Unit 4: Implementing an Operational Planning Process

Unit Terminal Objective

Create an ICS 215, Operational Planning Worksheet, and an ICS 215A, Incident Action Plan Safety Analysis, using a given scenario.
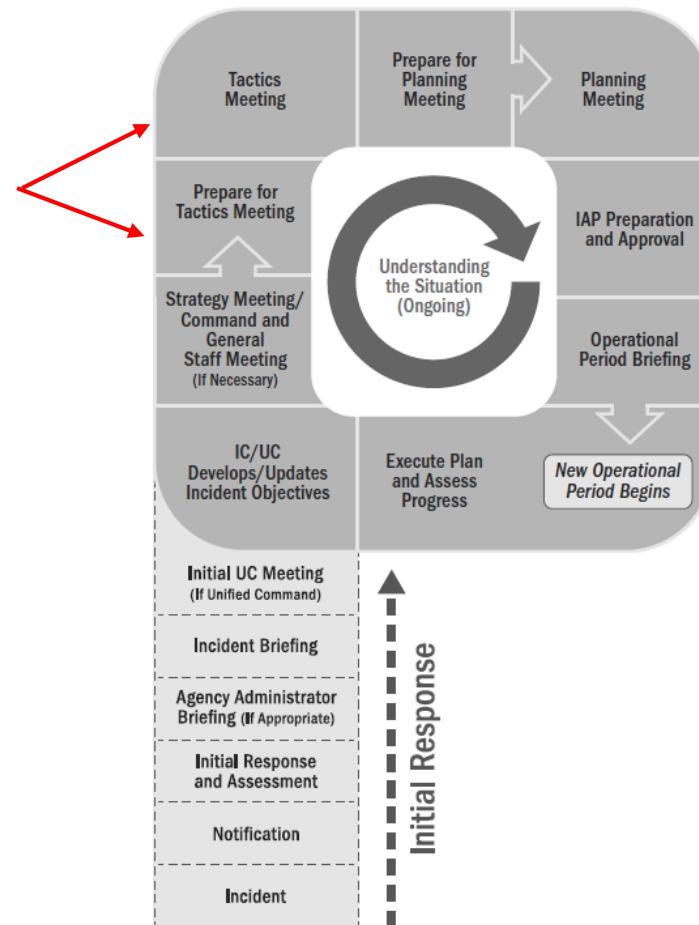
Unit Enabling Objectives

- **Explain the operational planning steps including logistical concerns, cost-benefit analysis, and appropriate strategies and tactics to meet incident objectives.**

- **Identify the scope and results of the Tactics Meeting.**

- **Explain the purpose and use of ICS Form 215, Operational Planning Worksheet.**

