
Unit 5:

Planning Process, IAP, and Operations Briefs



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Visual 5.1

Unit Terminal Objective

Create a written IAP for an incident/event using the appropriate ICS forms and supporting materials and use the IAP to conduct an Operational Period briefing.



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Visual 5.2

Unit Enabling Objectives

- **Explain the purpose of the Planning Meeting.**
- **Identify the role and use of ICS forms and supporting materials included in an Incident Action Plan.**
- **Explain the purpose of the Operational Period Briefing.**

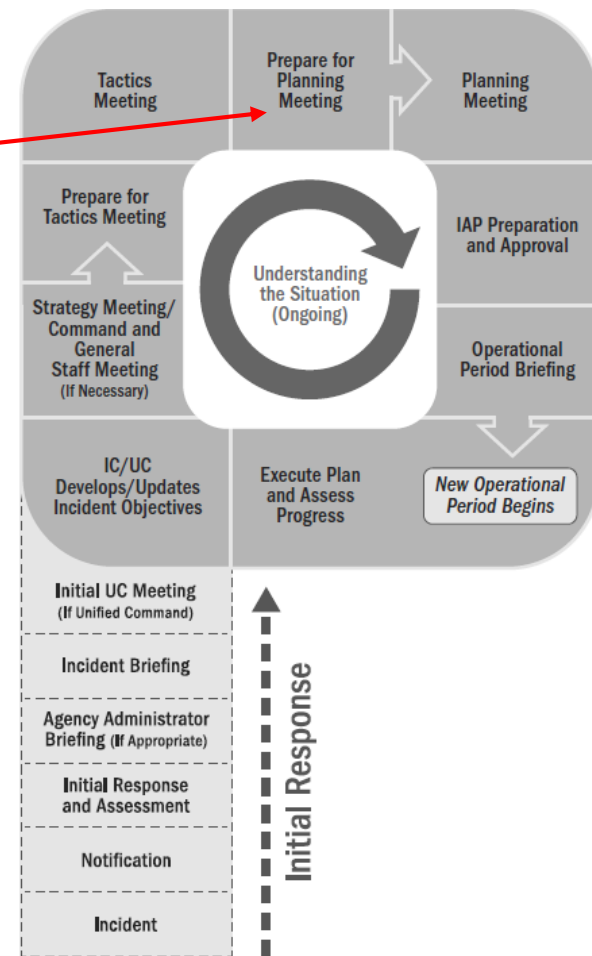


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Preparing for the Planning Meeting

- Analyze the ICS 215 developed in Tactics Meeting.
- Finalize Incident Action Plan Safety Analysis (ICS 215A).
- Assess current operations effectiveness and resource efficiency.
- Gather info to support incident management decisions.

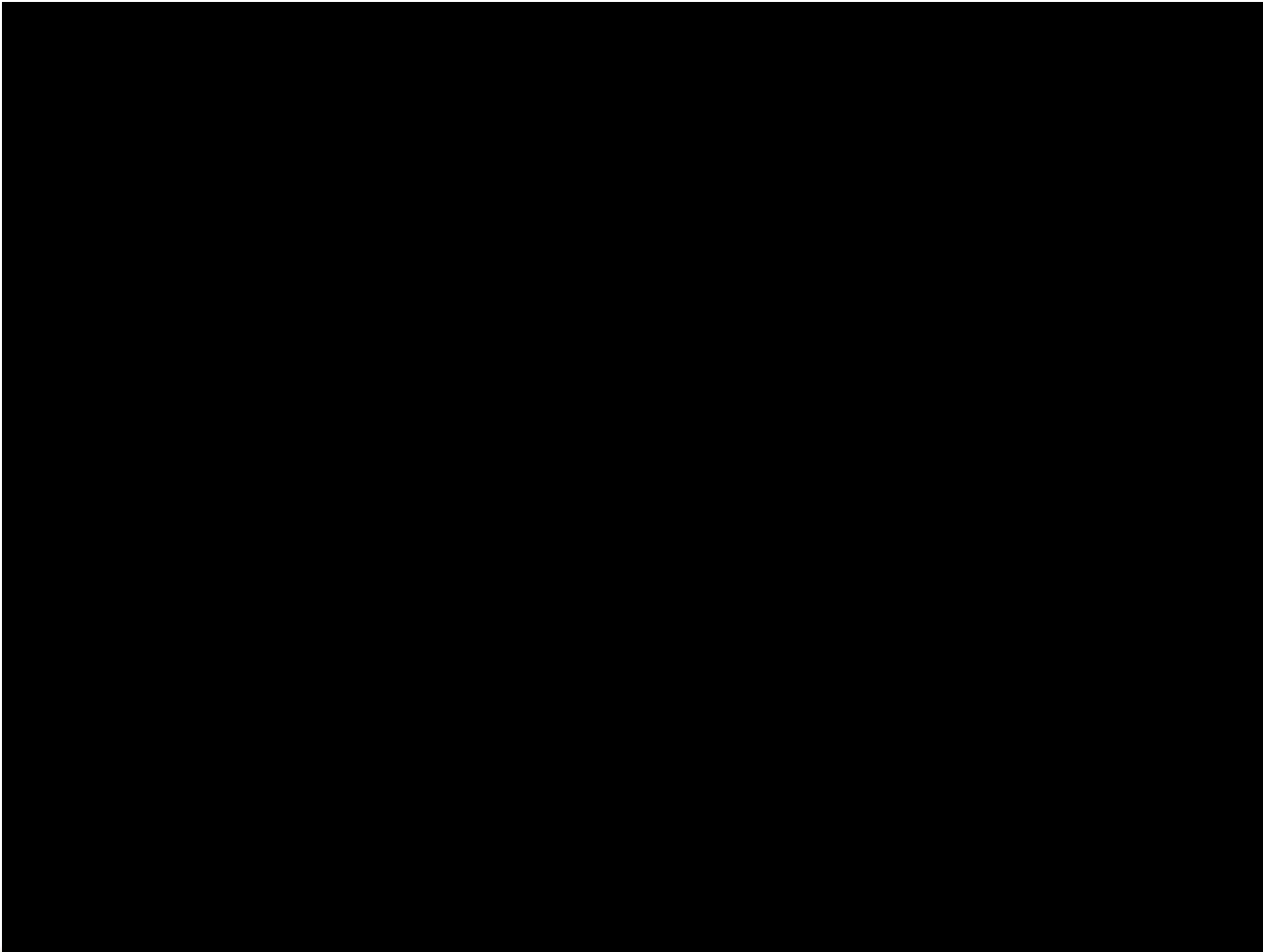
Handout 5-1: Preparing for the Planning Meeting



