

Visuals

Applied Exercise



Follow instructions . . .

- Presented by instructors.
- Outlined on handouts.



Summary

Are you now able to:

- Describe methods and tools used to assess incident/event complexity?
- Describe types of agency(s) policies and guidelines that influence management of incident or event activities?
- Describe the process for developing incident objectives, strategies, and tactics?
- Describe the steps in transferring and assuming incident command?
- As part of an exercise, develop incident objectives for a simulated incident?



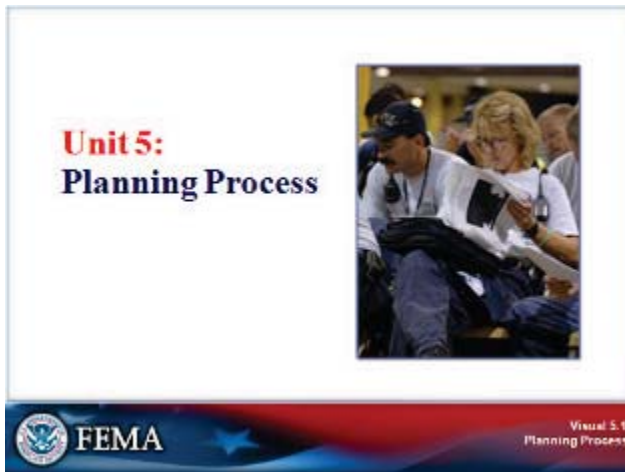
Your Notes

Your Notes

UNIT 5: PLANNING PROCESS

This page intentionally left blank.

Visuals



Unit Objectives (1 of 3)

- Identify the importance of planning for incidents/events.
- Explain the differences between planning for incidents and events.
- Discuss major planning steps including logistical concerns, cost-benefit analysis, understanding the situation, developing and implementing the plan, and evaluating the plan.
- Explain the criteria for determining when the Incident Action Plan (IAP) should be prepared in writing.

Visual 5.2
Planning Process

FEMA

This slide lists four unit objectives for planning. It includes the FEMA logo and the text 'Visual 5.2 Planning Process' in the footer.

Your Notes

Unit Objectives (2 of 3)

- Describe the role and use of ICS forms and supporting materials included in an IAP for effective incident/event management.
- Describe the strategy meeting, tactics meeting, planning meeting, operational period briefing, and team meeting.
- Given a scenario, describe appropriate strategies and tactics to meet incident objectives.
- Conduct a tactics meeting and complete an ICS 215, Operational Planning Worksheet, and ICS 215A, Incident Action Plan Safety Analysis, using the strategies and tactics from the scenario.

Visual 5.3
Planning Process

FEMA

This slide lists three unit objectives related to ICS forms and meetings. It includes the FEMA logo and the text 'Visual 5.3 Planning Process' in the footer.

Unit Objectives (3 of 3)

- Describe how ICS 215A is used with ICS 215 to mitigate hazards in tactical operations.
- Recognize agency-specific aviation policies and procedures as they relate to safety.
- Participate in a planning meeting using the planning process and develop a written IAP for an incident/event using the appropriate ICS forms and supporting materials.
- Using the IAP, conduct an operational period briefing.

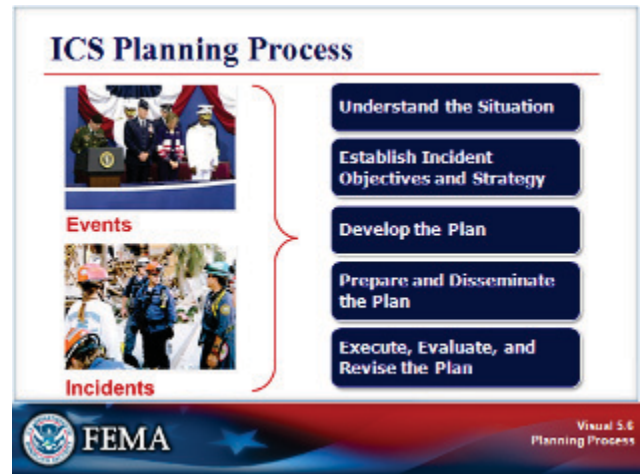
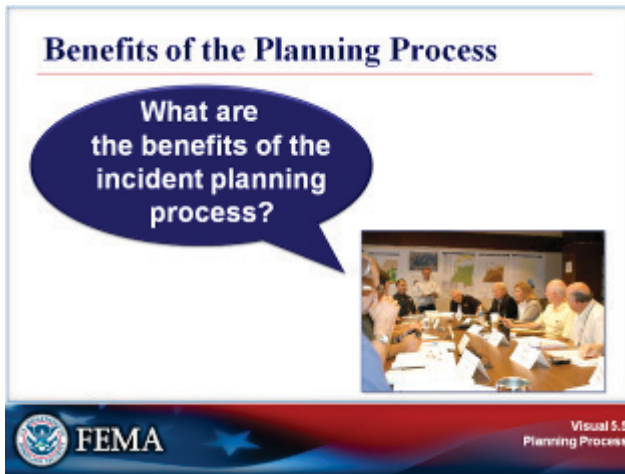
Visual 5.4
Planning Process

FEMA

This slide lists two final unit objectives regarding ICS 215A and the IAP. It includes the FEMA logo and the text 'Visual 5.4 Planning Process' in the footer.

Your Notes

Visuals



Your Notes

View the job aid on the next page.

Job Aid: ICS Planning Process

1. **Understand the Situation:** The first phase includes gathering, recording, analyzing, and displaying situation, resource, and incident potential information in a manner that will facilitate:
 - Increased situational awareness of the magnitude, complexity, and potential impact of the incident; and
 - The ability to determine the resources required to develop and implement an effective IAP.
2. **Establish Incident Objectives and Strategy:** The second phase includes formulating and prioritizing measurable incident objectives and identifying an appropriate strategy. The incident objectives and strategy must conform to the legal obligations and management objectives of all affected agencies. These may also need to include specific issues relevant to critical infrastructure.

