



**Incident Management Team  
Incident Action Plan**

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**Influenza A (H1N1)  
Scottsdale, Arizona  
October 26, 2009 through  
November 8, 2009**



**For Official Use Only**



City of Scottsdale  
Public Safety/COS Incident Command



|   |   |  |                                   |   |   |  |   |                                      |  |   |                                       |                                |
|---|---|--|-----------------------------------|---|---|--|---|--------------------------------------|--|---|---------------------------------------|--------------------------------|
| <b>INCIDENT OBJECTIVES</b>  | INCIDENT NAME<br><b>Influenza A (H1N1)</b>      | DATE PREPARED<br><b>October 22, 2009</b>                         | TIME PREPARED<br><b>2130 hrs.</b> |   |   |  |   |                                      |  |   |                                       |                                |
| OPERATIONAL PERIOD<br><b>Monday, October 26, 2009 through Sunday, November 8, 2009</b>  |   |  |                                   |   |   |  |   |                                      |  |   |                                       |                                |
| GENERAL CONTROL OBJECTIVES FOR THE INCIDENT: <ul style="list-style-type: none"> <li>• Provide for the health and safety of all public safety, COS personnel and the public</li> <li>• Maintain relationships with key internal and external stakeholders in order to share information for the benefit of COS strategic planning and overall H1N1 mitigation efforts</li> <li>• Provide support to worksite education and evaluation process to reduce employee and family exposure risks (maintenance phase of work completed by Exposure Reduction Group in earlier operational periods)</li> <li>• Execute vaccine dispensing plan for COS public safety personnel</li> <li>• Monitor available service levels city-wide and by division/department in order to assess adverse impacts to the workplace caused by leave due to illness</li> <li>• Collaborate with key COS lead personnel in the creation and adoption of division/department specific Callout Plans for inclusion in the COS Major Emergency Operations Plan</li> <li>• Develop and prepare COS AHIMT organization (to include personnel) plus utilize COS pandemic plan</li> </ul> |   |  |                                   |   |   |  |   |                                      |  |   |                                       |                                |
| WEATHER FORECAST FOR OPERATIONAL PERIOD:<br><b>Conditions ranging from sunny to mostly sunny. Daytime highs from 81 to 88 degrees; nighttime lows from 59 to 64 degrees. No chance of precipitation. Sunrise near 0638 hours and sunset near 1746 hours.</b>  |   |  |                                   |   |   |  |   |                                      |  |   |                                       |                                |
| GENERAL SAFETY MESSAGE: <ul style="list-style-type: none"> <li>• All personnel should receive an incident briefing detailing the operational plan, intelligence, risks, hazards, and an operational packet</li> <li>• Utilize appropriate PPE, if necessary</li> <li>• Ensure proper hygiene and hydration throughout the operation</li> </ul>  |   |  |                                   |   |   |  |   |                                      |  |   |                                       |                                |
| ATTACHMENTS (* IF ATTACHED) <table border="0" style="width:100%"> <tr> <td><input checked="" type="checkbox"/> ORGANIZATION LIST (ICS 203)</td> <td><input type="checkbox"/> MEDICAL PLAN (ICS 206)</td> <td><input checked="" type="checkbox"/> ORGANIZATION CHART (ICS 207)</td> </tr> <tr> <td><input checked="" type="checkbox"/> ASSIGNMENT LIST (ICS 204)</td> <td><input type="checkbox"/> SAFETY PLAN</td> <td><input checked="" type="checkbox"/> SITUATION REPORT (ICS 209)</td> </tr> <tr> <td><input type="checkbox"/> COMMUNICATION PLAN (ICS 205)</td> <td><input type="checkbox"/> INCIDENT MAP</td> <td><input type="checkbox"/> _____</td> </tr> </table>  |   |  |                                   | <input checked="" type="checkbox"/> ORGANIZATION LIST (ICS 203) | <input type="checkbox"/> MEDICAL PLAN (ICS 206) | <input checked="" type="checkbox"/> ORGANIZATION CHART (ICS 207) | <input checked="" type="checkbox"/> ASSIGNMENT LIST (ICS 204) | <input type="checkbox"/> SAFETY PLAN | <input checked="" type="checkbox"/> SITUATION REPORT (ICS 209) | <input type="checkbox"/> COMMUNICATION PLAN (ICS 205) | <input type="checkbox"/> INCIDENT MAP | <input type="checkbox"/> _____ |
| <input checked="" type="checkbox"/> ORGANIZATION LIST (ICS 203)   | <input type="checkbox"/> MEDICAL PLAN (ICS 206) | <input checked="" type="checkbox"/> ORGANIZATION CHART (ICS 207) |                                   |   |   |  |   |                                      |  |   |                                       |                                |
| <input checked="" type="checkbox"/> ASSIGNMENT LIST (ICS 204)   | <input type="checkbox"/> SAFETY PLAN            | <input checked="" type="checkbox"/> SITUATION REPORT (ICS 209)   |                                   |   |   |  |   |                                      |  |   |                                       |                                |
| <input type="checkbox"/> COMMUNICATION PLAN (ICS 205)   | <input type="checkbox"/> INCIDENT MAP           | <input type="checkbox"/> _____                                   |                                   |   |   |  |   |                                      |  |   |                                       |                                |
| ICS 202   | PREPARED BY:<br><b>Jeff Trillo</b>              | APPROVED BY:<br><b>Steve Randall / Sean Duggan</b>               |                                   |   |   |  |   |                                      |  |   |                                       |                                |