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Visual 5.4

Planning P Video 7



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Visual 1.5

Planning Meeting Displays

**Incident
Objectives**

Maps

**ICS Form
215**

Agenda

**ICS Form
215A**

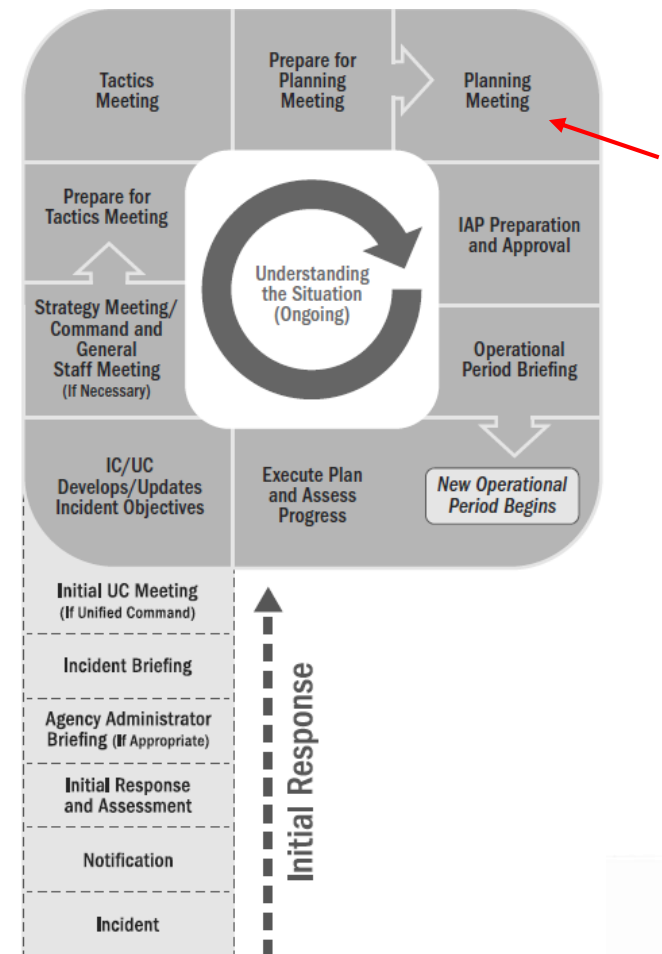


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Visual 5.6

The Planning Meeting

- **Purposes:** Review/validate the Operational Plan; identify resource requirements
- **Who Attends:**
 - Command and General Staffs
 - Other incident management personnel
 - Agency Administrator
 - Cooperating/assisting agency personnel
- **Who Leads:** Planning Section Chief