Reasonable alternative strategies that will accomplish overall incident objectives are identified, analyzed, and evaluated to determine the most appropriate strategy for the situation at hand. Evaluation criteria include public health and safety factors, estimated costs, and various environmental, legal, and political considerations.

3. **Develop the Plan:** The third phase involves determining the tactical direction and the specific resource, reserves, and support requirements for implementing the selected strategies and tactics for the operational period.

Before the formal planning meetings, each member of the Command and General Staffs is responsible for gathering certain information to support the proposed plan.

4. **Prepare and Disseminate the Plan:** The fourth phase involves preparing the plan in a format that is appropriate for the level of complexity of the incident. For the initial response, the format is a well-prepared outline for an oral briefing. For most incidents that will span multiple operational periods, the plan will be developed in writing according to ICS procedures.
5. **Execute, Evaluate, and Revise the Plan:** The planning process includes the requirement to execute and evaluate planned activities and check the accuracy of information to be used in planning for subsequent operational periods. The General Staff should regularly compare planned progress with actual progress. When deviations occur and when new information emerges, that information should be included in the first step of the process used for modifying the current plan or developing the plan for the subsequent operational period.

Source: NIMS Document Tab 8 – The Planning Process

Visuals

Written IAP Considered

What are the situations when you would consider developing a written Incident Action Plan?

FEMA Visual 5.7 Planning Process

When a Written IAP Is Considered

- Two or more jurisdictions are involved in the response.
- The incident continues into the next operational period.
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- It is required by agency policy.
- It is a hazmat incident.

Incident Action Plan

FEMA Visual 5.8 Planning Process

Your Notes

What's an Operational Period?

- The designated time period in which tactical objectives are to be accomplished and reevaluated.
- Length depends on:
 - Nature of incident
 - Complexity

FEMA Visual 5.9 Planning Process

Who Does What?

Command: Develops incident objectives. Ensures Safety Analysis is completed. Approves IAP.

Finance/Admin: Conducts any needed cost analyses.

Operations: Establishes strategies and tactics to meet incident objectives.

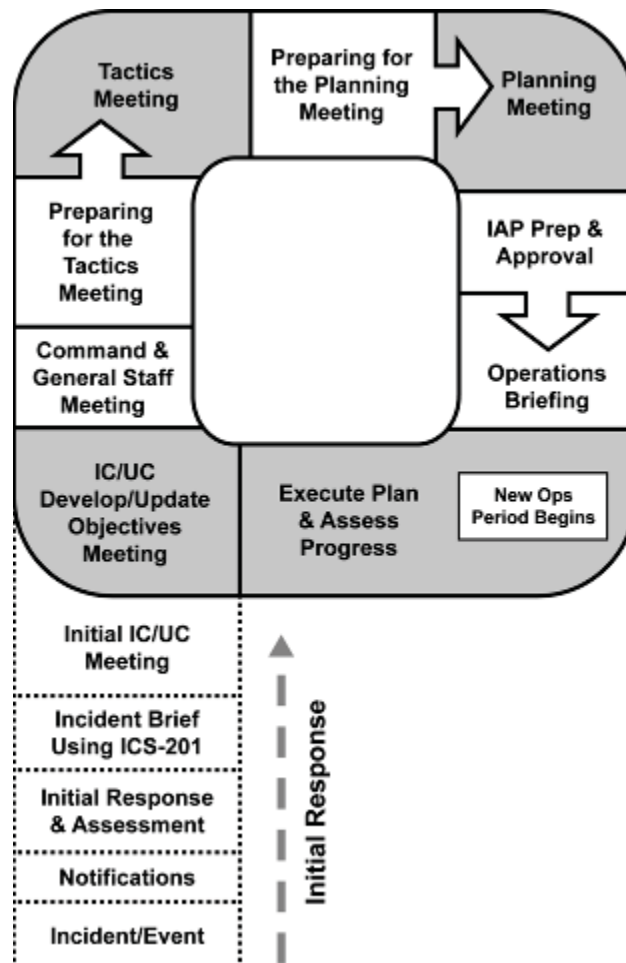
Planning: Provides status reports, manages the planning process, and produces the IAP.

Logistics: Identifies the logistics requirements to support the tactics.

FEMA Visual 5.10 Planning Process

Your Notes

Job Aid: The Start of Each Planning Cycle



- The leg of the “P” describes the initial response period: Once the incident/event begins, the steps are Notifications, Initial Response & Assessment, Incident Briefing Using ICS 201, and Initial Incident Command (IC)/Unified Command (UC) Meeting.
- At the top of the leg of the “P” is the beginning of the first operational planning period cycle. In this circular sequence, the steps are IC/UC Develop/Update Objectives Meeting, Command and General Staff Meeting, Preparing for the Tactics Meeting, Tactics Meeting, Preparing for the Planning Meeting, Planning Meeting, IAP Prep & Approval, and Operations Briefing.
- At this point a new operational period begins. The next step is Execute Plan & Assess Progress, after which the cycle begins again.

Visuals

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 the current status of resources? Are resources in good condition? Are there sufficient resources?



FEMA

Visual 5.12
Planning Process

The Tactics Meeting: Overview

- Purpose
- Preparation
- Who Attends
- Who Leads

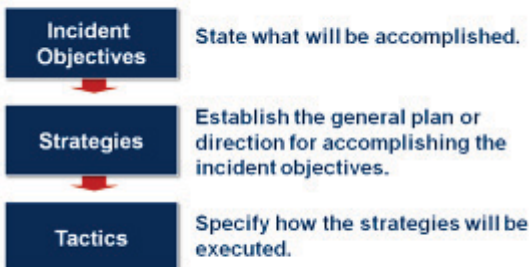


FEMA

Visual 5.13
Planning Process

Your Notes

Objectives, Strategies, and Tactics



FEMA

Visual 5.14
Planning Process

Developing Appropriate Strategy

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



FEMA

Visual 5.15
Planning Process

Your Notes

Visuals

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.



FEMA

Visual 5.16
Planning Process

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



FEMA

Visual 5.17
Planning Process

Your Notes

Logistics Support Factors

Why must personnel and logistical support factors be considered in determining tactical operations?