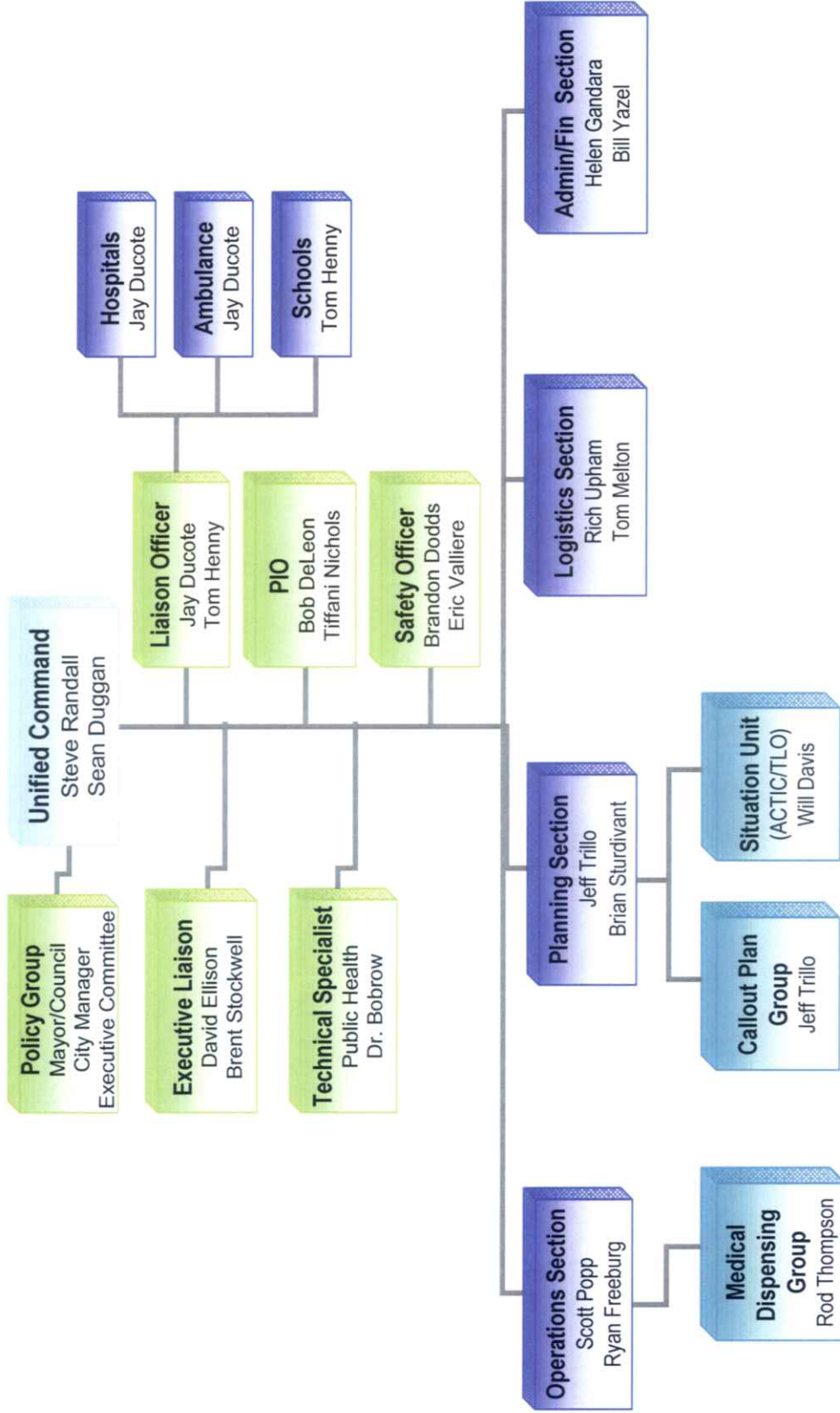
City of Scottsdale  
Public Safety/COS Incident Command