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Handout 5-2



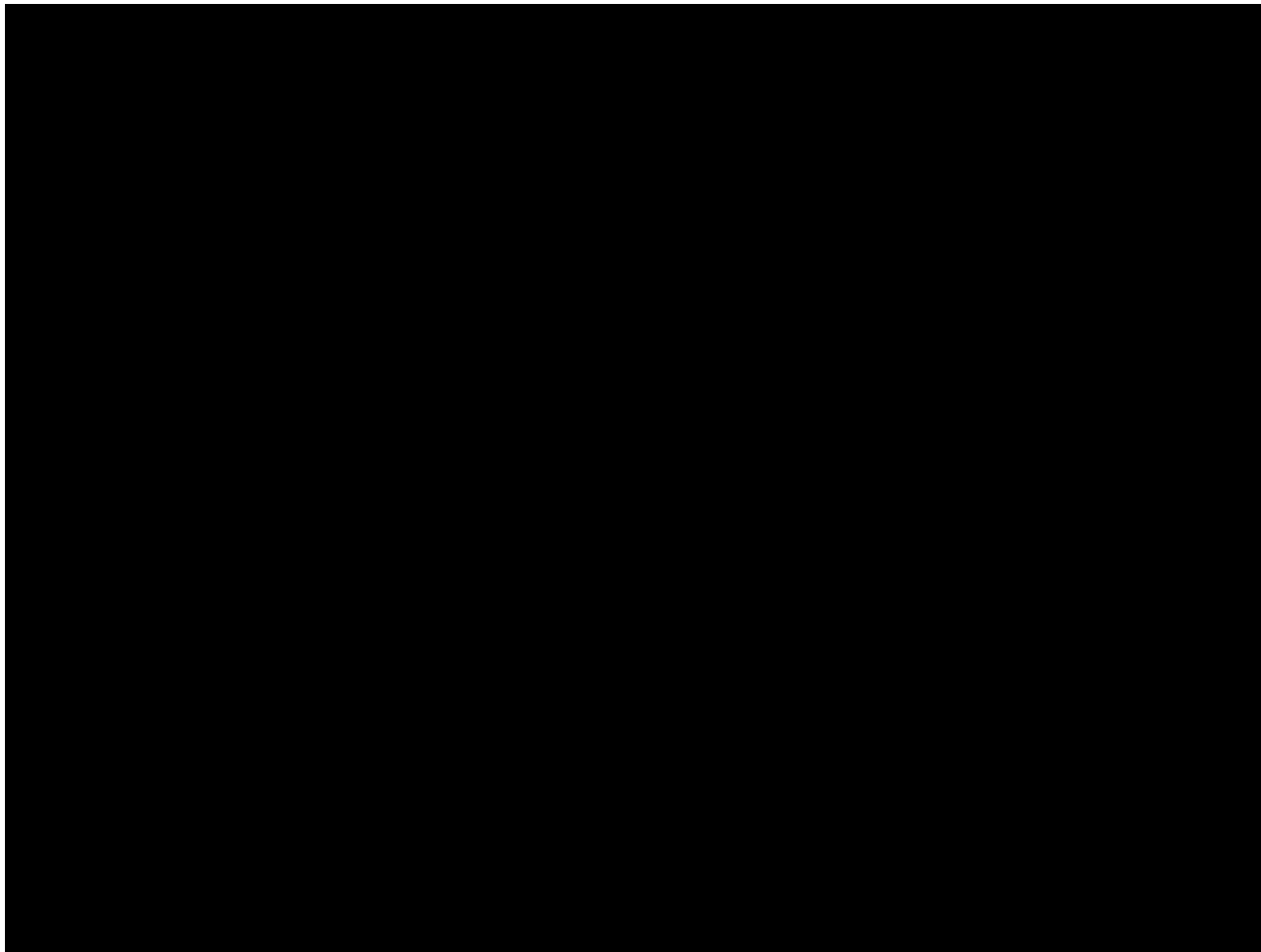
The Planning Meeting Agenda



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Visual 5.8

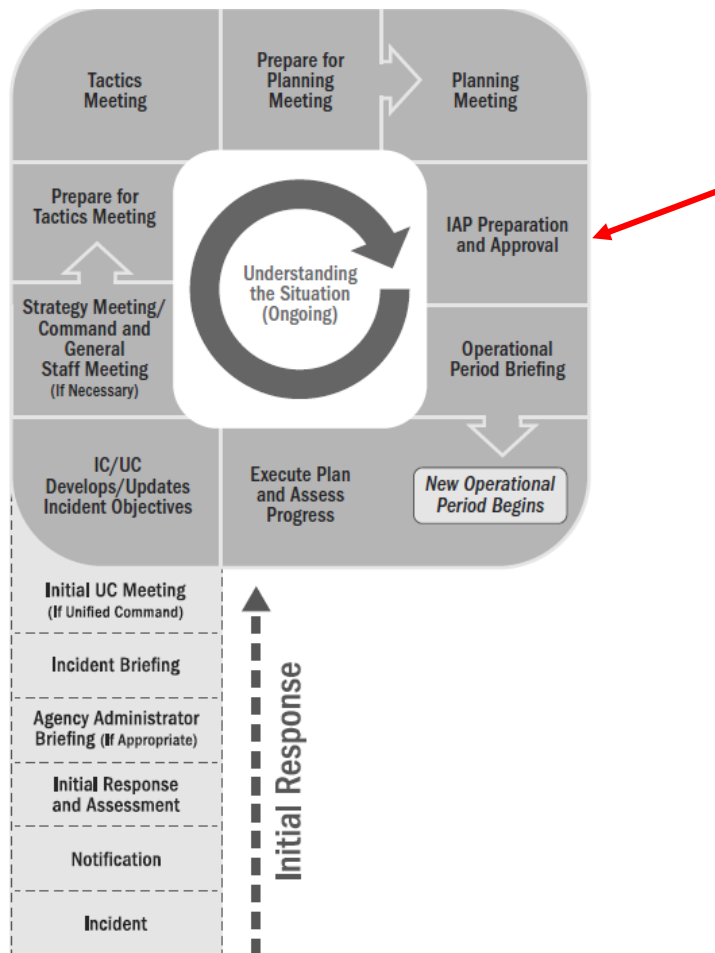
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IAP Preparation and Approval



After the Planning Meeting:

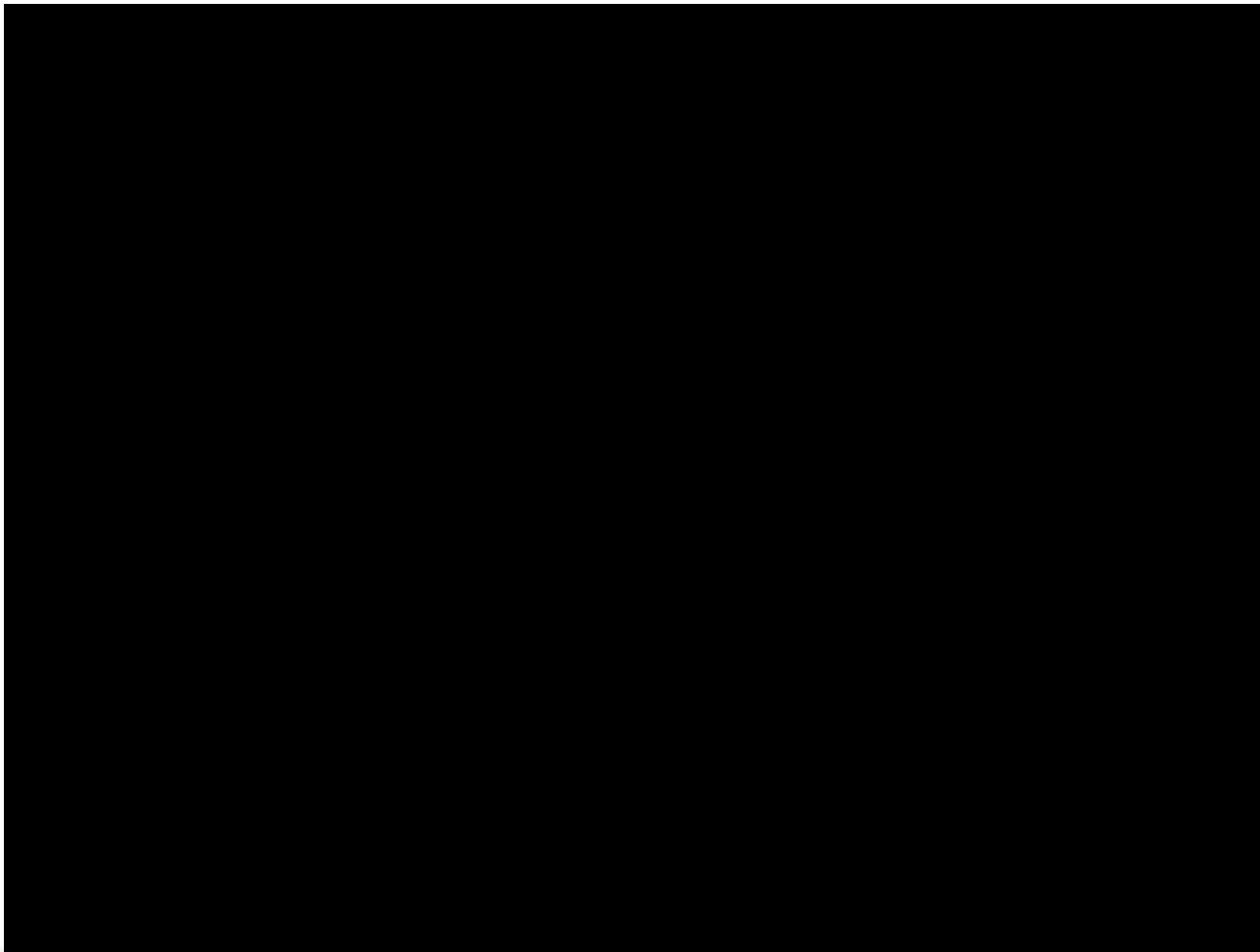
- Organizational elements prepare IAP assignments and submit them to the Planning Section.
- Planning Section collates, prepares, and duplicates the IAP document for the operational period briefing.
- Resources Unit coordinates with the Logistics Section to acquire the amount and type of resources.
- Incident Commander approves the IAP.