FEMA

Visual 5.18
Planning Process

Cost-Benefit Analysis

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

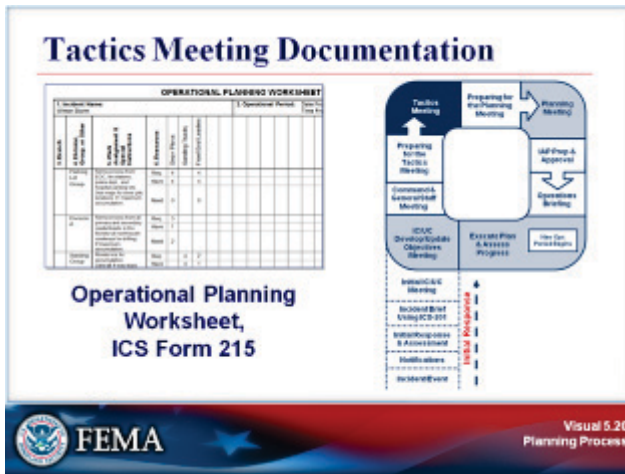


FEMA

Visual 5.19
Planning Process

Your Notes

Visuals



View the sample on the next page.

Your Notes

Unit 5: Planning Process

Sample Operational Planning Worksheet, ICS Form 215

1. Incident Name: Winter Storm		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 Location	10. Requested Arrival Time
	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 Have 4 Need 0	4 4 0		4 4 0								Public Works Shop	1700
	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 Have 1 Need 2	3 1 2										Public Works Shop	1700
	Sanding Group	Monitor ice for accumulation. Sand all 4-way stops and lighted intersections. Sand available at County Sand and Gravel storage.	Req. 4 Have 4 Need 0 Have 0 Need 0	4 4 0 0 0	4 4 0 0 0	2 1 1								Public Works Shop	1700
ICS 215		11. Total Resources Required	7	4	6								14. Prepared by: Name: Sandy Miller Position/Title: Resources UL Signature: <i>Sandy Miller</i> Date/Time: Feb. 10/1100		
		12. Total Resources Have on Hand	5	4	5										
		13. Total Resources Need To Order	2	0	1										

Visuals

OPERATIONAL PLANNING WORKSHEET (ICS 215)									
1. Incident Name: Water Storm			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 Element & Special Instructions	6. Resources	Shovel Poles	Sanding Trucks	Front End Loaders	7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting
Planning Unit Group		Remove snow from all primary and secondary roadways in City. Monitor all northbound roadways for drifting. See maps for snow pile locations. 4" maximum accumulation.	Req: none Have: 4	4	4				Public Work Shop
Division A		Remove snow from all primary and secondary roadways in City. Monitor all northbound roadways for drifting. 4" maximum accumulation.	Req: 3 Have: 2	3	2				Public Work Shop
Sanding Group		Monitor ice for accumulation. Sand all w/way strips and highway intersections (sand).	Req: none Have: 4	4	2	1			Public Work Shop
			Need: 0	0					

Kind/Type Resources

Resources Needed Next Operational Period

Tactical Assignment

Operations Section Organizational Element

Operational Planning Worksheet (ICS 215)

2. Operational Period: Date From: 2/10 Time From: 1800 Date To: 2/11 Time To: 0600

6. Resources

Resource	Shovels	Standing Trucks	Front-End Loaders
Req	4	4	
Have	4	4	
Need	0	0	

7. Overhead Position(s)

8. Special Equipment & Supplies

9. Reporting Location

Reporting Location	Requested Arrival Time
Public Works Shop	1700
Public Works Shop	1700
Public Works Shop	1700

Kind/Type Resources

Operational Period Being Planned

Reporting Location and Requested Arrival Time

FEMA

Visual 5.22
Planning Process

Your Notes

[illegible]

View the job aid on the next page.

Your Notes

Job Aid: Preparing for the Planning Meeting

Preparing for the Planning Meeting: Responsibilities	
Incident Commander	• Gives direction. • Communicates. • Manages. • Does not get involved in details
Safety Officer	• Identifies incident risks and hazards. • Completes ICS Form 215A developed at the tactics meeting. • Works with the Operations Section Chief on tactical safety issues. • Identifies safety issues associated with incident facilities and nontactical activities, such as transportation and food service.
Liaison Officer	• Identifies cooperating and assisting agencies. • Identifies special agency needs. • Determines capabilities of cooperating and assisting agencies. • Determines restrictions on participation of cooperating and assisting agencies. • Confirms name and contact location of agency representatives.
Public Information Officer	• Assesses general media coverage to date. • Identifies incident-related information issues that need to be explained or corrected with the media. • Determines what Joint Information System (JIS) elements and procedures are in place. • Determines process for development and approval of media releases and visits.
Operations Section Chief	• Continues to obtain good incident resource and status information. • Communicates current information. • Considers alternate strategies and determines probable tactics. • Calculates resource requirements. • Works with the Safety Officer and Planning Section staff to complete ICS Forms 215 and 215A developed at the tactics meeting.
Planning Section Chief	• Prepares incident maps and displays, as necessary. • Develops information for the IAP. • Develops situation status and predictions. • Acquires information and ICS forms for the IAP.
Logistics Section Chief	• Determines service and support needs for the incident. • Determines responder medical and rehabilitation needs. • Determines incident communications needs. • Confirms resource ordering process.
Finance/ Administration Section Chief	• Collects information on rental agreements and contracts. • Determines potential and actual claims. • Calculates incident costs to date. • Develops cost-benefit analyses as requested.

Visuals

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.



FEMA

Visual 5.24
Planning Process

Aviation Safety

Does your agency have aviation safety policies and procedures?



FEMA

Visual 5.25
Planning Process

Your Notes

Incident Safety Analysis

The Incident Safety Analysis is used to:

- Identify, prioritize, and mitigate the hazards and risks of each incident work location by operational period.
- Identify hazardous tactics so that alternatives may be considered.
- Determine the safety implications for the types of resources required.



