

PLANNING SECTION CHIEF JOB AID

Overview

Position: Planning Section Chief

Personnel assigned to this position should have a good operational background and experience with the type of incident to which they are responding. Since this is a key position in the response organization, assignment should be based on experience level versus rank. Past experience as a Situation Unit Leader and/or Resource Unit Leader is highly desirable.

Section: Planning Section

Mission:

To provide the overall collection, evaluation and dissemination of all operational information concerning the incident in order to understand the current situation, predict incident course, and to assist in the preparation of response objectives and strategies. Key goals include:

- Make decisions on resource needs
 - Prepare an approved Incident Action Plan
-

Duties:

- ❑ Report to the Incident Commander for situation briefing and assist in preparation of initial response objectives and strategies.
- ❑ Establish information requirements and reporting schedules for all ICS organizational elements for operational periods, incident action plan preparation, and information dissemination.
- ❑ Invoke duties of unit leaders to undertake initial preparation of deployment of staff and resources.
- ❑ Determine need for specialists to undertake resource and site assessments, and arrange for contract services in consultation with chiefs of Logistics and Finance/administration Sections.
- ❑ Brief unit leaders on duties, safety, communications and other field requirements.
- ❑ Introduce any contract resource or oil spill specialists to response team and its organization.
- ❑ Represent the state on federal regional environmental emergency teams (REET) for exchanging resource information and setting protection priorities.
- ❑ Coordinate with other section chiefs on preparing established situation reports, status summaries, and Incident Action Plans for the next operational period.

Continued on Next Page

Overview (Cont'd)

References

Below is a list of references that may be required during the use of this job aid:

- Field Operations Guide (ICS OS-420-1)
- NIIMS I-440 Planning Section Chief Guide
- NFES Planning Section Position Manual (ICS 221-1)
- NIIMS Planning Section Chief Position Task Book (NFES 2331)
- Incident Command System (COMDTINST 3120.14)

Materials

Ensure that these materials are available to the Planning Section Chief during an incident, if not already provided in a unit or section specific support kit.

- | | |
|---|--|
| <input type="checkbox"/> ICS Forms Catalog | <input type="checkbox"/> In boxes or large envelopes |
| <input type="checkbox"/> Field Operations Guide | <input type="checkbox"/> Stapler |
| <input type="checkbox"/> Local charts and maps | <input type="checkbox"/> Push pins |
| <input type="checkbox"/> Rulers | <input type="checkbox"/> 3 or 6 part folders |
| <input type="checkbox"/> Mylar sheets | <input type="checkbox"/> 2 hole punch |
| <input type="checkbox"/> Felt tip pens | <input type="checkbox"/> Pre-printed Mtg Agendas |
| <input type="checkbox"/> Dry erase markers (wide and thin line) | <input type="checkbox"/> Stack pack |
| <input type="checkbox"/> Pencils (lead and grease) | <input type="checkbox"/> ICS forms on disk |
| <input type="checkbox"/> Paper, sticky notes | <input type="checkbox"/> Laptop computer with printer, software |
| <input type="checkbox"/> Scissors | <input type="checkbox"/> T Cards |
| | <input type="checkbox"/> Position Manuals for Planning Section positions |
| <input type="checkbox"/> Notebooks (some waterproof) | <input type="checkbox"/> ICS 215 (Operational Planning Worksheet) |
| <input type="checkbox"/> ICS 213 General Msg Forms | <input type="checkbox"/> Other IAP forms |
| <input type="checkbox"/> White out | <input type="checkbox"/> Intercom headsets for PSC and Unit Leaders |
| <input type="checkbox"/> Masking tape | |
| <input type="checkbox"/> Easel chart | <input type="checkbox"/> Copy enlarger/poster printer |

General Information

Use clear text and ICS terminology (no codes) in radio transmissions and address Incident Communications Center: “(Incident Name) Communications”.

Initial Actions

General Tasks

Below are initial responsibilities for the Planning Section Chief.

| STEP | ACTION | ✓ |
|------|---|--------------------------|
| 1. | Receive assignment. | <input type="checkbox"/> |
| 2. | Upon arrival at the incident, check-in at designated check-in locations. Check-in locations may be found at: <ul style="list-style-type: none">• Incident Command Post• Base or Camps• Staging Areas• Helibases | <input type="checkbox"/> |
| 3. | Obtain an initial brief from Incident Commander (IC) <ul style="list-style-type: none">• Expectations of the IC• Incident objectives• Agencies/organizations/stakeholders involved• Incident activities/situation• Special concerns | <input type="checkbox"/> |
| 4. | Obtain ICS 201 from IC if this is the initial assignment of a PSC. If this is a relief or transition assignment, then obtain IAP/briefing from the current PSC | <input type="checkbox"/> |

Continued on Next Page

Initial Actions (Cont'd)

General Tasks (Cont'd)

Initial responsibilities for the Planning Section Chief are continued below.

| STEP | ACTION | ✓ | | | | | | | | | | | | | | | |
|-------------------------------------|--|---|----------|----------|---------------------|---|---|-------------------------------------|-----------------------|-------------------------------|-------------------------------|--|---|---------------------------|---|---|--|
| 5. | Review ICS 201 (pages 1-4) | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>ICS 201 Section (page)</th> <th>Contains</th> <th>Consider</th> </tr> </thead> <tbody> <tr> <td>Map/sketch (page 1)</td> <td>Geographic scope of incident and layout of organization, divisions/groups, facilities, boundaries, resource locations</td> <td>Need for changes to geographic layout of organization</td> </tr> <tr> <td>Summary of current actions (page 2)</td> <td>Actions taken to date</td> <td>Any additional actions needed</td> </tr> <tr> <td>Current organization (page 3)</td> <td>Understanding of personnel assignments to date</td> <td>Adequacy of current organization to meet incident needs</td> </tr> <tr> <td>Resource summary (page 4)</td> <td>Resources on-scene and ordered in Resource location/status</td> <td>Need for resources in addition to those on scene/ordered in</td> </tr> </tbody> </table> | ICS 201 Section (page) | Contains | Consider | Map/sketch (page 1) | Geographic scope of incident and layout of organization, divisions/groups, facilities, boundaries, resource locations | Need for changes to geographic layout of organization | Summary of current actions (page 2) | Actions taken to date | Any additional actions needed | Current organization (page 3) | Understanding of personnel assignments to date | Adequacy of current organization to meet incident needs | Resource summary (page 4) | Resources on-scene and ordered in Resource location/status | Need for resources in addition to those on scene/ordered in | |
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| Summary of current actions (page 2) | Actions taken to date | Any additional actions needed | | | | | | | | | | | | | | | |
| Current organization (page 3) | Understanding of personnel assignments to date | Adequacy of current organization to meet incident needs | | | | | | | | | | | | | | | |
| Resource summary (page 4) | Resources on-scene and ordered in Resource location/status | Need for resources in addition to those on scene/ordered in | | | | | | | | | | | | | | | |
| 6. | Begin/maintain Unit Activity Log (ICS 214) | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| 7. | Acquire work materials listed on page 2 | <input type="checkbox"/> | | | | | | | | | | | | | | | |
| 8. | Complete forms and reports required of the assigned position and send these documents to Documentation Unit at end of each operational period | <input type="checkbox"/> | | | | | | | | | | | | | | | |