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Visual 5.10

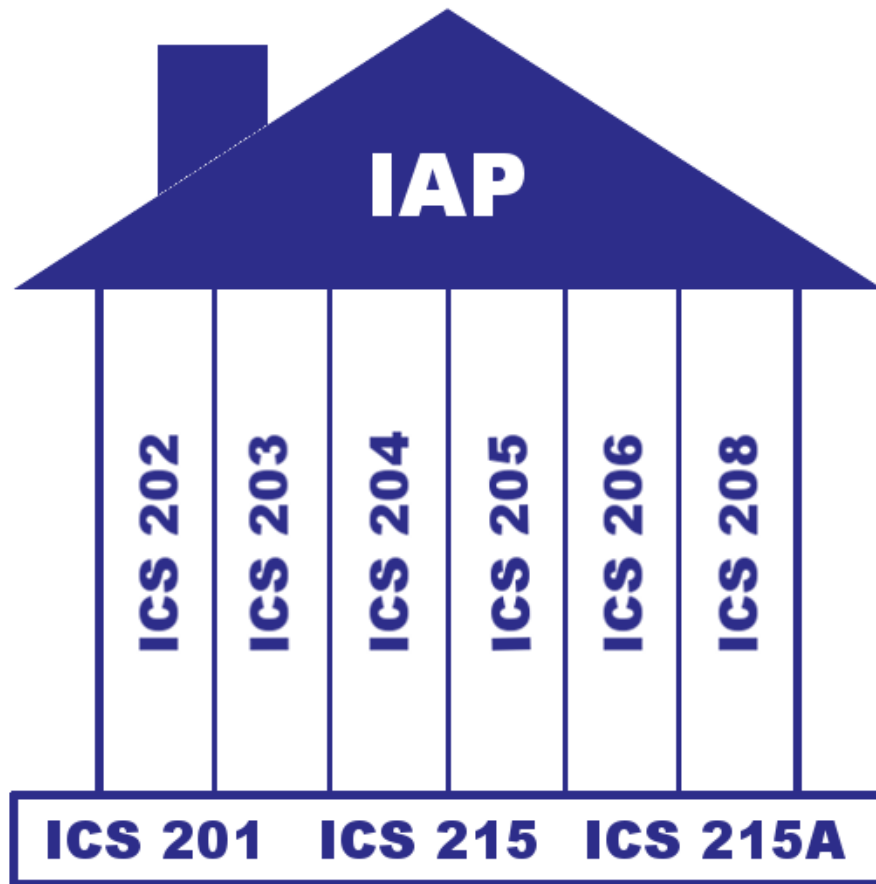
Planning P Video 9



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Visual 1.11

Forms and Supporting Documents: Overview



Handout 5-3: ICS Forms



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Visual 5.12



Facilitated Activity: Review of an IAP



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Visual 5.13

ICS Form 202, Incident Objectives

Operational Period

INCIDENT OBJECTIVES (ICS 202)

Extreme Weather

2. Operational Period: Date From: Feb. 10
Time From: 1800

Date To: Feb. 11
Time To: 0600

3. Objective(s):

1. Provide for responder safety through adherence to agency policies and SOPs during the incident duration.
2. Provide for public safety by excluding them from work areas at all times.
3. Keep primary snow routes open at all times.
4. Plow and sand access routes to critical facilities to include hospitals, fire stations, airport, police department, and courthouse on a continuous basis.
5. Plow parking lots at critical facilities on a continuous basis.

Incident Objectives

Command Emphasis for this Operational Period

4. Operational Period Command Emphasis:

Place special emphasis on maintaining the primary routes to provide access for emergency vehicles and be prepared to assist emergency vehicles if road conditions worsen.



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ICS Form 202, Incident Objectives (Cont.)

General Situational Awareness Winter storm warning continues. Snow level at sea level, 10-12" accumulations possible, accompanied by high winds and drifting. See attached forecast. Driving extremely hazardous. Lights on and chains required. Wear high visibility clothing, hat, and gloves when outside vehicle.		
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Approved Site Safety Plan(s) Located at:		
6. Incident Action Plan (the items checked below are included in this Incident Action Plan):		
<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	Other Attachments:
<input checked="" type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/>
<input checked="" type="checkbox"/> ICS 205	<input checked="" type="checkbox"/> Map/Chart	<input type="checkbox"/>
<input checked="" type="checkbox"/> ICS 205A	<input checked="" type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/>
<input checked="" type="checkbox"/> ICS 206		<input type="checkbox"/>
7. Prepared by: Name: Alice Walker Position/Title: PSC Signature: <i>Alice Walker</i>		
8. Approved by Incident Commander: Name: Dan Franklin Signature: <i>Dan Franklin</i>		
ICS 202	IAP Page _____	Date/Time: Feb. 10, 1100

General Situational Awareness Message

Attachments

Planning Section Chief Prepares

Incident Commander Approves By Signature



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ICS Form 203, Organization Assignment List

ICS Form 203 provides a full accounting of incident management and supervisory staff for the operational period:

ORGANIZATION ASSIGNMENT LIST (ICS 203)				
1. Incident Name: Extreme Weather		2. Operational Period: Date From: Feb. 10 Time From: 1800 Date To: Feb. 11 Time To: 0600		
3. Incident Commander(s) and Command Staff:		7. Operations Section:		
IC/UCs	Dan Franklin	Chief		Jerry Campbell
		Deputy		
Deputy		Staging Area		
Safety Officer	Pam Wetzel	Branch		
Public Info. Officer		Branch Director		
Liaison Officer		Deputy		
4. Agency/Organization Representatives:		Division/Group	A	Jill Hood
Agency/Organization	Name	Division/Group		
CCPW	Mike Gilsford cell: xxx-xxxx	Division/Group		
SDOT	Martha Andrews cell: xxx-xxxx	Division/Group	Sanding	Rob Paulson
		Division/Group	Parking Lot	Andy Anderson

Operations Supervisors to Division/Group Level

Command and General Staff



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ICS Form 204, Assignment List (1 of 4)

ICS Form 204 specifies the Operations Section structure for the Operational Period:

ASSIGNMENT LIST (ICS 204)				
1. Incident Name: Extreme Weather		2. Operational Period: Date From: Feb. 10 Time From: 1800		3. Branch:
		Date To: Feb. 11 Time To: 0600		Division:
4. Operations Personnel: <u>Name</u> <u>Contact Number(s)</u>				
Operations Section Chief: Dan Campbell		xxx-xxx-xxxx		
Branch Director:				
Division/Group Supervisor: Jill Anderson		xxx-xxx-xxxx		
5. Resources Assigned:		# of Persons	Reporting Location	
Resource Identifier	Leader			

Operations Section Chief

Supervisor of this Assignment

Organizational Elements



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ICS Form 204, Assignment List (2 of 4)

Division/Group Supervisor: Jill Anderson			xxx-xxx-xxxx	Staging Area:
5. Resources Assigned:		# of Persons		Reporting Location
Resource Identifier	Leader			
TF #1	Don Wills	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #15 Loader #2	Tony Anioti Carl Gossard		City/County Channel 6J	DPW Shop
TF #2	Mark Jones	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #2 Loader #7	Ann Walker Paul Drew		City/County Channel 6J	DPW Shop
TF #3	Larry Carpenter	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #10 Loader #4	Bob Smith Greg Little		City/County Channel 6J	DPW Shop
TF #4	Drew Parish	3	City/County Channel 6J Operations xxx-xxx-xxxx	DPW Shop
Plow #8 Loader #6	John Dietz Barry Miller		City/County Channel 6J	DPW Shop
6. Work Assignments:				

**Resources
Assigned**



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ICS Form 204, Assignment List (3 of 4)

6. Work Assignments: TF #1 – Maintain EOC, Stations 1, 2, and Police Station TF #2 – Maintain Stations 3, 4, and 5 TF #3 – Maintain Stations 6, 7, and Hospital TF #4 – Staging at Shop Task Force 3 use "Lot Closed" signs when plowing hospital parking lots.
7. Special Instructions: See site maps for snow pile locations. Maintain less than 6" accumulation. If snowfall exceeds capability, request additional resources through Ops. Exercise extreme caution when operating machinery. Visibility will be very poor. Wear high visibility clothing, hat, and gloves. Lunches will be delivered to Fire Stations 1, 3, and 6 at 2400. Watch for signs of hypothermia.
8. Communications (radio and/or phone contact numbers needed for this assignment):


Assignment and
Special Instructions



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ICS Form 204, Assignment List (4 of 4)

8. Communications (radio and/or phone contact numbers needed for this assignment):		
Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	
Command / Local Repeat	Freq: 800 mHz; Chan: 2J	
Support / Local Repeat	Freq: 800 mHz; Chan: 3J	
Div./Group Tactical /	Freq: 800 mHz; Chan: 6J	
Ground to Air /		
9. Prepared by: Name: Tom Fry Position/Title: Resource Unit Leader Signature: 		
ICS 204	IAP Page _____	Date/Time: Feb. 10/1500

Prepared by
Resources
Unit Leader

Communications
for this
Assignment



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ICS Form 205, Incident Communications Plan

ICS Form 205 presents the communications plan for the entire incident:

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)										
1. Incident Name: Extreme Weather			2. Date/Time Prepared: Date: Feb. 10 Time: 1300			3. Operational Period: Date From: Feb. 10 Time From: 1800 Date To: Feb. 11 Time To: 0600				
4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks
	2J	Command		Command and Operations						
	6J	Operations		Parking Lot Group						
	4J	Operations		Sanding Group						
	8J	Operations		Divisions A and B						
	9J	Operations		Divisions C and D						
	3J	Planning and Logistics		Resource Status Changes and Resource Orders						
5. Special Instructions: Use extreme caution when answering radio calls while operating equipment. The use of cell phones while operating is prohibited. Report any problems with radios to the Logistics Section.										

**Priority 1
Command to Ops**

**Priority 2
Tactical
Assignments**

Special Instructions



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ICS Form 206, Medical Plan

ICS Form 206 describes the medical care to be provided in case of responder medical emergencies:

MEDICAL PLAN (ICS 206)			
1. Incident Name: Extreme Weather		2. Operational Period: Date From: Feb. 10 Time From: 1800 Date To: Feb. 11 Time To: 0600	
3. Medical Aid Stations:			
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
Fire Station 1	1171 5 th Avenue	xxx-xxx-xxxx	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Fire Station 2	950 Bellingham Way	xxx-xxx-xxxx	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Fire Station 4	2100 Main	xxx-xxx-xxxx	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Fire Station 6	4700 N. 12 th Ave	xxx-xxx-xxxx	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Fire Station 7	170 West Oakdale	xxx-xxx-xxxx	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Aid Stations
and Level of
Service

Instructions,
if required

6. Special Medical Emergency Procedures:		
Minor injuries will be treated at closest Medical Aid/Fire Station.		
Major injuries call 911 for assistance.		
Any injury received on the job requires notification to immediate incident supervisor, Operations Section Chief, IC and Safety Officer and completion of Accident/Injury Form 104 A & B.		
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.		
7. Prepared by (Medical Unit Leader): Name: John Hilman		Signature: <i>John Hilman</i>
8. Approved by (Safety Officer): Name: Pam Wetzel		Signature: <i>Pam Wetzel</i>
ICS 206	IAP Page _____	Date/Time: Feb. 10/1530



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ICS Form 207, Incident Organization Chart

INCIDENT ORGANIZATION CHART (ICS 207)			
1. Incident Name: _____		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Organization Chart			
<pre>graph TD IC[Incident Commander(s)] --- LO[Liaison Officer] IC --- SO[Safety Officer] IC --- PIO[Public Information Officer] IC --- OSC[Operations Section Chief] IC --- PSC[Planning Section Chief] IC --- LSC[Logistics Section Chief] IC --- FASC[Finance/Admin Section Chief] OSC --- SAM[Staging Area Manager] OSC --- U1[] OSC --- U2[] OSC --- U3[] OSC --- U4[] PSC --- RUL[Resources Unit Ldr.] PSC --- SUL[Situation Unit Ldr.] PSC --- DUL[Documentation Unit Ldr.] PSC --- DUL2[Demobilization Unit Ldr.] PSC --- U5[] LSC --- SBD[Support Branch Dir.] LSC --- SUP[Supply Unit Ldr.] LSC --- FUL[Facilities Unit Ldr.] LSC --- GUL[Ground Spt. Unit Ldr.] LSC --- SBD2[Service Branch Dir.] LSC --- CUL[Comms Unit Ldr.] LSC --- MUL[Medical Unit Ldr.] LSC --- FUL2[Food Unit Ldr.] FASC --- TUL[Time Unit Ldr.] FASC --- PUL[Procurement Unit Ldr.] FASC --- CUL2[Comp./Claims Unit Ldr.] FASC --- CUL3[Cost Unit Ldr.] FASC --- U6[]</pre>			
ICS 207	IAP Page _____	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____	