- **Explain the purpose and use of ICS Form 215A, Incident Action Plan Safety Analysis.**
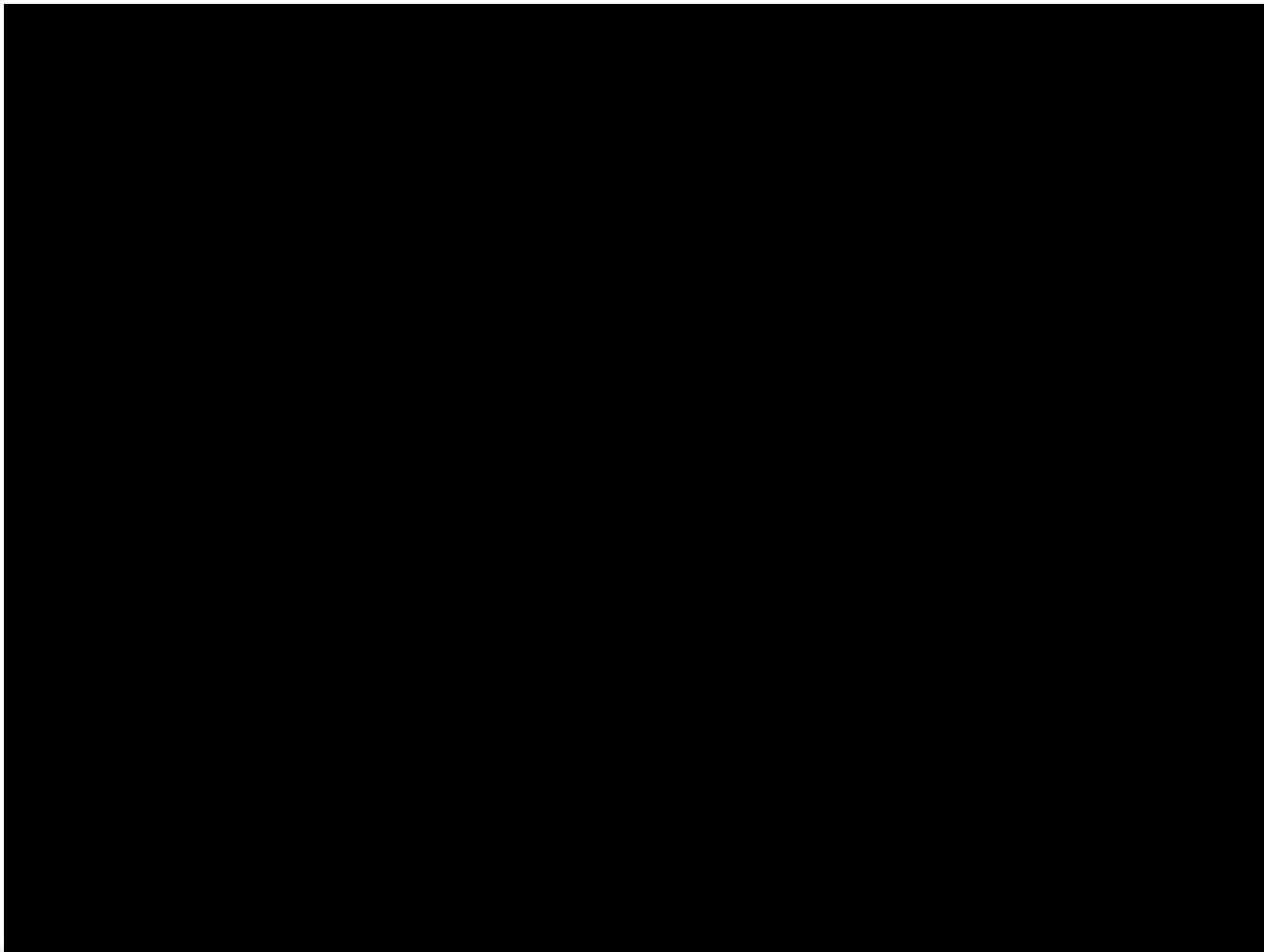
The Tactics Meeting: Overview

- **Purpose**
- **Preparation**
- **Who Attends**
- **Who Leads**

Planning P Video 6

Assessing Current Objectives

- Is the incident stable, or is it increasing in size and complexity?

- What are the current incident objectives, strategy, and tactics?

  - Are there any safety issues?

  - Are the objectives effective? Is a change of course needed?

  - How long will it be until the objectives are completed?

- What is current status of resources? Are resources sufficient and in good condition?

Objectives, Strategies, and Tactics

Incident Objectives

State what will be accomplished.

Strategies

Establish the general plan or direction for accomplishing the incident objectives.

Tactics

Specify how the strategies will be executed.

Developing Strategies

- Generate a list of strategies.
- Select the strategy that:
  - Is within acceptable safety norms.
  - Makes good sense (feasible, practical, and suitable).
  - Is cost effective.
  - Is consistent with sound environmental practices.
  - Meets political considerations.

Executing Tactical Direction

- **Establish Tactics: Describe what must be done.**

- **Assign Resources: Determine and assign the kind and type of resources needed for the selected tactics.**

- **Monitor Performance: Determine if the tactics and resources selected for the various strategies are both valid and adequate.**

Sample Strategy and Tactics

Objective: Reduce reservoir level to 35 feet by 0800 on 2/10.

Strategy #1: Reduce/divert inflow.

Strategy #2: Release water from spillways.

Selected Strategy: Pump water from reservoir.

Tactics: Use truck-mounted pumps working from the road into spillway, and portable pumps on the east side discharging into Murkey Creek.

Resources: 5 crews with (3) 1,500-gpm truck-mounted pumps & (2) 500-gpm portable pumps

Logistics Support Factors

When determining tactical operations, consider the following personnel and logistical support factors:

- If the required tactical resources will not be available, then an adjustment should be made to the tactics and operations planned for the Operational Period.

- Lack of logistical support can mean the difference between success and failure.

Cost-Benefit Analysis

What are factors that you should consider when assessing the costs and benefits of proposed tactical assignments?