| <b>ORGANIZATION ASSIGNMENT LIST</b>          |                                    | INCIDENT NAME<br>Influenza A (H1N1) | DATE PREPARED<br>October 22, 2009 | TIME PREPARED<br>2145 hrs. |
|--|------------------------------------|-------------------------------------|-----------------------------------|----------------------------|
| <b>OPERATIONAL PERIOD</b>                    |                                    | <b>LOGISTICS SECTION</b>            |                                   |                            |
| Monday, 10/26/2009 through Sunday, 11/8/2009 |                                    | CHIEF                               | Rich Upham                        |                            |
| <b>UNIFIED COMMAND AND STAFF</b>             |                                    | DEPUTY CHIEF                        | Tom Melton                        |                            |
| <b>POSITION</b>                              | <b>NAME</b>                        |                                     |                                   |                            |
| INCIDENT COMMANDER                           | Steve Randall                      | FACILITIES                          |                                   |                            |
| DEPUTY IC                                    | Sean Duggan                        | FACILITIES Sit Room                 |                                   |                            |
| LIAISON OFFICER                              | Jay Ducote                         | SUPPLY GROUP                        |                                   |                            |
| ASSISTANT LIAISON OFFICER                    | Tom Henny                          | GROUND SUPPORT                      |                                   |                            |
| PIO  | Bob DeLeon                         | FACILITIES                          |                                   |                            |
| ASSISTANT PIO                                | Tiffani Nichols                    | COMMUNICATIONS                      |                                   |                            |
| ASSISTANT PIO                                | Mark Clark                         | MEDICAL UNIT                        |                                   |                            |
| SAFETY OFFICER                               | Brandon Dodds                      | <b>ADMIN/FINANCE SECTION</b>        |                                   |                            |
| ASSISTANT SO                                 | Eric Valliere                      | CHIEF                               | Helen Gandara                     |                            |
|  |                                    | DEPUTY CHIEF                        | Bill Yazel                        |                            |
| EXECUTIVE LIAISON                            | David Ellison                      | TIME UNIT                           |                                   |                            |
| ASSISTANT EXECUTIVE LIAISON                  | Brent Stockwell                    | PROCUREMENT UNIT                    |                                   |                            |
| TECHNICAL SPECIALIST                         | Dr. Ben Bobrow                     | COMP / CLAIMS UNIT                  |                                   |                            |
|  |                                    | COST UNIT                           |                                   |                            |
| <b>AGENCY REPS</b>                           |                                    |                                     |                                   |                            |
| AGENCY                                       | NAME                               | <b>OPERATIONS SECTION</b>           |                                   |                            |
|  |                                    | CHIEF                               | Scott Popp                        |                            |
|  |                                    | DEPUTY CHIEF                        | Ryan Freeburg                     |                            |
|  |                                    | MEDICAL DISTRIBUTION GROUP          | Rod Thompson                      |                            |
| <b>PLANNING SECTION</b>                      |                                    |                                     |                                   |                            |
| CHIEF  | Jeff Trillo                        |                                     |                                   |                            |
| DEPUTY CHIEF                                 | Brian Sturdivant                   |                                     |                                   |                            |
| SITUATION UNIT                               | Will Davis                         |                                     |                                   |                            |
| CALLOUT PLAN GROUP                           | Jeff Trillo                        |                                     |                                   |                            |
| DEMOBILIZATION UNIT                          |                                    |                                     |                                   |                            |
| DOCUMENTATION UNIT                           |                                    |                                     |                                   |                            |
| RESOURCE UNIT                                |                                    |                                     |                                   |                            |
|  |                                    | SUSD/CCUSD Unit                     | Tom Henny                         |                            |
|  |                                    | ACTIC/TLO                           | Toby Staats, Dustin Preston       |                            |
|  |                                    | SHC/MAYO                            | Jay Ducote                        |                            |
|  |                                    | PMT & SW Ambo Unit                  | Jay Ducote                        |                            |
| <b>ICS 203</b>                               | <b>PREPARED BY:</b><br>Jeff Trillo |                                     |                                   |                            |