Decision on Resource Needs

Assess Personnel Already Assigned to Incident Determine optimal assignments for Incident personnel.

| STEP | ACTION | ✓ | | | | | | |
|---------------|---|--------------------------|---------------------|-----------|---|---------------|--|--------------------------|
| 1. | <p>Determine assignments/status of personnel already on scene at incident</p> <table border="1" data-bbox="667 457 1230 940"> <thead> <tr> <th data-bbox="667 457 894 510">IF ICS 201</th> <th data-bbox="902 457 1230 510">THEN Determine from</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 520 894 678">Available</td> <td data-bbox="902 520 1230 678">ICS 201, page 3 (Current Organization) ICS 201, page 4 (Resources Summary)</td> </tr> <tr> <td data-bbox="667 688 894 940">NOT available</td> <td data-bbox="902 688 1230 940">Initial brief with IC Check-in List (ICS 211 or equivalent) Organization charts Personal observation/interview</td> </tr> </tbody> </table> | IF ICS 201 | THEN Determine from | Available | ICS 201, page 3 (Current Organization) ICS 201, page 4 (Resources Summary) | NOT available | Initial brief with IC Check-in List (ICS 211 or equivalent) Organization charts Personal observation/interview | <input type="checkbox"/> |
| IF ICS 201 | THEN Determine from | | | | | | | |
| Available | ICS 201, page 3 (Current Organization) ICS 201, page 4 (Resources Summary) | | | | | | | |
| NOT available | Initial brief with IC Check-in List (ICS 211 or equivalent) Organization charts Personal observation/interview | | | | | | | |
| 2. | <p>Determine qualifications of assigned personnel</p> <table border="1" data-bbox="667 1024 1230 1686"> <thead> <tr> <th data-bbox="667 1024 894 1077">IF ICS 201</th> <th data-bbox="902 1024 1230 1077">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 1087 894 1371">Completed</td> <td data-bbox="902 1087 1230 1371">Check resources summary for qualifications NOTE: The ICS 201 does NOT currently require that this information be recorded</td> </tr> <tr> <td data-bbox="667 1381 894 1686">Not complete</td> <td data-bbox="902 1381 1230 1686">Look at alternative sources for information <ul style="list-style-type: none"> • Check-in List (ICS 211, Block 15) • Unit Watch Quarter and Station Bill • Personal interview/observation </td> </tr> </tbody> </table> | IF ICS 201 | THEN | Completed | Check resources summary for qualifications NOTE: The ICS 201 does NOT currently require that this information be recorded | Not complete | Look at alternative sources for information <ul style="list-style-type: none"> • Check-in List (ICS 211, Block 15) • Unit Watch Quarter and Station Bill • Personal interview/observation | <input type="checkbox"/> |
| IF ICS 201 | THEN | | | | | | | |
| Completed | Check resources summary for qualifications NOTE: The ICS 201 does NOT currently require that this information be recorded | | | | | | | |
| Not complete | Look at alternative sources for information <ul style="list-style-type: none"> • Check-in List (ICS 211, Block 15) • Unit Watch Quarter and Station Bill • Personal interview/observation | | | | | | | |
| 3. | Assign on scene personnel to based on availability & qualifications as determined in Steps 1 and 2 | <input type="checkbox"/> | | | | | | |

Decision on Resource Needs (Cont'd)

Activate Planning Section Units

Use the worksheet below to calculate staffing needs for the Planning Section.

| STEP | ACTION | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|--|----------|---|----------------|--|---------------|---|---|------------|------------------------|---|---|---|------------|-------------------------------|---|---|---|----------------|----------------------|---|---|---|------------|-----------------------|---|---|---|------------|---------------------------|---|---|---|----------------|----------------------------|---|---|---|----------------|-------|--|--|--|----------------|--------------------------|
| 1. | <p>Determine the appropriate staffing for the Planning Section using the table below:</p> <p>NOTE: When ordering personnel for the Planning Section also consider the need for check-in recorders, field observers, and display processors.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="text-align: center;">Position</th> <th colspan="3" style="text-align: center;">Size of Incident (Number of Divisions)</th> <th rowspan="2" style="text-align: center;">Number Needed</th> </tr> <tr> <th style="text-align: center;">2</th> <th style="text-align: center;">5</th> <th style="text-align: center;">10 or more</th> </tr> </thead> <tbody> <tr> <td>Planning Section Chief</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1 _____</td> </tr> <tr> <td>Deputy Planning Section Chief</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">_____ _____</td> </tr> <tr> <td>Resource Unit Leader</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1 _____</td> </tr> <tr> <td>Situation Unit Leader</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1 _____</td> </tr> <tr> <td>Documentation Unit Leader</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">_____ _____</td> </tr> <tr> <td>Demobilization Unit Leader</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">_____ _____</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total</td> <td style="text-align: center;">_____ _____</td> </tr> </tbody> </table> | Position | Size of Incident (Number of Divisions) | | | Number Needed | 2 | 5 | 10 or more | Planning Section Chief | 1 | 1 | 1 | 1 _____ | Deputy Planning Section Chief | 0 | 0 | 1 | _____ _____ | Resource Unit Leader | 1 | 1 | 1 | 1 _____ | Situation Unit Leader | 1 | 1 | 1 | 1 _____ | Documentation Unit Leader | 0 | 1 | 1 | _____ _____ | Demobilization Unit Leader | 0 | 0 | 1 | _____ _____ | Total | | | | _____ _____ | <input type="checkbox"/> |
| Position | Size of Incident (Number of Divisions) | | | Number Needed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 | 5 | 10 or more | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning Section Chief | 1 | 1 | 1 | 1 _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deputy Planning Section Chief | 0 | 0 | 1 | _____ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Resource Unit Leader | 1 | 1 | 1 | 1 _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Situation Unit Leader | 1 | 1 | 1 | 1 _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Documentation Unit Leader | 0 | 1 | 1 | _____ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Demobilization Unit Leader | 0 | 0 | 1 | _____ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | | | _____ _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Multiply the Total in Step 1 by (2) for 24 hour operations | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Subtract number of personnel already assigned to Planning Section | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Order remainder (number and qualifications) using ICS 213 (General Message Form); route to Logistics Section Chief | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Decision on Resource Needs (Cont'd)

