
- No undue restrictions will be placed on the businesses of Modoc County at this time.
- Public Phone Line- 233-1350 is up and running for COVID-19 questions and information.

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Modoc COVID-19

Finance

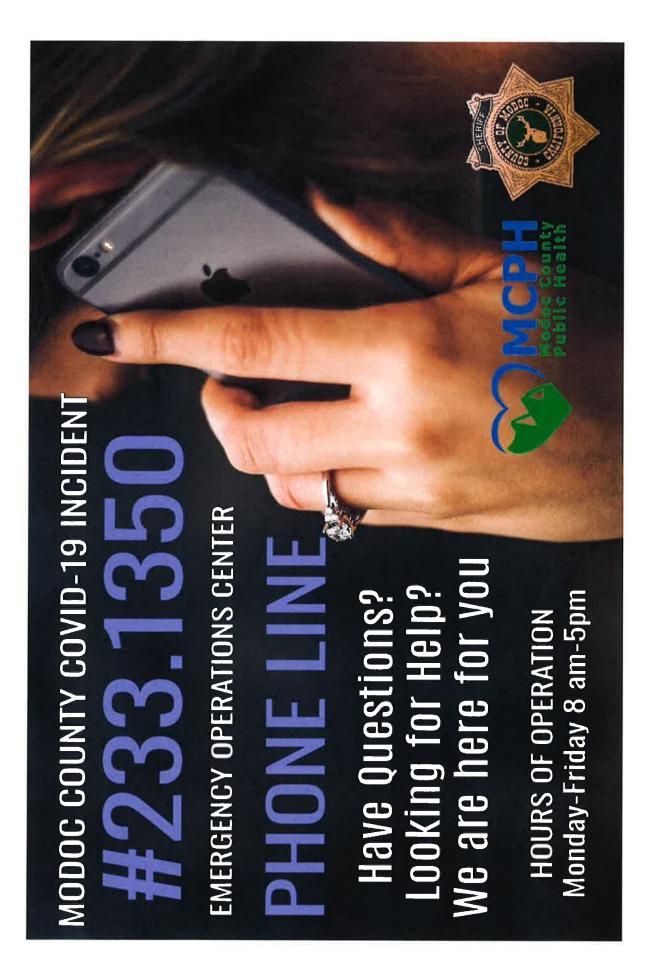
- All employee's must fill out a 214 Log Daily, turn into Amanda McKinney at <u>amckinney@modocsheriff.us</u> OR in the basket by the back door of the Annex.
- All purchases must be assigned a Resource # by Amanda McKinney or Mikele Picotte
- All receipts must have the proper Resource # written on them and be signed by purchaser
- If any purchase is done on a Credit Card, the charge will still need to be assigned a Resource # and a receipt turned in with purchaser's signature

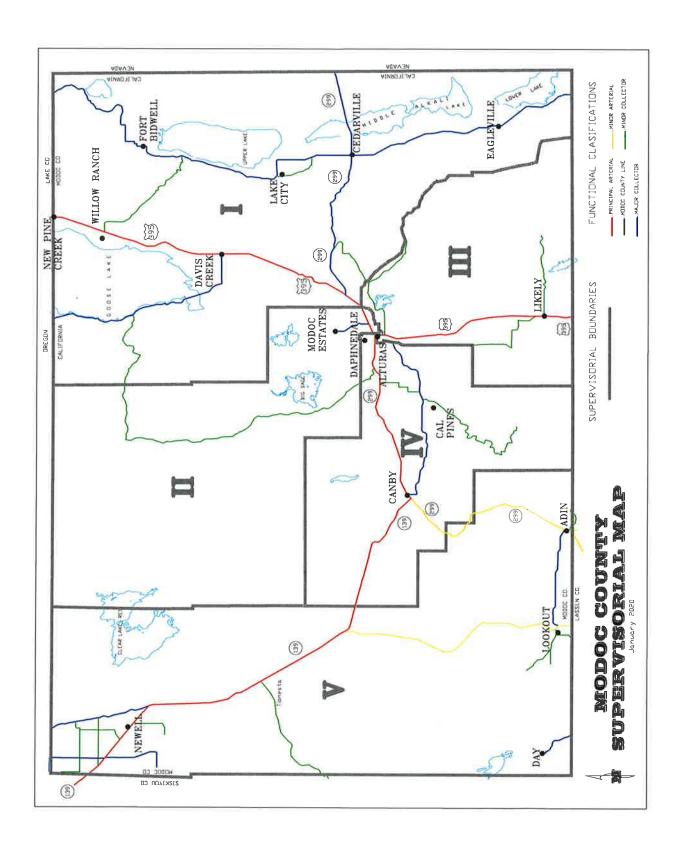
Logistics

For any resource requests please request through the following email. MHOAC@modocics.org

We will be prioritizing the resource requests that are received.

Ensure that commodities and emergency supplies continue to flow.





ACTIVITY LOG (ICS 214)

1. Incident Name:			2. Operational Period: Da Tin	ate From me From	n: Date To: n: Time To:		
3. Name:		4. 10	CS Position:		5. Home Agency (and Unit):		
6. Resources Assi	gned:						
Nar	me		ICS Position		Home Agency (and Unit)		
7. Activity Log:							
Date/Time	Notable Activities						
8. Prepared by: Na	ame:		Position/Title:		Signature;		
ICS 214, Page 1			Date/Time:				