FEMA

Visual 5.26
Planning Process

ICS Form 215A, Incident Action Plan Safety Analysis

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

1. Incident Name: Winter Storm		2. Incident Number: xxxxxxxxxxxxxxxxxxxx	
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 Division A	6. Hazards/Risks Extreme Weather, Driving	7. Mitigations 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



FEMA

Visual 5.27
Planning Process

Your Notes

Unit 5: Planning Process

Sample: Incident Action Plan Safety Analysis, ICS Form 215A

1. Incident Name: Winter Storm		2. Incident Number: XXXXXXXXXXXXXXXXXXXXXXXX	
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 working outside.	
8. Prepared by (Safety Officer): Name: Pam Alice		Signature: 	
Prepared by (Operations Section Chief): Name: Dan Campbell		Signature: 	
ICS 215A		Date/Time: Feb. 10/1100	

Sample: Preparing for the Planning Meeting

ICS Form 215A, Incident Action Plan Safety Analysis	
The Safety Officer or the Incident Commander should coordinate, develop, and approve an ICS Form 215A, Incident Action Plan Safety Analysis, for each operational period with the Operations Section Chief. ICS Form 215A is a tool used by the Safety Officer as a concise way of identifying hazards and risks present in different areas of the incident and specific ways of mitigating those issues during an operational period. The objective of the Incident Action Plan Safety Analysis is to identify and mitigate the hazards and risks of each incident work location by operational period. The mitigation methods selected may affect the resources required for the incident work location. The Safety Analysis may also reveal that the proposed tactic is too hazardous to attempt and another tactic must be developed. ICS Form 215A, Incident Action Plan Safety Analysis, is used as a display during the Planning Meeting. It provides information on: • Incident work location(s) • Risk mitigations • Date (daily) prepared by Operation Section Chief/Safety Officer and approved by Safety Officer	
Techniques for Identifying Hazards	Types of Risks
• Personal observation and/or experience • Checklist • Communication with incident personnel • Personnel	• Traffic • Confined space • Downhill fireline construction • Air operations • Hazardous materials • Slip, trip, and fall • Weather
Locations	Mitigation of Hazards
• Divisions • Groups • Helibase • Staging Area • Emergency Operations Center • Others	• Use of personal protective equipment (PPE) • Proper clothing for inclement weather • Reflective clothing and lights for nighttime or low-light operations • Maintain awareness of landing zones

Visuals

The Planning Meeting

- Purposes:** Review/validate the operational plan; identify resource requirements
- Who Attends:** Command and General Staffs, other incident management personnel, Agency Administrator, and cooperating/assisting agency personnel
- Who Leads:** Planning Section Chief

The diagram illustrates the Planning Meeting process. It starts with an Initial ICS Meeting, which leads to an Incident Brief Meeting (IC-201). This is followed by an Incident Response & Accountability Meeting (IC-202) and an Incident Action Meeting (IC-203). The Planning Meeting is a central hub that receives input from the Incident Brief Meeting, the Incident Response & Accountability Meeting, and the Incident Action Meeting. The Planning Meeting then leads to the ICS Form 215 (Incident Action Plan) and the ICS Form 215A (Incident Action Plan Worksheet). The Planning Meeting also leads to the Incident Action Meeting (IC-203) and the Incident Response & Accountability Meeting (IC-202).

FEMA Visual 5.28 Planning Process

Planning Meeting Activities	Responsibility
Give situation & resources briefing; conduct planning meeting	Planning Section Chief
State incident objectives & policy issues	Incident Commander
State primary & alternative strategies to meet objectives	Operations Section Chief; Planning/Logistics Section Chiefs contribute
Specify reporting locations & additional facilities needed	Operations Section Chief; Logistics Section Chief assists
Develop the resources, support, & overhead orders	Planning/Logistics Section Chiefs; Logistics Section Chief places orders
Consider additional support requirements needed because of communications, traffic, safety, medical, etc.	Logistics Section Chief; Operations and Planning Section Chiefs and Safety Officer contribute
Finalize, approve, & implement the IAP	Planning Section Chief finalizes IAP; Incident Commander approves IAP; General Staff implements IAP

Your Notes

Planning Meeting Displays

The diagram shows the flow of information into the Planning Meeting. Maps, Incident Objectives, and the Agenda are all inputs to the Planning Meeting. The Planning Meeting then produces the ICS Form 215 (Incident Action Plan) and the ICS Form 215A (Incident Action Plan Worksheet).

FEMA Visual 5.30 Planning Process

IAP Preparation and Approval

The diagram illustrates the Planning Meeting process, showing the flow from Initial ICS Meeting to Planning Meeting, with various sub-meetings and responsibilities.

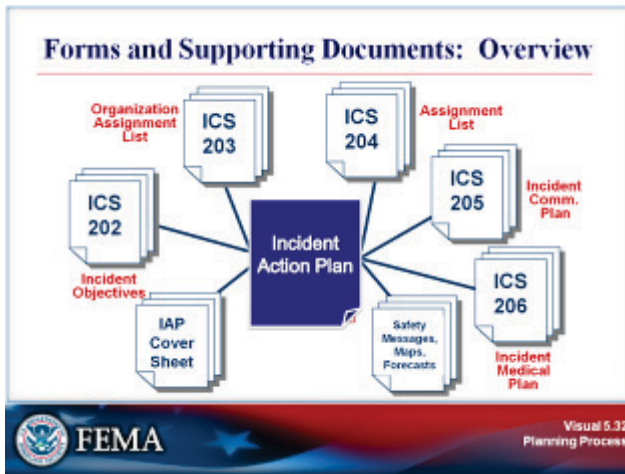
FEMA Visual 5.31 Planning Process

Following 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.

Your Notes

Visuals



View the job aid on the next page.