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ICS Form 208, Safety Message/Plan

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name: Extreme Weather	2. Operational Period:	Date From: 2/10/2017 Time From: 1800	Date To: 2/11/2017 Time To: 0600
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan: Winter Storm warning continues until 1200 hours on 2/9/2017. Snow level between 12-24 inches is possible, with high winds and drifting. Driving is extremely hazardous. Lights on and vehicle equipment chains are required. High visibility clothing, to include head gear, gloves and suitable outerwear will be worn at all times when outside of vehicles. Be alert for frostbite, seek protection from the wind. Warm the body part slowly, do not attempt to self treat. Contact EMS if needed. Be alert for slippery conditions and resulting falls. Immediately notify Supervisor if any injuries occur. Command must be notified immediately for all incidents.			



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Additional Supporting Documents



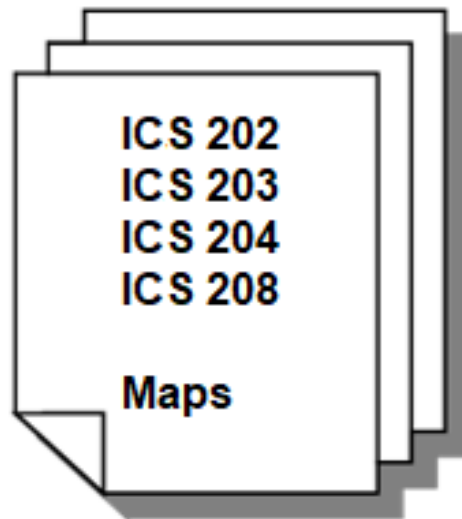
- Weather forecasts
- Incident traffic plan
- Other important information for operational supervisors



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Are All Forms Used?

For less complex incidents, the IC may only require the Incident Objectives (ICS 202), Organization Assignment List (ICS 203), Assignment List (ICS 204), Safety Messages (ICS 208), and a map of the incident area.



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Planning P & ICS Forms

Worksheets –
ICS 215 Operational Planning
ICS 215A Safety Analysis

Information for:
ICS 203/207 Organization
ICS 204s Assignments
ICS 205 Comm Plan
ICS 206 Medical

Incident Action Plan:

ICS 202 Objectives
ICS 203/207 Organization
ICS 204s Assignments
ICS 205 Comm Plan
ICS 206 Medical
ICS 208 Safety
Maps

Minimum

ICS 214 Unit Log
ICS 221 DeMob
Traffic Plan
Cover Sheet

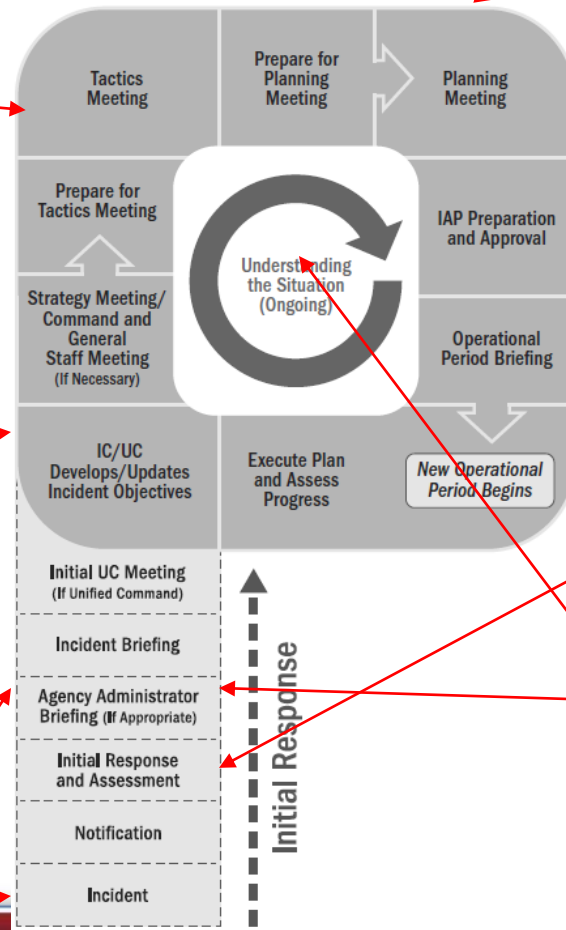
Others as
needed

ICS 211 Check In
ICS 219 T-cards

ICS 209 Incident Summary

ICS 202 Objectives

ICS 201 Incident Briefing

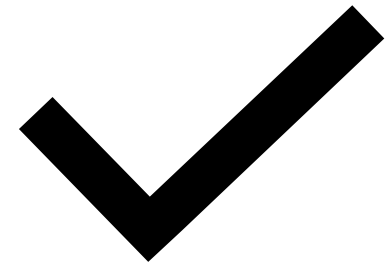


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IAP Approval

The Incident Commander/Unified Command reviews and approves the IAP.

Planning Section staff assemble the plan and ensure it is ready for the Operational Period Briefing.



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Activity 5.1: Applied Activity – Part 1

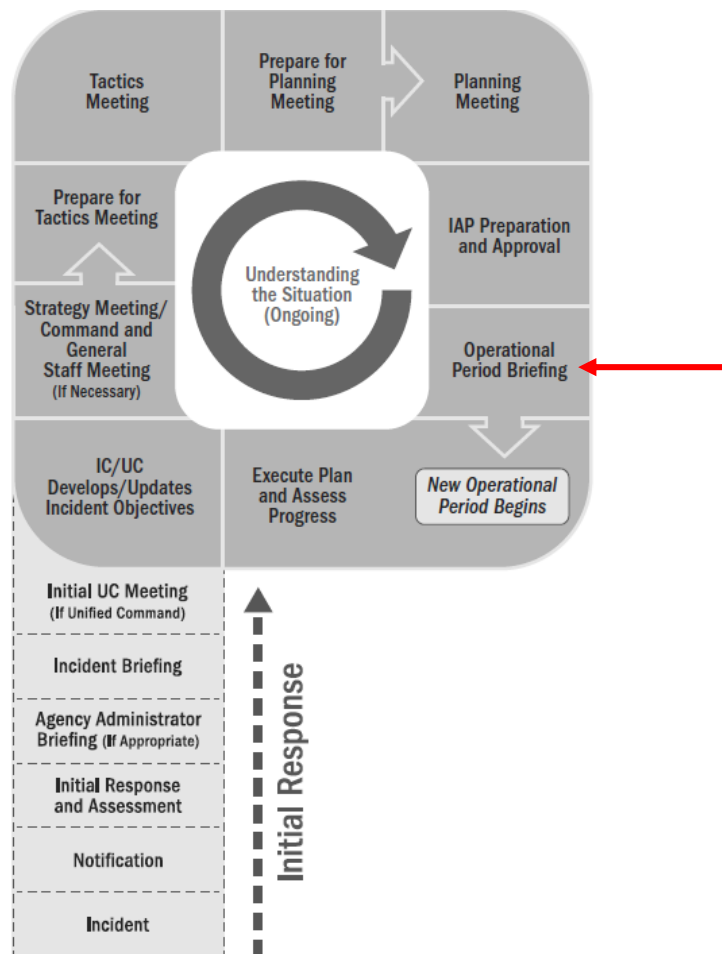
Allotted Time: 1 hour 30 minutes



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Visual 5.29

Operations Briefing



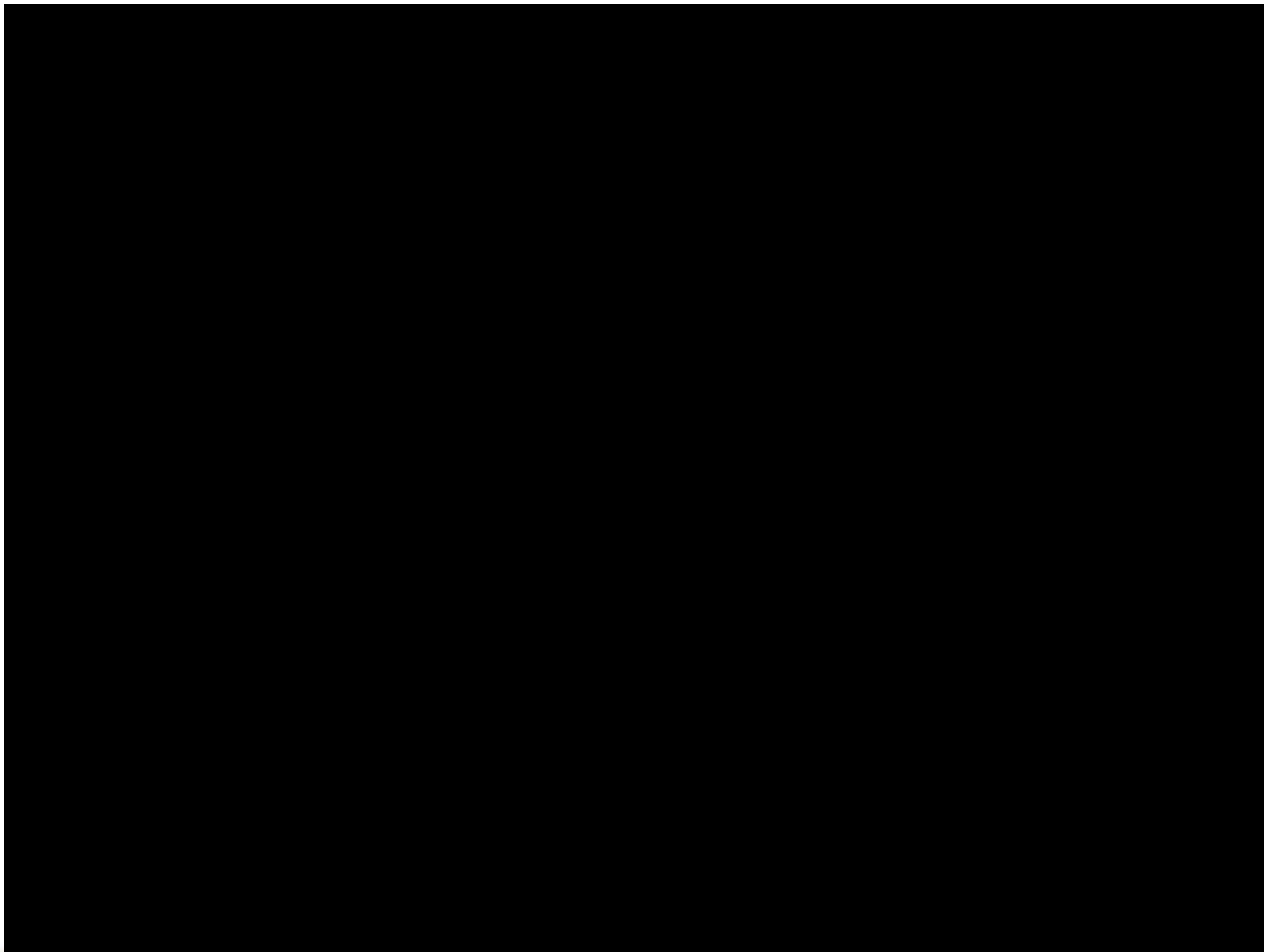
The Operations Briefing:

- Is conducted at the beginning of each operational period.
- Presents the IAP to supervisors of tactical resources.
- Should be concise.



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Planning P Video 10



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Visual 1.31

Sample Operations Briefing Agenda

Agenda Item	Who
1. Introduction and Welcome	Planning Section Chief
2. Review of Incident Objectives	Incident Commander
3. Review of Current Incident/ Objective Status	Operations Section Chief Technical Specialists (as necessary)
4. Incident Boundaries, Branch/Division Locations, and Group Assignments (Map)	Operations Section Chief



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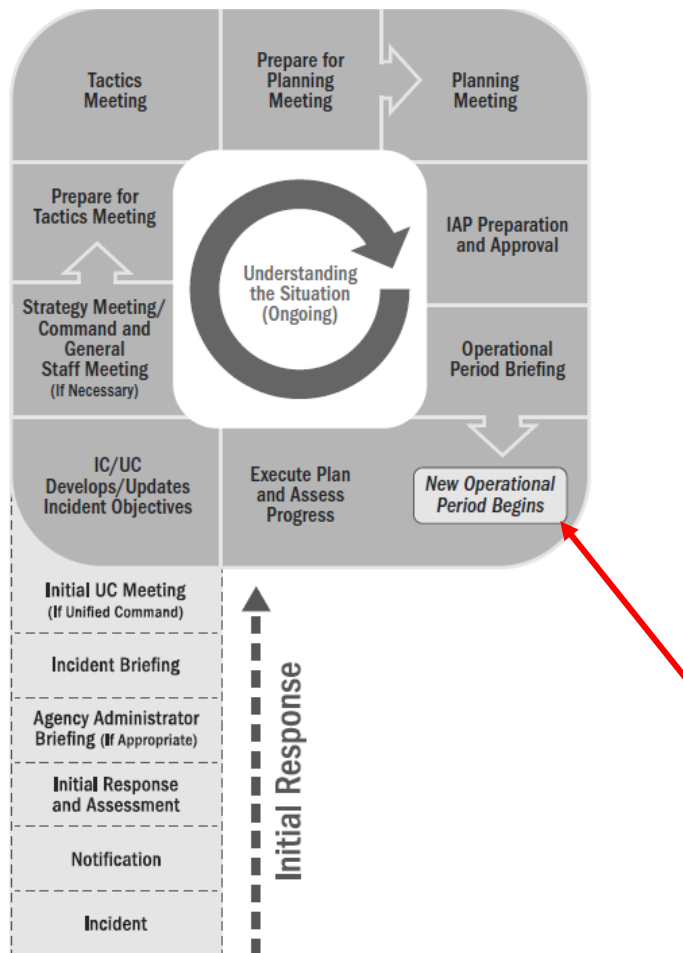
Sample Operations Briefing Agenda (Cont.)

Agenda Item	Who
5. Review of Division/Group Assignments (ICS 204)	Operations Section Chief
6. Review of Safety Issues, Safety Message	Safety Officer
7. Logistics (Communications and Medical Plans)	Logistics Section Chief (Communications Unit Leader/Medical Unit Leader)
8. Other personnel	Incident Dependent (Finance Section Chief, Liaison Officer, Public Information Officer, etc.)
9. Closing Remarks	Agency Administrator/Incident Commander
10. Conclusion	Planning Section Chief



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Executing and Assessing the Plan

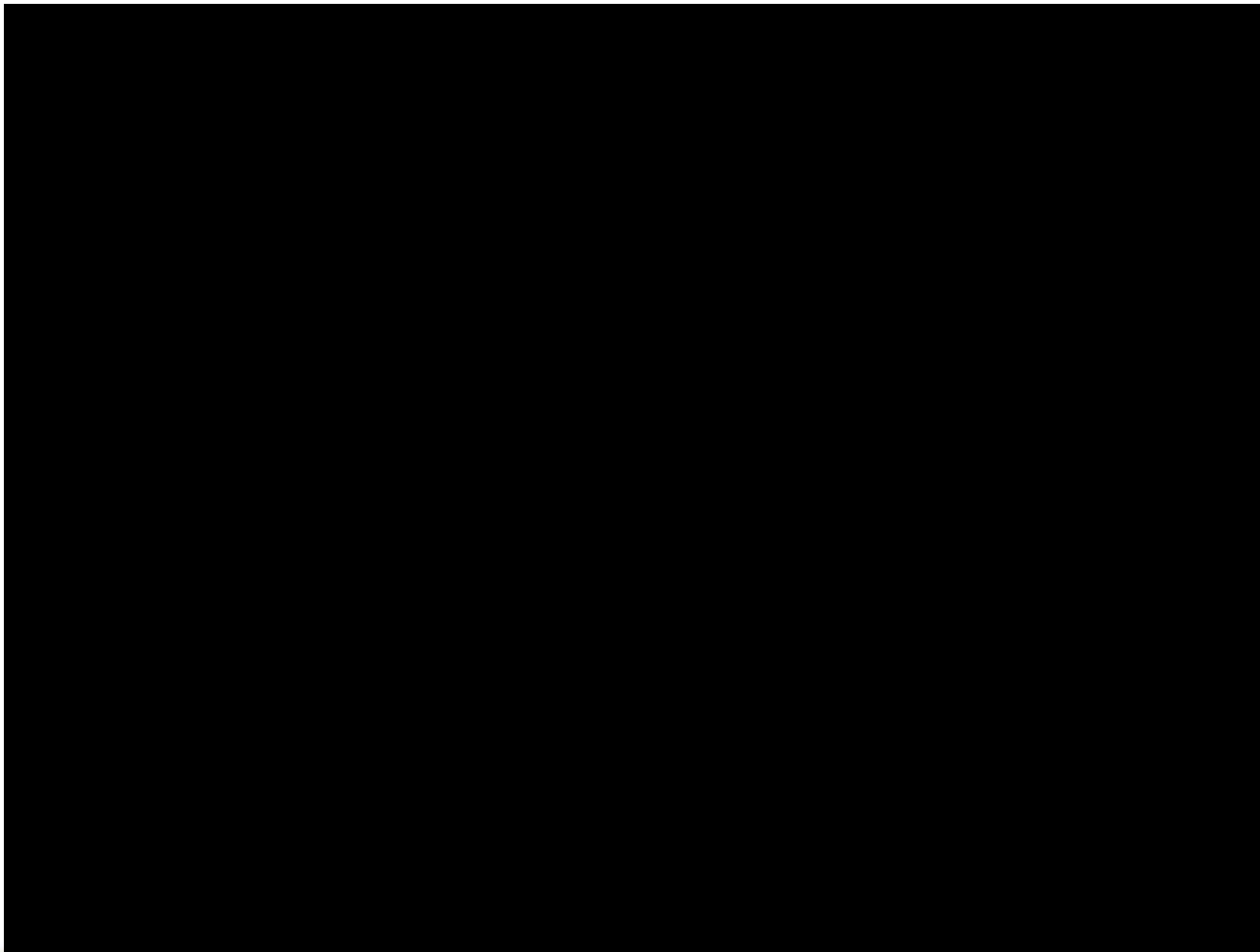


- Supervisors conduct team briefings with their assigned resources to implement operational assignments.
- Operations Section Chief assesses the IAP implementation, incident objectives, strategies, and tactics prior to the next Operational Period.



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Planning P Video 11



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Visual 1.35

Other Types of Meetings

- **Team Meetings**
- **Section Meetings**
- **Team Closeout**
- **Public Meetings**
- **Special Planning Meetings**
- **Transition Meetings**



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Activity 5.1: Applied Activity – Part 2

Allotted Time: 1 hour



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Objectives Review

- 1. What is the purpose of the Planning Meeting?**
- 2. Name a characteristic of a strong IAP.**
- 3. Name a characteristic of a weak IAP.**
- 4. How should you use the ICS forms and supporting materials included in an Incident Action Plan?**
- 5. What is the purpose of the Operational Period Briefing?**



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