Cost-Benefit Factors

- **What alternatives are available to accomplish the selected tactic?**

- **What are the estimated costs of these alternatives?**

- **What are the benefits of each alternative?**

- **What are the safety factors of these alternatives?**

- **What are the time variables of these alternatives?**

- **Which of the alternatives has the highest cost-benefit ratio? (A ratio of 1:1 would indicate the cost of the alternative equals the benefits derived from using that alternative.)**
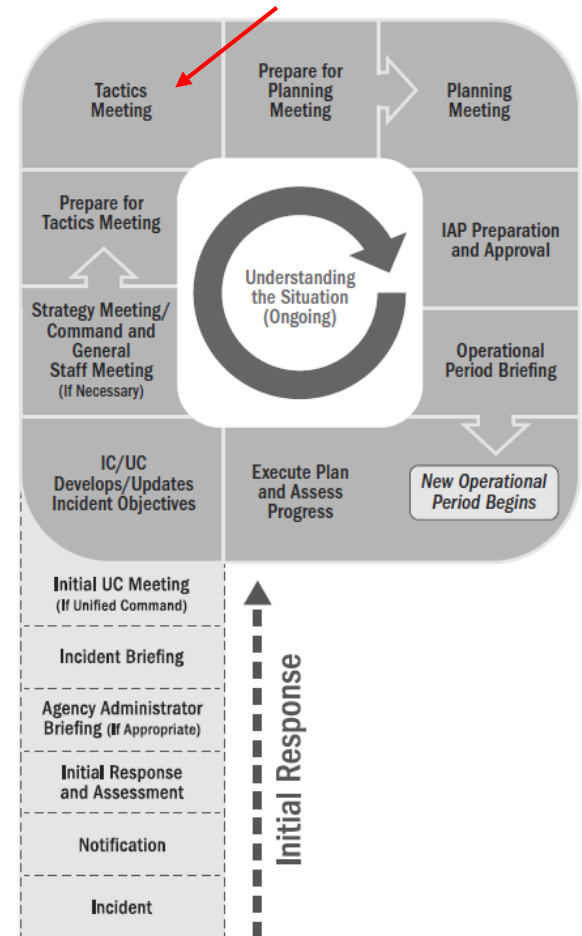
Tactics Meeting Documentation

OPERATIONAL PLANNING WORKSHEET (ICS 215)

| 1. Incident Name: Extreme Weather | 2. Operational Period: | Date From: 2/10 Time From: 1800 | Date To: 2/11 Time To: 0600 |

3. Branch	4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources	Snow Plows	Sanding Trucks	Front End Loaders			7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting
	Parking Lot Group	Remove snow from EOC, fire stations, police dept., and hospital parking lots. See maps for snow pile locations. 6" maximum accumulation.	Req.	4		4					Public Works Shop
			Have	4		4					
			Need	0		0					
	Division A	Remove snow from all primary and secondary roads/streets in Div. Monitor all north/south roadways for drifting. 6" maximum accumulation.	Req.	3							Public Works Shop
			Have	1							
			Need	2							
	Sanding Group	Monitor ice for accumulation. Sand all 4-way stops and lighted intersections. Sand	Req.		4	2					Public Works Shop
			Have		4	1					
			Need		0	1					
			Req.								
			Have								
			Need								

Kind/Type Resources

Resources Needed Next Operational Period

Tactical Assignment

Operations Section Organizational Element

FEMA

Visual 4.15

OPERATIONAL PLANNING WORKSHEET (ICS 215)

Incident Safety

Incident management must ensure the safety of:

- Responders to the incident.

- Persons injured or threatened by the incident.

- Volunteers assisting at the incident.

- News media and the general public who are on scene observing the incident.

Aviation Safety

If there is aviation, there must be a separate aviation Safety Officer assigned.

Incident Safety Analysis

The Incident Safety Analysis is used to:

- **Identify, prioritize, and seek options to mitigate the hazards and risks of each incident work location by operational period.**

- **Identify high-risk tactics so that alternatives may be considered.**

- **Determine the safety implications for the types of resources required.**

ICS Form 215A, Incident Action Plan Safety Analysis

The Safety Officer and Operations Section Chief complete Safety Analysis using ICS 215A for . . .

1. Incident Name: Winter Storm	2. Incident Number: xxxxxxxxxxxxxxxxxxxxxx	
3. Date/Time Prepared: Date: Feb. 10 Time: 1100	4. Operational Period: Date From: 2/10 Date To: 2/11 Time From: 1800 Time To: 0600	
5. Incident Area	6. Hazards/Risks	7. Mitigations
Division A	Extreme Weather, Driving	Drive with lights on, chain up before leaving for assignment. Maintain safe speed for conditions. Wear gloves and hat when operating out of vehicle.

Organizational Element at Risk

Hazards

Mitigation Strategies

Activity 4.1: Applied Activity

Allotted Time: 90 minutes

Objectives Review

1. What are the operational planning steps to meet incident objectives?

2. What are the scope and results of the Tactics Meeting?

3. What is the purpose and use of ICS Form 215?

4. What is the purpose and use of ICS Form 215A?