Conduct Section Briefing

The checklist below should be completed at the BEGINNING OF EACH OPERATIONAL PERIOD.

| STEP | ACTION | ✓ |
|------|--|--------------------------|
| 1. | Meet with Unit Leaders | <input type="checkbox"/> |
| 2. | Discuss status of objectives from previous operational period | <input type="checkbox"/> |
| 3. | Establish and post short-term objectives for upcoming operational period | <input type="checkbox"/> |
| 4. | Provide feedback on Unit Leader performance | <input type="checkbox"/> |
| 5. | Assess size of Planning Section and determine need to order/demobilize personnel | <input type="checkbox"/> |
| 6. | Query Unit Leaders for problems or concerns to be addressed (personnel issues, training needs, etc.) | <input type="checkbox"/> |

Assign Technical Specialists

Technical specialists need to be properly checked-in and assigned.

| STEP | ACTION | ✓ | | | | | | |
|-------------------------|--|----|------|---------------------|--|-------------------------|--|--------------------------|
| 1. | <p>When a technical specialist reports to the Planning Section, determine status and assign:</p> <table border="1"> <thead> <tr> <th>IF</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Properly checked-in</td> <td>Assign to requestor Notify Resources Unit of status</td> </tr> <tr> <td>Not properly checked-in</td> <td>Record check-in information on ICS 211 Assign to requestor Notify Resources Unit of status</td> </tr> </tbody> </table> <p>NOTE: Track technical specialists and observe continued need for assignment during operational planning</p> | IF | THEN | Properly checked-in | Assign to requestor Notify Resources Unit of status | Not properly checked-in | Record check-in information on ICS 211 Assign to requestor Notify Resources Unit of status | <input type="checkbox"/> |
| IF | THEN | | | | | | | |
| Properly checked-in | Assign to requestor Notify Resources Unit of status | | | | | | | |
| Not properly checked-in | Record check-in information on ICS 211 Assign to requestor Notify Resources Unit of status | | | | | | | |

Incident Action Plan Prepared

Transition from ICS 201 to IAP

The Planning Section Chief is responsible for preparing the IAP.

| STEP | ACTION | ✓ | | | | | | | | | | | | | | | |
|-----------------------------------|---|-------------------------|--|-------------------------|--|--|--|-----------------------------------|-----------------------------------|----------------------|----|------|---------|---|------------|---|--------------------------|
| 1. | <p>Determine (from Incident Commander) when the transition from ICS 201 to formal Incident Action Plan will occur:</p> <table border="1" data-bbox="652 546 1240 835"> <thead> <tr> <th colspan="2" data-bbox="675 554 954 634">This Operational Period</th> <th data-bbox="954 554 1230 634">Next Operational Period</th> </tr> </thead> <tbody> <tr> <td data-bbox="675 634 792 680"></td> <td data-bbox="792 634 954 680"></td> <td data-bbox="954 634 1230 680"></td> </tr> <tr> <td data-bbox="675 680 792 827">Updated Incident Briefing ICS 201</td> <td data-bbox="792 680 954 827">Updated Incident Briefing ICS 201</td> <td data-bbox="954 680 1230 827">Incident Action Plan</td> </tr> </tbody> </table> <table border="1" data-bbox="669 877 1230 1558"> <thead> <tr> <th data-bbox="675 886 896 932">IF</th> <th data-bbox="896 886 1230 932">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="675 932 896 1201">ICS 201</td> <td data-bbox="896 932 1230 1201"> Update ICS 201 for next operational period NOTE: The ICS 201 can be used as the IAP for as long as the IC determines that this is appropriate </td> </tr> <tr> <td data-bbox="675 1201 896 1558">Formal IAP</td> <td data-bbox="896 1201 1230 1558"> Determine from IC <ul style="list-style-type: none"> • Length of operational periods (12 or 24 hours commonly used) • Start times for operational periods • Deadline for completion of IAP </td> </tr> </tbody> </table> | This Operational Period | | Next Operational Period | | | | Updated Incident Briefing ICS 201 | Updated Incident Briefing ICS 201 | Incident Action Plan | IF | THEN | ICS 201 | Update ICS 201 for next operational period NOTE: The ICS 201 can be used as the IAP for as long as the IC determines that this is appropriate | Formal IAP | Determine from IC <ul style="list-style-type: none"> • Length of operational periods (12 or 24 hours commonly used) • Start times for operational periods • Deadline for completion of IAP | <input type="checkbox"/> |
| This Operational Period | | Next Operational Period | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Updated Incident Briefing ICS 201 | Updated Incident Briefing ICS 201 | Incident Action Plan | | | | | | | | | | | | | | | |
| IF | THEN | | | | | | | | | | | | | | | | |
| ICS 201 | Update ICS 201 for next operational period NOTE: The ICS 201 can be used as the IAP for as long as the IC determines that this is appropriate | | | | | | | | | | | | | | | | |
| Formal IAP | Determine from IC <ul style="list-style-type: none"> • Length of operational periods (12 or 24 hours commonly used) • Start times for operational periods • Deadline for completion of IAP | | | | | | | | | | | | | | | | |