Your Notes

Job Aid: Forms and Supporting Documents: Overview**ICS Forms**

ICS uses a series of standard forms and supporting documents that convey directions for the accomplishment of the objectives and distributing information. Listed below are the standard ICS form titles and descriptions of each form:

	Description
Incident Briefing ICS 201	Provides the Incident Command/Unified Command and General Staffs with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident.
Incident Objectives ICS 202	Describes the basic strategy and objectives for use during each operational period.
Organization Assignment List ICS 203	Provides information on the response organization and personnel staffing.
Assignment List ICS 204	Used to inform personnel of assignments. After Incident Command/Unified Command approves the objectives, staff members receive the assignment information contained in this form.
Incident Radio Communications Plan ICS 205	Provides, in one location, information on the assignments for all radio communications equipment for each operational period. The plan is a summary of information. Information from the Incident Communications Plan on frequency assignments can be placed on the appropriate Assignment form (ICS Form 204).
Communications List ICS 205A	Records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.
Medical Plan ICS 206	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.
Incident Organization Chart ICS 207	Provides a visual wall chart depicting the ICS organization position assignments for the incident.
Incident Status Summary ICS 209	Summarizes incident information for staff members and external parties, and provides information to the Public Information Officer for preparation of media releases.
Incident Status Change ICS 210	Used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

Job Aid: Forms and Supporting Documents: Overview (Continued)**ICS Forms**

Standard Form Title	Description
Check-In List ICS 211	Used to check in personnel and equipment arriving at the incident. Check-in consists of reporting specific information that is recorded on the form.
General Message ICS 213	Used by: ▪ Incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. ▪ EOC and other incident personnel to transmit messages via radio or telephone to the addressee. ▪ Incident personnel to send any message or notification that requires hard-copy delivery to other incident personnel.
Unit Log ICS 214	Provides a record of unit activities. Unit Logs can provide a basic reference from which to extract information for inclusion in any after-action report.
Operational Planning Worksheet ICS 215	Documents decisions made concerning resource needs for the next operational period. The Planning Section uses this worksheet to complete Assignment Lists, and the Logistics Section uses it for ordering resources for the incident. This form may be used as a source document for updating resource information on other ICS forms such as the ICS 209.
Incident Action Plan Safety Analysis ICS 215A	Communicates to the Operations and Planning Section Chiefs safety and health issues identified by the Safety Officer.
Support Vehicle/Equipment Inventory ICS 218	Provides an inventory of all transportation and support vehicles and equipment assigned to the incident.
Air Operations Summary ICS 220	Provides information on air operations including the number, type, location, and specific assignments of helicopters and fixed-wing aircraft.
Demobilization Check-Out ICS 221	Ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident.

Visuals

Are All Forms Used?

The Incident Commander determines which ICS forms and attachments are included in the IAP.

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

ICS 202
Incident Objectives

ICS 203
Organization Assignment List

ICS 204
Assignment List

Safety Messages & Maps

FEMA Visual 5.33 Planning Process

ICS Form 202, Incident Objectives (1 of 2)

Operational Period	INCIDENT OBJECTIVES (ICS 202)	
1. Incident Objectives	2. Operational Period: Data 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.		
4. Operational Period Command Emphasis:		Command Emphasis for this Operational Period
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.		

FEMA Visual 5.34 Planning Process

Your Notes

View the sample on the next page.

ICS Form 202, Incident Objectives (2 of 2)

General Situational Awareness
Winter storm warning continues. Snow level at sea level, 10-12" accumulations possible, accompanied by high winds and sleet. Sea alcohol banned. Driving extremely hazardous. Lights on and chains required. Wear high-visibility clothing, hat, and gloves when outside vehicle.

5. Site Safety Plan Required? Yes ☐ No ☒ Approved Site Safety Plan(s) located at:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan):

☒ ICS 202	☐ ICS 207	Other Attachments:
☒ ICS 204	☐ ICS 208	
☒ ICS 205	☐ Map/Chart	
☒ ICS 205A	☐ Weather Forecast/Tides/Currents	
☒ ICS 206	☐	

7. Prepared By: Name: Alex Walker Position Title: PSC Signature: [Signature]

8. Approved by Incident Commander: Name: Dan Franklin Signature: [Signature]

ICS 202 IAP Page: _____ Date/Time: Feb 10, 1100

Planning Section Chief Prepares **Incident Commander Approves By Signature**

FEMA Visual 5.35 Planning Process

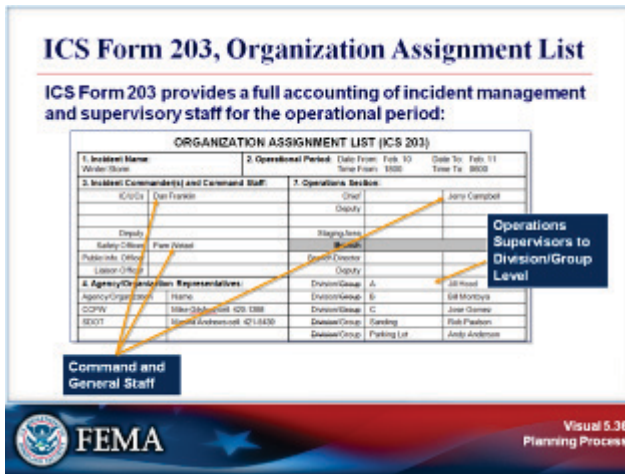
Your Notes

Unit 5: Planning Process**Sample: Sample Incident Objectives, ICS Form 202**

1. Incident Name: Winter Storm	2. Operational Period: Date From: Feb. 10 Date To: Feb. 11 Time From: 1800 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 the public 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.																
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.																
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 ☐ No ☒ Approved Site Safety Plan(s) Located at:																
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"><tr><td style="width: 33%;">☒ ICS 203</td><td style="width: 33%;">☐ ICS 207</td><td style="width: 34%;"><u>Other Attachments:</u></td></tr><tr><td>☒ ICS 204</td><td>☐ ICS 208</td><td>☐ _____</td></tr><tr><td>☒ ICS 205</td><td>☒ Map/Chart</td><td>☐ _____</td></tr><tr><td>☒ ICS 205A</td><td>☒ Weather Forecast/Tides/Currents</td><td>☐ _____</td></tr><tr><td>☒ ICS 206</td><td></td><td>☐ _____</td></tr></table>		☒ ICS 203	☐ ICS 207	<u>Other Attachments:</u>	☒ ICS 204	☐ ICS 208	☐ _____	☒ ICS 205	☒ Map/Chart	☐ _____	☒ ICS 205A	☒ Weather Forecast/Tides/Currents	☐ _____	☒ ICS 206		☐ _____
☒ ICS 203	☐ ICS 207	<u>Other Attachments:</u>														
☒ ICS 204	☐ ICS 208	☐ _____														
☒ ICS 205	☒ Map/Chart	☐ _____														
☒ ICS 205A	☒ Weather Forecast/Tides/Currents	☐ _____														
☒ ICS 206		☐ _____														
7. Prepared by: Name: Walker Wetzel Position/Title: PSC Signature: 																
8. Approved by Incident Commander: Name: Jerry Franklin Signature: 																
ICS 202	IAP Page _____	Date/Time: Feb. 10, 1100														

Unit 5: Planning Process

Visuals



View the sample on the next page.