# City of Scottsdale Public Safety/COS Incident Command





City of Scottsdale  
Public Safety/COS Incident Command



|  |                             |                        |  |            |                             |                   |       |
|--|-----------------------------|------------------------|--|------------|-----------------------------|-------------------|-------|
| SECTION<br>Operations  | GROUP<br>Medical Dispensing | <b>ASSIGNMENT LIST</b> |  |            |                             |                   |       |
| INCIDENT NAME<br>Influenza A (H1N1)  |                             |                        | OPERATIONAL PERIOD<br>Monday, 10/26/2009 through Sunday, 11/8/2009 |            |                             |                   |       |
| OPERATIONS PERSONNEL   |                             |                        |  |            |                             |                   |       |
| CHIEF Scott Popp   |                             |                        | GROUP SUPERVISOR Rod Thompson                                      |            |                             |                   |       |
| DEPUTY CHIEF Ryan Freeburg   |                             |                        |  |            |                             |                   |       |
| RESOURCES ASSIGNED THIS PERIOD   |                             |                        |  |            |                             |                   |       |
| RESOURCE DESIGNATOR  | LEADER                      | NUMBER PERSONS         | TRANS. NEEDED  | START TIME | END TIME                    |                   |       |
| [To be developed in future Operational Periods]  |                             |                        |  |            |                             |                   |       |
|  |                             |                        |  |            |                             |                   |       |
|  |                             |                        |  |            |                             |                   |       |
|  |                             |                        |  |            |                             |                   |       |
|  |                             |                        |  |            |                             |                   |       |
|  |                             |                        |  |            |                             |                   |       |
|  |                             |                        |  |            |                             |                   |       |
|  |                             |                        |  |            |                             |                   |       |
|  |                             |                        |  |            |                             |                   |       |
| CONTROL OPERATIONS   |                             |                        |  |            |                             |                   |       |
| Group Objectives:  |                             |                        |  |            |                             |                   |       |
| <ul style="list-style-type: none"> <li>• Prepare contingency plans where necessary plus review existing plans concerning the receipt and distribution of additional doses of the H1N1 vaccine to the City.</li> <li>• Engage stakeholders to ensure viability of plans (ex., Scottsdale Healthcare for distribution, Scottsdale Police Crime Lab for storage).</li> <li>• Coordinate communications associated with H1N1 vaccine distribution to the workplace with the Public Information Officer.</li> </ul> |                             |                        |  |            |                             |                   |       |
| SPECIAL INSTRUCTIONS   |                             |                        |  |            |                             |                   |       |
| Current key agency/department representatives: COS HR General Manager La Verne Parker Diggs; Risk Management Director Pauline Hecker; Liaison Officer Jay Ducote; and Medical Director Ben Bobrow.   |                             |                        |  |            |                             |                   |       |
| DIVISION/GROUP COMMUNICATIONS SUMMARY  |                             |                        |  |            |                             |                   |       |
| FUNCTION   | FREQ.                       | SYSTEM                 | CHAN.  | FUNCTION   | FREQ.                       | SYSTEM            | CHAN. |
| COMMAND  |                             |                        |  |            |                             |                   |       |
| OPS  |                             |                        |  |            |                             |                   |       |
|  |                             |                        |  |            |                             |                   |       |
| PREPARED BY:<br>Jeff Trillo  |                             |                        | APPROVED BY:<br>Steve Randall / Sean Duggan                        |            | DATE<br>October 22,<br>2009 | TIME<br>2200 hrs. |       |



City of Scottsdale  
Public Safety/COS Incident Command



|   |                        |  |   |            |                             |                   |       |
|---|------------------------|--|---|------------|-----------------------------|-------------------|-------|
| SECTION<br>Planning   | GROUP<br>Callout Plans | <b>ASSIGNMENT LIST</b>   |   |            |                             |                   |       |
| INCIDENT NAME<br>Influenza A (H1N1)   |                        | OPERATIONAL PERIOD<br>Monday, 10/26/2009 through Sunday, 11/8/2009 |   |            |                             |                   |       |
| OPERATIONS PERSONNEL  |                        |  |   |            |                             |                   |       |
| CHIEF Jeff Trillo   |                        |  | GROUP SUPERVISOR                            |            |                             |                   |       |
| DEPUTY CHIEF Brian Sturdivant   |                        |  |   |            |                             |                   |       |
| RESOURCES ASSIGNED THIS PERIOD  |                        |  |   |            |                             |                   |       |
| RESOURCE DESIGNATOR   | LEADER                 | NUMBER PERSONS   | TRANS. NEEDED                               | START TIME | END TIME                    |                   |       |
| COS Executive Committee   | ---                    | ---  | No  | 10/26/2009 | 11/8/2009                   |                   |       |
|   |                        |  |   |            |                             |                   |       |
|   |                        |  |   |            |                             |                   |       |
|   |                        |  |   |            |                             |                   |       |
|   |                        |  |   |            |                             |                   |       |
|   |                        |  |   |            |                             |                   |       |
|   |                        |  |   |            |                             |                   |       |
|   |                        |  |   |            |                             |                   |       |
|   |                        |  |   |            |                             |                   |       |
| CONTROL OPERATIONS  |                        |  |   |            |                             |                   |       |
| <ul style="list-style-type: none"> <li>Provide proposed Callout Plans to Assistant City Manager, COS Executive Committee and others as learned for final review and approval.</li> <li>Place in COS Major Emergency Operations Plan as an annex.</li> </ul> |                        |  |   |            |                             |                   |       |
| SPECIAL INSTRUCTIONS  |                        |  |   |            |                             |                   |       |
| <ul style="list-style-type: none"> <li>Use of standard flu season precautions is still recommended health/safety mitigation practice.</li> </ul>  |                        |  |   |            |                             |                   |       |
| DIVISION/GROUP COMMUNICATIONS SUMMARY   |                        |  |   |            |                             |                   |       |
| FUNCTION  | FREQ.                  | SYSTEM   | CHAN.                                       | FUNCTION   | FREQ.                       | SYSTEM            | CHAN. |
| COMMAND   |                        |  |   |            |                             |                   |       |
| OPS   |                        |  |   |            |                             |                   |       |
|   |                        |  |   |            |                             |                   |       |
| PREPARED BY:<br>Jeff Trillo   |                        |  | APPROVED BY:<br>Steve Randall / Sean Duggan |            | DATE<br>October 22,<br>2009 | TIME<br>2208 hrs. |       |

|                         |                                    |   |  |                |
|-------------------------|------------------------------------|---|--|----------------|
| <b>SITUATION REPORT</b> | INCIDENT:<br>Influenza A<br>(H1N1) | OPERATIONAL PERIOD:<br>October 26, 2009 through<br>November 8, 2009 | REPORTING UNIT:<br>City of Scottsdale<br>IMT | <b>ICS 209</b> |
|-------------------------|------------------------------------|---|--|----------------|

*Unless otherwise indicated, the information contained in this report applies to the listed operational period.*

### **CURRENT SITUATION**

The CDC's situation update report read, "During the week of October 11-17, 2009, influenza activity . . . is now widespread in 46 states." In conjunction with this, indicators across the board from patient visits to the doctor's office for influenza-like illness, influenza hospitalization rates for laboratory-confirmed cases of the flu, and the proportion of deaths attributed to pneumonia and influenza have all been higher than what would be expected for this time of year.

The first of community-available H1N1 vaccine trickled into Arizona this past week. Over the weekend, Maricopa County Department of Public Health (MCDPH) coordinated a county-wide vaccine clinic effort targeting the pediatric population, largely ages 4 - 18. City of Scottsdale's All-Hazard Incident Management Team partnered with MCDPH, Scottsdale Healthcare and other community public health vaccine providers in this effort. Vaccine distribution occurred without issue.

City of Scottsdale is currently offering seasonal flu vaccine opportunities to its employees.

In Scottsdale:

- Scottsdale Unified School District schools are back in session this week after fall break and have reported increased flu activity in three schools.
- Cave Creek Unified School District has no changes.
- Our new community partner, Notre Dame Preparatory High School, reported a 2.4% student absentee rate for the period on October 19-23, 2009.

### **Your one stop shop for up to date Influenza activity and reporting:**

<http://www.scottsdaleaz.gov/fire/H1N1.asp>

### **CITY SICK LEAVE REPORT**

- **Citywide** – 3.8% employee absentee rate
- **Police** – 3.7% employee absentee rate
- **Fire** – 3% employee absentee
- **Other Department Hotspots** – None

(rev 10/27 by jt)

### **PLANNED ACTIVITIES (Current operational period)**

- Maintain relationships with key internal and external stakeholders in order to share information for the benefit of COS strategic planning and overall H1N1 mitigation efforts
- Provide support to worksite education and evaluation process to reduce employee and family exposure risks
- Have ready COS vaccine dispensing plan
- Monitor available service levels city-wide and by division/department in order to assess adverse impacts to the workplace caused by leave due to illness
- Collaborate with key COS lead personnel in the creation and adoption of division/department specific Callout Plans for inclusion in the COS Major Emergency Operations Plan

Prepared by: (Plans Section Chief)

Jeff Trillo

IMT Incident Commander:

Steve Randall / Sean Duggan