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Incident Action Plan Prepared (cont'd)

Transition from
ICS 201 to IAP
(Cont'd)

The checklist for preparing the IAP is continued below.

| STEP | ACTION | ✓ | | | | | | | | | | | | | |
|--|---|-------|--------------|------|--|--------------------------|-------|-------------------------|----------------------|-------|------------------|-------|-----------------|-------|--------------------------|
| 2. | Given the IAP completion deadline, and using the planning cycle illustrated below, work backwards to establish the IAP development schedule: <table border="1" data-bbox="667 548 1230 936" style="margin: 10px auto;"> <thead> <tr> <th>IF</th> <th>AND Event is</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td></td> <td>IC/UC command objectives</td> <td>X - 8</td> </tr> <tr> <td rowspan="4">Submission Deadline = X</td> <td>Pre-planning meeting</td> <td>X - 6</td> </tr> <tr> <td>Planning meeting</td> <td>X - 3</td> </tr> <tr> <td>IAP preparation</td> <td>X - 2</td> </tr> </tbody> </table> | IF | AND Event is | THEN | | IC/UC command objectives | X - 8 | Submission Deadline = X | Pre-planning meeting | X - 6 | Planning meeting | X - 3 | IAP preparation | X - 2 | <input type="checkbox"/> |
| IF | AND Event is | THEN | | | | | | | | | | | | | |
| | IC/UC command objectives | X - 8 | | | | | | | | | | | | | |
| Submission Deadline = X | Pre-planning meeting | X - 6 | | | | | | | | | | | | | |
| | Planning meeting | X - 3 | | | | | | | | | | | | | |
| | IAP preparation | X - 2 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| <p>Note: This IAP development schedule should be used to negotiate the submission deadline for the first IAP. The PSC is responsible for ensuring the IC understands the development cycle and the time needed to produce the IAP.</p> <p>Note: These times are approximated for the first cycle and may vary significantly based on incident complexity and length of the operational period.</p> | | | | | | | | | | | | | | | |

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Incident Action Plan Prepared (cont'd)

Facilitate Meetings The Planning Section Chief serves as the facilitator for several key meetings during each operational cycle.

| STEP | ACTION | ✓ |
|------|--|--------------------------|
| 1. | Based on times determined in previous steps, instruct the Situation Unit Leader to prepare ICS 230 (Daily Meeting Schedule) NOTE: These are not the only meetings/events that need to be included on the ICS 230. Ensure the SUL also includes press briefs, VIP visits, IC updates, command staff meetings and other significant events during the operational period. | <input type="checkbox"/> |
| 2. | Ensure completed ICS 230 is posted on Situation Status display and distributed to all Command Staff, Section Chiefs, Division/Group Supervisors and appropriate Unit Leaders | <input type="checkbox"/> |
| 3. | 15-30 minutes before meeting, send reminders to meeting attendees to ensure prompt attendance NOTE: This can be done via ICS 213, email, messenger, announcement, or any other method that is effective at getting the word out. | <input type="checkbox"/> |
| 4. | At designated time, facilitate each meeting to maintain schedule, cover all required aspects, and produce expected deliverables. Ensure presenters are prepared to cover their portion of the meeting agenda. Determine the need for and ensure attendance of Technical Specialists if necessary. See IF/THEN table on the next pages NOTE: Agendas can be preprinted in ICS 231 (Meeting Description) and used for various meetings. | <input type="checkbox"/> |

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Incident Action Plan Prepared (cont'd)

Facilitate Meetings (cont'd) The meeting facilitation job aid continues below.

| IF Meeting Is | THEN | | | |
|------------------------|--|---|---|--|
| | Attendees Are | Agenda Is | Presenter Is | Deliverables Are |
| Pre-Planning (Tactics) | PSC OPS RUL LSC SO | Objectives for the next operational period (clearly stated and attainable with the resources available, yet flexible enough to allow OPS to choose tactics) Strategies (primary and alternatives) Prepare a draft of ICS 215 to identify resources that should be ordered through LSC. This process can be completed by OPS and RUL after the meeting adjourns, with RUL preparing an enlarged ICS 215 for the Planning Meeting | OPS OPS with PSC RUL | Primary strategies Alternative strategies Draft ICS 215 (Operational Planning Worksheet) |
| Planning | IC IO LO SO OPS PSC LSC FSC RUL SUL Air Ops Technical Specialists (as needed) | Incident objectives/policy issues Briefing of situation, critical and sensitive areas, weather/sea forecast, resource status/availability Primary and alternative strategies to meet objectives Designate Branch, Division, Group boundaries and functions as appropriate, using maps and ICS 215 | IC/UC PSC with SUL, RUL OPS with PSC, LSC | |

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Incident Action Plan Prepared (cont'd)

Facilitate Meetings (cont'd) The meeting facilitation job aid continues below.

| IF Meeting Is | THEN | | | |
|-------------------|---------------|---|-------------------|---|
| | Attendees Are | Agenda Is | Person Tasked | Deliverables Are |
| Planning (cont'd) | | Specify tactics for each Division; Note limitations | OPS with SUL | |
| | | Specify resources needed by Division/Groups | OPS with PSC, LSC | |
| | | Specify operations facilities and reporting locations – plot on map | OPS with LSC | |
| | | Develop resources, support and overhead orders | PSC, LSC | |
| | | Financial concerns/reports | FSC | |
| | | Communications, traffic, safety, medical, and other support | LSC with PSC | |
| | | Contributing organization/agency considerations regarding work plan | LO | |
| | | Safety considerations regarding work plan | SO | |
| | | Media considerations regarding work plan | IO | |
| | | Finalize/approve ICS-215s for next operational period | IC/UC | Final ICS 215 Conceptual approval of IAP with input from all organizational elements |

Continued on Next Page

Incident Action Plan Prepared (cont'd)

Facilitate Meetings (cont'd) The meeting facilitation job aid continues below.