Your Notes

Unit 5: Planning Process

Sample: Sample Organization Assignment List, ICS Form 203

1. Incident Name: Winter Storm		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	Jerry Franklin		Chief		Dan Campbell
			Deputy		
Deputy			Staging Area		
Safety Officer	Pam Alice		Branch		
Public Info. Officer			Branch Director		
Liaison Officer			Deputy		
4. Agency/Organization Representatives:			Division/Group	A	Bill Hood
Agency/Organization	Name		Division/Group	B	Andy Montoya
CCPW	Martha Gilsford cell: xxx-xxxx		Division/Group	C	Jose Gomez
SDOT	Mike Andrews cell: xxx-xxxx		Division/Group	Sanding	Rob Paul
			Division/Group	Parking Lot	Jill Anderson
			Branch		
			Branch Director		
			Deputy		
5. Planning Section:			Division/Group		
Chief	Walker Wetzel		Division/Group		
Deputy			Division/Group		
Resources Unit	Karen Fry		Division/Group		
Situation Unit	Linda Tom		Division/Group		
Documentation Unit	Wilson Parks		Branch		
Demobilization Unit			Branch Director		
Technical Specialists			Deputy		
NOAA Weather	-378-		Division/Group		
			Division/Group		
			Division/Group		
6. Logistics Section:			Division/Group		
Chief	Sherrie Hillman		Division/Group		
Deputy			Air Operations Branch		
Support Branch			Air Ops Branch Dir.		
Director					
Supply Unit	Jon Carter				
Facilities Unit			8. Finance/Administration Section:		
Ground Support Unit	Jessica Martinez		Chief	Carol Thomas	
Service Branch			Deputy		
Director			Time Unit		
Communications Unit	Mike Walters		Procurement Unit	Sara White	
Medical Unit			Comp/Claims Unit		
Food Unit			Cost Unit		
9. Prepared by: Name: Karen Fry		Position/Title: Resources Unit		Signature: 	
ICS 203	IAP Page _____	Date/Time: Feb. 10/1300			

Visuals

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: Winter Storm	2. Operational Period: Date From: Feb. 10 Time From: 1800	Date To: Feb. 11 Time To: 0600	3. Branch: Group: Parking Lot
4. Operations Personnel: Operations Section Chief: Jerry Campbell Branch Director: Division/Group Supervisor: Andy Anderson	Contact Number(s): xxx-xxx-xxxx	Division: xxx-xxx-xxxx	Staging Area:
5. Resources Assigned: Resource Identifier: Leader: 1st Person			Reporting Location:

Operations Section Chief Supervisor of this Assignment Organizational Elements

FEMA Visual 5.37 Planning Process

ICS Form 204, Assignment List (2 of 4)

Division/Group Supervisor: Andy Anderson		xxx-xxx-xxxx		Staging Area:
6. Resources Assigned:				
Resource Identifier	Leader	# of Resources	Reporting Location	Reporting Location
TF 41	Don Williams	3	City/County District NJ Operations xxx-xxx-xxxx	DPW Shop
Flux 415 Loader 42	Tom Anick Carl Richard		City/County District NJ Operations xxx-xxx-xxxx	DPW Shop
TF 42	Mark Jones	3	City/County District NJ Operations xxx-xxx-xxxx	DPW Shop
Flux 42 Loader 43	Ann Walker Paul Drew		City/County District NJ Operations xxx-xxx-xxxx	DPW Shop
TF 43	Larry Carpenter	3	City/County District NJ Operations xxx-xxx-xxxx	DPW Shop
Flux 435 Loader 44	Bob Smith Craig Little		City/County District NJ Operations xxx-xxx-xxxx	DPW Shop
TF 44	David Parsh	3	City/County District NJ Operations xxx-xxx-xxxx	DPW Shop
Flux 45 Loader 46	John Ditz Barry Miller		City/County District NJ Operations xxx-xxx-xxxx	DPW Shop

Resources Assigned

FEMA Visual 5.38 Planning Process

Your Notes

ICS Form 204, Assignment List (3 of 4)

6. Work Assignments: TF 41 - Maintain EOC Stations 1, 2, and Police Station TF 42 - Maintain Stations 3, 4, and 5 TF 43 - Maintain Stations 6, 7, and Hospital TF 44 - Staging at Shop Task Force 5 use "Lot Closed" signs when blocking hospital parking lots.
7. Special Instructions: See site maps for snow pile locations. Maintain less than 10' 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, 2, and 8 at 2400. Watch for signs of hypothermia.
8. Communications (radio and/or phone contact numbers needed for this assignment):

Assignment and Special Instructions

FEMA Visual 5.39 Planning Process

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, paper, or radio (frequency/system/channel)
Command	Local Repeat Freq: 800 mHz, Chan: 2U
Support	Local Repeat Freq: 800 mHz, Chan: 2U
City/Group/Tactical	Freq: 800 mHz, Chan: 6U
Ground to Air	
9. Prepared by: Name: Tom Fry Position/Title: Resource Unit Leader Signature: <i>Tom Fry</i>	
ICS 204	Date/Time: Feb. 10/1800

Prepared by Resources Unit Leader Communications for this Assignment

FEMA Visual 5.40 Planning Process

Your Notes

Unit 5: Planning Process**Sample: Sample Assignment List, ICS Form 204**

1. Incident Name: Winter Storm		2. Operational Period: Date From: Feb. 10 Date To: Feb. 11 Time From: 1800 Time To: 0600		3. Branch: Division: Group: Parking Lot Staging Area:	
4. Operations Personnel: <u>Name</u> <u>Contact Number(s)</u> Operations Section Chief: Dan Campbell XXX-XXX-XXXX Branch Director: Division/Group Supervisor: Andy Anderson XXX-XXX-XXXX					
5. Resources Assigned:		# of Persons		Reporting Location	
Resource Identifier	Leader				
TF #1	Carl Wills	3		City/County Channel 6J Operations xxx-xxx-xxxx DPW Shop	
Plow #15 Loader #2	Don Anioti Tony Gossard			City/County Channel 6J DPW Shop	
TF #2	Paul Jones	3		City/County Channel 6J Operations xxx-xxx-xxxx DPW Shop	
Plow #2 Loader #7	Walker Wetzel Mark Drew			City/County Channel 6J DPW Shop	
TF #3	Greg Carpenter	3		City/County Channel 6J Operations xxx-xxx-xxxx DPW Shop	
Plow #10 Loader #4	Bob Smith Larry Little			City/County Channel 6J DPW Shop	
TF #4	Barry Parish	3		City/County Channel 6J Operations xxx-xxx-xxxx DPW Shop	
Plow #8 Loader #6	Drew Dietz John Miller			City/County Channel 6J DPW Shop	
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 uses "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): <u>Name/Function</u> <u>Primary Contact: indicate cell, pager, or radio</u> <u>(frequency/system/channel)</u> 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: Karen Fry Position/Title: Resource Unit Leader Signature: 					
ICS 204	IAP Page _____	Date/Time: Feb. 10/1500			

Visuals

View the sample on the next page.

[illegible]

Your Notes

Unit 5: Planning Process

Sample: Sample Incident Communications Plan, ICS Form 205

1. Incident Name: Winter Storm			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.										
6. Prepared by (Communications Unit Leader): Name: Mike Walters Signature: 										
ICS 205			IAP Page _____		Date/Time: Feb. 10/1300					

Unit 5: Planning Process**Sample: Sample Medical Plan, ICS Form 206**

1. Incident Name: Winter Storm		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	☒ Yes ☐ No				
Fire Station 2	950 Bellingham Way	xxx-xxx-xxxx	☒ Yes ☐ No				
Fire Station 4	2100 Main	xxx-xxx-xxxx	☒ Yes ☐ No				
Fire Station 6	4700 N. 12 th Ave	xxx-xxx-xxxx	☒ Yes ☐ No				
Fire Station 7	170 West Oakdale	xxx-xxx-xxxx	☒ Yes ☐ No				
			☐ Yes ☐ No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service				
SEE ABOVE			☐ ALS ☐ BLS				
			☐ ALS ☐ BLS				
			☐ ALS ☐ BLS				
			☐ ALS ☐ BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
Meridian	500 W. Oakdale	xxx-xxx-xxxx	15	45	☒ Yes Level: _____	☒ Yes ☐ No	☒ Yes ☐ No
					☐ Yes Level: _____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level: _____	☐ Yes ☐ No	☐ Yes ☐ No
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.							
☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: Sherrie Hillman					Signature: 		
8. Approved by (Safety Officer): Name: Pam Alice					Signature: 		
ICS 206	IAP Page _____	Date/Time: Feb. 10/1530					

Visuals

Additional Supporting Documents



- Safety messages
- Detailed weather forecasts
- Incident traffic plan
- Other important information for operational supervisors

 **FEMA**  Visual 5.43
Planning Process

Activity: Analyzing an IAP

Instructions:

1. The purpose of this activity is to help you prepare for developing an IAP. Working as a team, review the sample Incident Action Plan in your Student Manual.
2. Complete the following steps:
 - Independently read the sample IAP for a cruise ship accident. Make notes about the format and contents. Use the information presented in this unit to help you critique the plan.
 - As a team, discuss the strengths and weaknesses of the sample plan.
 - On chart paper, record your comments on the strengths and weaknesses of the plan.
3. Select a spokesperson and be prepared to present your work in 30 minutes.

 **FEMA**  Visual 5.44
Planning Process

Your Notes

Complete the activity before proceeding.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name: Cruise Ship HazMat Spill	2. Operational Period: Date From: Aug 19 Time From: 0600	Date To: Aug 19 Time To: 1800			
3. Objective(s): • Assist the cruise line and the USCG in ensuring that there are no injuries to the ship's crew, nor to any of the incident responders. • Assist the USCG in preventing the discharge of any further hazardous materials into the water and contain any spilled materials; plan for contingencies. • Assess and document the potential for environmental damage should there be a further discharge of hazardous materials from the cruise ship. Plan for contingencies. • Prevent damage to natural and cultural resources. • Assist the USCG and cruise line in arranging and carrying out the safe passage of the ship out of the bay and out of the Park.					
4. Operational Period Command Emphasis: Maintain vigilance to avoid injuries or further environmental damage.					
General Situational Awareness (See attached Safety Message) A moderate low pressure system is moving southerly from the Anchorage area and is expected to be in the Glacier Bay area by noon today. Temperature: 60 to 65 degrees Relative Humidity: 60 to 75% Winds: west @ 10 to 18 knots Seas: 3-foot swells with moderate to heavy chop Sunrise: 0534 AKDT; Sunset: 2040 AKDT Tides: Highs at 0256 (+18.7) and 1526 (+18.8); Lows at 0921 (-3.3) and 2143 (-1.8)					
5. Site Safety Plan Required? Yes ☒ No ☐ Approved Site Safety Plan(s) Located at:					
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"><tr><td style="width: 33%; vertical-align: top;">☒ ICS 203 ☒ ICS 204 ☒ ICS 205 ☐ ICS 205A ☒ ICS 206</td><td style="width: 33%; vertical-align: top;">☐ ICS 207 ☒ ICS 208 ☒ Map/Chart ☒ Weather Forecast/Tides/Currents</td><td style="width: 34%; vertical-align: top;"><u>Other Attachments:</u> ☒ Safety Message _____ ☐ _____ ☐ _____ ☐ _____</td></tr></table>			☒ ICS 203 ☒ ICS 204 ☒ ICS 205 ☐ ICS 205A ☒ ICS 206	☐ ICS 207 ☒ ICS 208 ☒ Map/Chart ☒ Weather Forecast/Tides/Currents	<u>Other Attachments:</u> ☒ Safety Message _____ ☐ _____ ☐ _____ ☐ _____
☒ ICS 203 ☒ ICS 204 ☒ ICS 205 ☐ ICS 205A ☒ ICS 206	☐ ICS 207 ☒ ICS 208 ☒ Map/Chart ☒ Weather Forecast/Tides/Currents	<u>Other Attachments:</u> ☒ Safety Message _____ ☐ _____ ☐ _____ ☐ _____			
7. Prepared by: Name: Walker Wetzel Position/Title: PSC Signature:					
8. Approved by Incident Commander: Name: Jerry Franklin Signature:					
ICS 202	IAP Page <u>1</u>	Date/Time: 08-19-XX/0200			

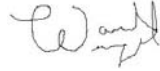
Unit 5: Planning Process

Sample: Sample IAP (Page 2 of 9)

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name: Cruise Ship HazMat Spill		2. Operational Period:		Date From: Aug 19 Time From: 0600	Date To: Aug 19 Time To: 1800
3. Incident Commander(s) and Command Staff:			7. Operations Section:		
IC/UCs	Jerry Franklin	Chief	Dan Campbell		
	Xxxx Unified Command	Deputy			
Deputy		Staging Area			
Safety Officer	Pam Alice	Branch			
Public Info. Officer	IOF2	Branch Director			
Liaison Officer		Deputy			
4. Agency/Organization Representatives:		Division/Group	Vessel Stabilization	Aaron Brandon (USCG)	
Agency/Organization	Name	Division/Group	Nat. Resc. Assessment	Carol Cartright (NPS)	
NTSB	Shirley Prop	Division/Group	Salvage/Removal	Tyrone Pickerell (USCG)	
AK DEC	Nick Hanson	Division/Group			
		Division/Group			
		Branch			
		Branch Director			
		Deputy			
5. Planning Section:		Division/Group			
Chief	Walker Wetzel	Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		Branch			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
-Oil Spill	Cordell Royball	Division/Group			
-Investigator	Russ Williams	Division/Group			
-Investigator	John Collingsworth	Division/Group			
6. Logistics Section:		Division/Group			
Chief	Sherrie Hillman	Division/Group			
Deputy		Air Operations Branch			
Support Branch		Air Ops Branch Dir.			
Director		Helicopter Coordinator	Will Range (USCG)		
Supply Unit					
Facilities Unit		8. Finance/Administration Section:			
Ground Support Unit		Chief	FSC2		
Service Branch		Deputy			
Director		Time Unit	John Wayne		
Communications Unit	Rick Lewin	Procurement Unit			

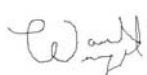
Unit 5: Planning Process

1. Incident Name: Cruise Ship HazMat Spill		2. Operational Period:		Date From: Aug 19 Time From: 0600	Date To: Aug 19 Time To: 1800
Medical Unit	LaVell Patton	Comp/Claims Unit			
Food Unit		Cost Unit		Mike Bannister	
9. Prepared by: Name: Walker Wetzel		Position/Title: PSC		Signature: 	
ICS 203	IAP Page <u> 2 </u>	Date/Time: 08-19-XX/0200			

Unit 5: Planning Process**Sample: Sample IAP (Page 3 of 9)****ASSIGNMENT LIST (ICS 204)**

1. Incident Name: Cruise Ship HazMat Spill		2. Operational Period: Date From: 08/19/XX Date To: 08/19/XX Time From: 0600 Time To: 1800		3. Branch: Division: Group: Vessel Stabilization Staging Area:																
4. Operations Personnel: <u>Name</u> <u>Contact Number(s)</u> Operations Section Chief: Dan Campbell Channel 1 Branch Director: _____ Division/Group Supervisor: Aaron Brandon (USCG) Channel 5																				
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information																
Resource Identifier	Leader																			
Boom operations	Joe Watson	3	xxx-xxx-xxxx	Shag Cove/0730 BC Docks/0600																
Pump operations	Ward Pecard	3	xxx-xxx-xxxx	Shag Cove/0730 BC Docks/0600																
Radio crew	Jason Shep	2	xxx-xxx-xxxx	Shag Cove/0730 BC Docks/0600																
6. Work Assignments: --Assist the Coast Guard and the ship's crew in insuring the safety of the crew by assuring that everyone wears prescribed safety equipment and crew is not directly exposed to hazardous or toxic materials. --Assist the Communications Unit Leader with the installation of a radio repeated. --Maintain boom material currently in place. Assure that it continues to contain hazardous materials. --Operate pumps on board the YC to continue to reduce flooded compartments. --Prevent, if possible, the discharge of any additional hazardous materials into the bay waters.																				
7. Special Instructions: Complete a Unit Log. Debrief at the end of the operational period.																				
8. Communications (radio and/or phone contact numbers needed for this assignment): <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"><u>Name/Function</u></td> <td style="width: 65%;"><u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u></td> </tr> <tr> <td>Command / Local</td> <td>Freq: 166.200; System: NIFC; Chan: 1</td> </tr> <tr> <td>Command / Repeat</td> <td>Freq: 166.500; System: NIFC; Chan: 5</td> </tr> <tr> <td>Status/Logistics / Local</td> <td>Freq: 157.10; System: GLBA; Chan: 3</td> </tr> <tr> <td>Status/Logistics / Repeat</td> <td>Freq: 166.500; System: NIFC; Chan: 5</td> </tr> <tr> <td>Group Tactical / On YC</td> <td>Freq: 168.825; System: GLBA; