

### 3 – DECIDE – Based on classification incident type, determine MIC actions

Classification	Notifications	MIC Activation	Potential Plans & Systems
<b>Major</b>	<b>Immediate</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Phone call to OPHP Director, or designee</li> <li><input type="checkbox"/> Phone call to appropriate ESF-8 Discipline POC (COBTH EM, Mass League, MassMAP)</li> <li><input type="checkbox"/> Email via MIC email to Duty Officer Team</li> <li><input type="checkbox"/> Page MDPH Duty Officer, if appropriate</li> <li><input type="checkbox"/> Everbridge high-priority alert (email, SMS) to OPHP staff, COBTH EM Coordinator</li> </ul> <hr/> <b>MIC Alert/Advisory</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Alert or Advisory to MIC Advisory Distribution List via business email, SMS text, and business phone; <u>confirmation required</u>.</li> </ul>	Level 2: Partial -or- Level 3: Full  Physical  <i>*See steps below</i>	<b>Systems</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Everbridge</li> <li><input type="checkbox"/> WebEOC: Create an incident in the City of Boston WebEOC</li> <li><input type="checkbox"/> EMTrack</li> <li><input type="checkbox"/> MassMAP</li> </ul> <b>Plans</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> BPHC EOP</li> <li><input type="checkbox"/> Disaster Behavioral Health</li> <li><input type="checkbox"/> Family Reunification Plan</li> <li><input type="checkbox"/> Family and Community Center Activation Plans</li> </ul>
<b>Moderate/Minor</b>	<b>Initial Notification</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Phone call to appropriate ESF-8 Discipline POC (COBTH EM, Mass League, MassMAP)</li> <li><input type="checkbox"/> Email via Everbridge or the MIC email account to all OPHP staff, COBTH Emergency Management Coordinator</li> </ul> <hr/> <b>MIC Advisory (if necessary)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advisory to MIC Advisory Distribution List via business email only. No confirmation of receipt is needed.</li> </ul>	Level 1: Enhanced  Virtual	<b>Systems</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Everbridge</li> <li><input type="checkbox"/> WebEOC: Create an incident in the City of Boston WebEOC</li> </ul>
<b>Informational</b>	No notification required.	Steady State	No action required.
<b>Developing/Unknown</b>	<b>Initial Notification (if necessary):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Email via MIC email to OPHP staff, COBTH Emergency Management Coordinator</li> <li><input type="checkbox"/> Phone Call to Appropriate ESF-8 Discipline POC (COBTH EM, Mass League, MassMAP)</li> </ul>	Steady State	No action required.

#### Steps to Physical MIC Activation (Level 2 or Level 3)

- ☐ Convene and facilitate a conference call with all available MIC Duty Officers
- ☐ Assess OPHP availability to staff the MIC utilizing Everbridge Mass Notification and SurveyMonkey template
- ☐ Develop an initial MIC Operations Plan to be disseminated
- ☐ Activate and set-up the MIC
- ☐ Staff the Boston Emergency Operations Center (EOC) ESF8-Desk if open