| IF Meeting Is | THEN | | | |
|--|---------------------------------------|--|---|--|
| | Attendees Are | Agenda Is | Person Tasked | Deliverables Are |
| IAP Prep NOTE: This is not a formal meeting – the tasking required to complete this step can be handed out immediately following the Planning Meeting | LSC PSC OPS RUL SUL SO | Establish deadlines for following: Incident Objectives (ICS 202) Organization List/Chart (ICS 203 or 207) Assignment List (ICS 204) Communications Plan (ICS 205) Medical Plan (ICS 206) Traffic Plan Incident map Operational Components (use as pertinent): Air Operations Summary (ICS 220) Daily Safety Message Demobilization Plan | RUL (w/OPS assist) LSC SUL OPS SO PSC | ICS 202, ICS 203/207 ICS 204 ICS 205/206 Traffic Plan Incident maps ICS-OS-209 ICS-OS-232 ICS 220 Daily Safety Message Demobilization Plan |

Continued on Next Page

Incident Action Plan Prepared (cont'd)

Facilitate Meetings (cont'd) The meeting facilitation job aid continues below.

| IF Meeting Is | THEN | | | |
|-------------------|--|---|------------------|---|
| | Attendees Are | Agenda Is | Person Tasked | Deliverables Are |
| Ops (shift) Brief | IC | Current response actions and last shift's accomplishments | PSC | Convey IAP objectives and assignments to oncoming shift |
| | IO | | | |
| | LO | | | |
| | SO | Review of IC/UC objectives, | OPS | |
| | OPS | | | |
| | PSC | Review changes to IAP | SUL | |
| | LSC | Division/Group and air operations assignments | | |
| | FSC | | | |
| | Div/Group Supervisors | Weather and sea conditions forecast | | |
| | Task Force Leaders | Trajectory analysis | SO | |
| | Strike Team Leaders | Transport, communications, supply updates | | |
| | | Unit Leaders | Safety issues | |
| | Unit Leaders | | Financial report | |
| | | Unit Leaders | Media report | |
| | Contributing organization/ agency reports/concerns | | | |

NOTE: If the incident is spread out over a large geographic area consider conducting the shift briefs in the vicinity of the actual work areas. The Division/Group Supervisors would carry out these shift briefs.

NOTE: Meeting occurs approximately 1 hour prior to start of each shift.

Incident Action Plan Prepared (cont'd)

Evaluate Alternative Strategies The Planning Section Chief is responsible for developing alternatives to proposed strategies.

| STEP | ACTION | ✓ | | | | | | | | | | |
|-----------------------|---|---|-----|------|--------------|---|---|----------|--------------------------|------------------------------|--|--------------------------|
| 1. | Determine alternate plan(s) for each primary strategy proposed by OPS during the pre-planning meeting | <input type="checkbox"/> | | | | | | | | | | |
| 2. | <p>Determine if alternate plans are precluded by any policy, regulation or other incident specific constraint</p> <table border="1"> <thead> <tr> <th>IF Alternate Strategy</th> <th>AND</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Not feasible</td> <td>→</td> <td rowspan="2">Present only primary plan at planning meeting</td> </tr> <tr> <td rowspan="2">Feasible</td> <td>Precluded by constraints</td> </tr> <tr> <td>NOT precluded by constraints</td> <td>Present at planning meeting as alternative</td> </tr> </tbody> </table> | IF Alternate Strategy | AND | THEN | Not feasible | → | Present only primary plan at planning meeting | Feasible | Precluded by constraints | NOT precluded by constraints | Present at planning meeting as alternative | <input type="checkbox"/> |
| IF Alternate Strategy | AND | THEN | | | | | | | | | | |
| Not feasible | → | Present only primary plan at planning meeting | | | | | | | | | | |
| Feasible | Precluded by constraints | | | | | | | | | | | |
| | NOT precluded by constraints | Present at planning meeting as alternative | | | | | | | | | | |
| 3. | <p>For each alternative strategy determine:</p> <ul style="list-style-type: none"> Resources needed to execute Resource availability Cost | <input type="checkbox"/> | | | | | | | | | | |
| 4. | Be prepared to present and discuss pros/cons of alternate strategies at planning meeting | <input type="checkbox"/> | | | | | | | | | | |

Prepare the IAP

Use the checklist below to properly prepare and assemble the IAP.

| STEP | ACTION | ✓ |
|------|--|--------------------------|
| 1. | At conclusion of IAP prep meeting ensure assignments/expectations are clear | <input type="checkbox"/> |
| 2. | Instruct those responsible for developing portions of the IAP to provide advance notice if deadlines will not be met | <input type="checkbox"/> |

Continued on Next Page

Incident Action Plan Prepared (cont'd)

Prepare the IAP (cont'd)

The IAP preparation checklist is continued below.

| STEP | ACTION | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|---|--------------------------|--------------------------|-------|-------|-----------|-----|--------------------------|--------------------------|-------------------------------|-----------|--------------------------|--------------------------|------------------------------------|-----|--------------------------|--------------------------|-------------------------------------|---------|--------------------------|--------------------------|-------------------------------|-------------------|--------------------------|--------------------------|------------------------|---------------------|--------------------------|--------------------------|----------------------------|-----|--------------------------|--------------------------|------------|---------|--------------------------|--------------------------|---------|-----|--------------------------|--------------------------|----------------------|----------------|--------------------------|--------------------------|---------------|----------------------------|--------------------------|--------------------------|-----------------|-----|--------------------------|--------------------------|----------------------|-------------------|--------------------------|--------------------------|--|
| 3. | Ensure duplication services available/adequate | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Assemble forms for IAP | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>Form # (Name)</th> <th>Prepared By</th> <th>Draft</th> <th>Final</th> </tr> </thead> <tbody> <tr> <td>IAP Cover</td> <td>SUL</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ICS 202 (Response Objectives)</td> <td>PSC or IC</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ICS 203 (Organization Assignments)</td> <td>RUL</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ICS 204 (Division/Group Assignment)</td> <td>OPS/RUL</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ICS 205 (Communications Plan)</td> <td>Comms Unit Leader</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ICS 206 (Medical Plan)</td> <td>Medical Unit Leader</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>OS 232 (Resources at Risk)</td> <td>SUL</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ICS-OS-209</td> <td>SUL/RUL</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>ICS 220</td> <td>OPS</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Daily Safety Message</td> <td>Safety Officer</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Traffic Plan*</td> <td>Ground Support Unit Leader</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Incident map(s)</td> <td>SUL</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Demobilization Plan*</td> <td>Demob Unit Leader</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> | Form # (Name) | Prepared By | Draft | Final | IAP Cover | SUL | <input type="checkbox"/> | <input type="checkbox"/> | ICS 202 (Response Objectives) | PSC or IC | <input type="checkbox"/> | <input type="checkbox"/> | ICS 203 (Organization Assignments) | RUL | <input type="checkbox"/> | <input type="checkbox"/> | ICS 204 (Division/Group Assignment) | OPS/RUL | <input type="checkbox"/> | <input type="checkbox"/> | ICS 205 (Communications Plan) | Comms Unit Leader | <input type="checkbox"/> | <input type="checkbox"/> | ICS 206 (Medical Plan) | Medical Unit Leader | <input type="checkbox"/> | <input type="checkbox"/> | OS 232 (Resources at Risk) | SUL | <input type="checkbox"/> | <input type="checkbox"/> | ICS-OS-209 | SUL/RUL | <input type="checkbox"/> | <input type="checkbox"/> | ICS 220 | OPS | <input type="checkbox"/> | <input type="checkbox"/> | Daily Safety Message | Safety Officer | <input type="checkbox"/> | <input type="checkbox"/> | Traffic Plan* | Ground Support Unit Leader | <input type="checkbox"/> | <input type="checkbox"/> | Incident map(s) | SUL | <input type="checkbox"/> | <input type="checkbox"/> | Demobilization Plan* | Demob Unit Leader | <input type="checkbox"/> | <input type="checkbox"/> | |
| Form # (Name) | Prepared By | Draft | Final | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IAP Cover | SUL | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ICS 202 (Response Objectives) | PSC or IC | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ICS 203 (Organization Assignments) | RUL | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ICS 204 (Division/Group Assignment) | OPS/RUL | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ICS 205 (Communications Plan) | Comms Unit Leader | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ICS 206 (Medical Plan) | Medical Unit Leader | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OS 232 (Resources at Risk) | SUL | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ICS-OS-209 | SUL/RUL | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ICS 220 | OPS | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Daily Safety Message | Safety Officer | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Traffic Plan* | Ground Support Unit Leader | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Incident map(s) | SUL | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Demobilization Plan* | Demob Unit Leader | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | *As necessary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on Next Page

Incident Action Plan Prepared (cont'd)

Prepare the IAP (cont'd)

The IAP preparation checklist is continued below.

| STEP | ACTION | ✓ |
|------|---|--------------------------|
| 5. | Proofread IAP, ensure forms complete and signed by originator | <input type="checkbox"/> |
| 6. | Present to IC/UC for final approval/signature | <input type="checkbox"/> |
| 7. | Duplicate as needed | <input type="checkbox"/> |
| 8. | Route signed original to DUL | <input type="checkbox"/> |
| 9. | Have DUL distribute as needed | <input type="checkbox"/> |

Assemble Task Forces and Strike Teams

Task Forces and Strike Teams are organizational tools that help the ICS effectively manage large groups of response personnel.

| STEP | ACTION | ✓ | | | | | | |
|---|--|--------------------------|------------------|--|-------------|---|------------|--------------------------|
| 1. | Determine need for Task Force/Strike Team <table border="1" data-bbox="667 1010 1229 1331"> <thead> <tr> <th>IF Need is for</th> <th>THEN Assemble as</th> </tr> </thead> <tbody> <tr> <td>Group of resources with same type/kind</td> <td>Strike Team</td> </tr> <tr> <td>Group of resources with different type/kind</td> <td>Task Force</td> </tr> </tbody> </table> <p>NOTE: Task Forces are much more common in Coast Guard operations</p> | IF Need is for | THEN Assemble as | Group of resources with same type/kind | Strike Team | Group of resources with different type/kind | Task Force | <input type="checkbox"/> |
| IF Need is for | THEN Assemble as | | | | | | | |
| Group of resources with same type/kind | Strike Team | | | | | | | |
| Group of resources with different type/kind | Task Force | | | | | | | |
| 2. | Identify and group appropriate resources | <input type="checkbox"/> | | | | | | |
| 3. | Assign a Task Force/Strike Team Leader | <input type="checkbox"/> | | | | | | |
| 4. | Provide Task Force/Strike Team with Comms | <input type="checkbox"/> | | | | | | |
| 5. | Designate assembly area/time | <input type="checkbox"/> | | | | | | |
| 6. | Assign via ICS 204 | <input type="checkbox"/> | | | | | | |
| 7. | Have RUL track grouped resources as Task Force/Strike Team | <input type="checkbox"/> | | | | | | |

Approved Incident Action Plan

Order Appropriate Resources

In order to ensure the availability of resources for operations beyond the next operational period, the Planning Section Chief must work closely with the Operations Section Chief to anticipate resource needs.

NOTE: Pre-planning and planning meetings will produce a list of resources required for the chosen objectives, strategies and tactics during the next operational period.

| STEP | ACTION | ✓ | | | | | | | | | | | |
|-------------------------------------|--|--|----------|------|--------------------------------|---|-----------------------------------|--------------------------------|--|---|--|--|--------------------------|
| 1. | <table border="1"> <thead> <tr> <th data-bbox="667 674 857 825">IF Anticipated Operation Will Occur</th> <th data-bbox="857 674 1036 825">AND They</th> <th data-bbox="1036 674 1227 825">THEN</th> </tr> </thead> <tbody> <tr> <td data-bbox="667 825 857 976">During next operational period</td> <td data-bbox="857 825 1036 976">→</td> <td data-bbox="1036 825 1227 976">Resource needs covered by ICS 215</td> </tr> <tr> <td data-bbox="667 976 857 1192" rowspan="2">Beyond next operational period</td> <td data-bbox="857 976 1036 1192">Are similar in scope and complexity to current operation</td> <td data-bbox="1036 976 1227 1192">Resources are likely to already be on scene</td> </tr> <tr> <td data-bbox="857 1192 1036 1478">Go beyond scope and complexity of current operations</td> <td data-bbox="1036 1192 1227 1478">PSC and OPS should ID resources needed to conduct anticipated operations</td> </tr> </tbody> </table> | IF Anticipated Operation Will Occur | AND They | THEN | During next operational period | → | Resource needs covered by ICS 215 | Beyond next operational period | Are similar in scope and complexity to current operation | Resources are likely to already be on scene | Go beyond scope and complexity of current operations | PSC and OPS should ID resources needed to conduct anticipated operations | <input type="checkbox"/> |
| IF Anticipated Operation Will Occur | AND They | THEN | | | | | | | | | | | |
| During next operational period | → | Resource needs covered by ICS 215 | | | | | | | | | | | |
| Beyond next operational period | Are similar in scope and complexity to current operation | Resources are likely to already be on scene | | | | | | | | | | | |
| | Go beyond scope and complexity of current operations | PSC and OPS should ID resources needed to conduct anticipated operations | | | | | | | | | | | |
| 2. | Order necessary resources to arrive in time for anticipated operations. | <input type="checkbox"/> | | | | | | | | | | | |

Approved Incident Action Plan (cont'd)

Advise Command & General Staff The Planning Section Chief is responsible for keeping the IC/UC staff informed about incident status changes.

| STEP | ACTION | ✓ | | | | | | | | | |
|---|---|--------------------------|-------------|-------|---|--------------------------|--------------------------|--|-------------|-------------|--------------------------|
| 1. | Identify changes in incident status from field reports | <input type="checkbox"/> | | | | | | | | | |
| 2. | Determine if changes are significant: <table border="1" data-bbox="667 558 1229 1110"> <thead> <tr> <th>IF Status Change</th> <th>THEN Change</th> <th>Brief</th> </tr> </thead> <tbody> <tr> <td>Does not require a change in operational period objectives/strategies</td> <td>Probably not significant</td> <td>At next planning meeting</td> </tr> <tr> <td>May require change in operational period objectives/strategies</td> <td>Significant</td> <td>Immediately</td> </tr> </tbody> </table> | IF Status Change | THEN Change | Brief | Does not require a change in operational period objectives/strategies | Probably not significant | At next planning meeting | May require change in operational period objectives/strategies | Significant | Immediately | <input type="checkbox"/> |
| IF Status Change | THEN Change | Brief | | | | | | | | | |
| Does not require a change in operational period objectives/strategies | Probably not significant | At next planning meeting | | | | | | | | | |
| May require change in operational period objectives/strategies | Significant | Immediately | | | | | | | | | |
| 3. | Notify command and general staff of ALL significant changes NOTE: Make notifications via quickest method (radio, phone, fax, messenger) | <input type="checkbox"/> | | | | | | | | | |

Provide Status Reports to Requesters

The Planning Section may be tasked to provide specific information regarding the incident to various requestors.

| STEP | ACTION | ✓ |
|------|--|--------------------------|
| 1. | Receive request for incident information | <input type="checkbox"/> |

Continued on Next Page

Approved Incident Action Plan (cont'd)

Provide Status Reports to Requesters (cont'd)

The checklist used to provide information to various requestors is continued below.

| STEP | ACTION | ✓ | | | | | | |
|-------------------------------------|--|--------------------------|------|-----------------------|---------------------|-------------------------------------|--|--|
| 2. | Determine if information is available via the Situation Unit | <input type="checkbox"/> | | | | | | |
| | <table border="1"> <thead> <tr> <th>IF Situation Unit</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Maintains information</td> <td>Task SUL to provide</td> </tr> <tr> <td>Does NOT have requested information</td> <td> 1. Determine best source 2. Obtain information/task source to provide </td> </tr> </tbody> </table> | IF Situation Unit | THEN | Maintains information | Task SUL to provide | Does NOT have requested information | 1. Determine best source 2. Obtain information/task source to provide | |
| IF Situation Unit | THEN | | | | | | | |
| Maintains information | Task SUL to provide | | | | | | | |
| Does NOT have requested information | 1. Determine best source 2. Obtain information/task source to provide | | | | | | | |

Recommend Release of Resources

From early in the incident response, the Planning Section Chief must be alert for excess resources that can be reassigned or demobilized.

| STEP | ACTION | ✓ | | | | | | |
|------------------------------|--|--------------------------|------|------------------------------|--|------------------------|--|--|
| 1. | Identify excess resources via ICS 215 process or feedback from the field. NOTE: If resource is a Task Force or Strike Team, disassemble into single resources before proceeding to Step 2 | <input type="checkbox"/> | | | | | | |
| 2. | Determine if resources are needed elsewhere at the incident | <input type="checkbox"/> | | | | | | |
| | <table border="1"> <thead> <tr> <th>IF Resources</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Needed elsewhere at incident</td> <td>PSC and OPS reassign and notify RUL of status change</td> </tr> <tr> <td>Not needed at incident</td> <td>Place on list of resources proposed for demobilization</td> </tr> </tbody> </table> | IF Resources | THEN | Needed elsewhere at incident | PSC and OPS reassign and notify RUL of status change | Not needed at incident | Place on list of resources proposed for demobilization | |
| IF Resources | THEN | | | | | | | |
| Needed elsewhere at incident | PSC and OPS reassign and notify RUL of status change | | | | | | | |
| Not needed at incident | Place on list of resources proposed for demobilization | | | | | | | |
| 3. | Present list of resources proposed for demobilization to IC/UC | <input type="checkbox"/> | | | | | | |

Continued on Next Page

Approved Incident Action Plan (cont'd)

Recommend Release of Resources (Cont'd)

The checklist used to demobilize excess resources is continued below.

| STEP | ACTION | ✓ | | | | | | |
|---------------------------------|---|--------------------------|------|-----------------------------|--|---------------------------------|--|--|
| 4. | Demobilize resources that IC/UC approves for release | <input type="checkbox"/> | | | | | | |
| | <table border="1"> <thead> <tr> <th>IF Resource</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>Approved for demobilization</td> <td>Demobilize in accordance with approved demobilization plan</td> </tr> <tr> <td>Not approved for demobilization</td> <td>Determine reason Keep at incident Notify RUL of status</td> </tr> </tbody> </table> | IF Resource | THEN | Approved for demobilization | Demobilize in accordance with approved demobilization plan | Not approved for demobilization | Determine reason Keep at incident Notify RUL of status | |
| IF Resource | THEN | | | | | | | |
| Approved for demobilization | Demobilize in accordance with approved demobilization plan | | | | | | | |
| Not approved for demobilization | Determine reason Keep at incident Notify RUL of status | | | | | | | |

Develop General Plan

The General Plan is used to generate a proposed timeline for the overall response. It can be used to make resource decisions, estimate costs for the response and manage expectations both in and outside of the response organization.

| STEP | ACTION | ✓ | | | | | | | | |
|---------------------------|---|---------------------------|----------------------|----------------|--------------|-----------|-------------|-------------------|----------------|--|
| 1. | Estimate time-frame for response | <input type="checkbox"/> | | | | | | | | |
| 2. | Determine if General Plan is feasible | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>IF Response Time-Frame Is</th> <th>THEN General Plan Is</th> </tr> </thead> <tbody> <tr> <td>7 days or less</td> <td>Not feasible</td> </tr> <tr> <td>8-14 days</td> <td>Can be used</td> </tr> <tr> <td>More than 14 days</td> <td>Should be used</td> </tr> </tbody> </table> | IF Response Time-Frame Is | THEN General Plan Is | 7 days or less | Not feasible | 8-14 days | Can be used | More than 14 days | Should be used | |
| IF Response Time-Frame Is | THEN General Plan Is | | | | | | | | | |
| 7 days or less | Not feasible | | | | | | | | | |
| 8-14 days | Can be used | | | | | | | | | |
| More than 14 days | Should be used | | | | | | | | | |
| 3. | Develop General Plan if indicated by the above or required by IC/UC | <input type="checkbox"/> | | | | | | | | |

Continued on Next Page

Approved Incident Action Plan (cont'd)

Develop General Plan (cont'd)

The checklist for developing the General Plan is continued below.

| STEP | ACTION | ✓ |
|------|---|--------------------------|
| 4. | Assign a Detailed Incident Assessment Team (DIAT) to assemble information needed for the General Plan NOTE: This team is typically made up of representatives from operations and planning that have incident specific experience | <input type="checkbox"/> |
| 5. | Draft the General Plan in accordance with the instructions in the ICS Forms Catalog | <input type="checkbox"/> |
| 6. | Submit to IC/UC for approval | <input type="checkbox"/> |
| 7. | Distribute copies of approved plan to IC/UC, Command and General Staff | <input type="checkbox"/> |
| 8. | Have DIAT update plan every 3-4 days, resubmit for approval, and distribute | <input type="checkbox"/> |

Section/Unit Demobilized Tasks

Below are demobilization responsibilities applicable to supervisory personnel assigned to this section/unit.

| STEP | ACTION | ✓ |
|------|---|--------------------------|
| 1. | Provide input to the Demobilization Unit Leader who develops the Demob Plan | <input type="checkbox"/> |
| 2. | Brief subordinates regarding demobilization | <input type="checkbox"/> |
| 3. | Debrief appropriate personnel prior to departing incident <ul style="list-style-type: none"> • Incident Commander • Logistics Section Chief | <input type="checkbox"/> |
| 4. | Supervise demobilization of section, including storage of supplies | <input type="checkbox"/> |
| 5. | Provide Supply Unit Leader with a list of supplies to be replenished | <input type="checkbox"/> |
| 6. | Forward all Section documentation to Documentation Unit | <input type="checkbox"/> |
| 7. | Complete Check-out Sheet | <input type="checkbox"/> |

Information Exchange Matrix

Information Exchange Matrix

Inputs/Outputs Below is an input/output matrix to assist the Planning Section Chief in exchanging information with other ICS positions.

| MEET With | WHEN | PSC OBTAINS | PSC PROVIDES |
|---------------------|-------------------------------|--|--|
| Incident Commander | Initial incident brief | ICS 201 or verbal brief on incident status | Feedback on initial response activity/organization |
| | During initial response phase | Operational Periods Deadline for initial IAP submission IC/UC objectives | Feedback on operational period and IAP deadline Feedback on objectives |
| | Planning meeting | Restatement of response objectives | Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather |
| | IAP approval process | Approved IAP | IAP for approval |
| Safety Officer | Planning meeting | Concerns regarding safety issues in IAP | Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather |
| | IAP prep process | Safety messages | Feedback on safety messages Update on response operations |
| Liaison Officer | Planning meeting | Concerns regarding liaison issues | Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather |
| Information Officer | During initial response phase | Estimated time of press briefings | Completed ICS 230 (Meeting Schedule) |
| | Planning meetings | Media concerns considerations | Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather |

Continued on Next Page

Information Exchange Matrix (continued)

| MEET With | WHEN | PSC OBTAINS | PSC PROVIDES |
|---|--|---|--|
| Operations Section Chief | Pre-planning meeting Planning meeting IAP prep meeting | Strategy/tactics Resource needs Primary/alternative strategies Branch/Division and Group boundaries/function s Tactics Resource needs Ops facilities Information to complete ICS 204's ICS 220 (Air Operations Summary) | Input on alternative strategies Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather Completed ICS 204's Feedback on IAP submissions |
| Logistics Section Chief | During initial response phase Planning meeting IAP prep | Confirmation of staffing order Feedback on resource availability Facility details Support plan input ICS 205 ICS 206 Support plans (Traffic Plan) | ICS 213 with resource order to staff Planning Section Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather Feedback on IAP submissions |
| Finance/ Administration Section Chief | Planning meeting Shift brief | Update on finance concerns Financial Report | Proposed IAP Briefing on situation, critical/sensitive areas, resource status/availability, weather Review of IC/UC objectives |
| Technical Specialists | As they report in | Check-in information | Assignment Brief on incident status |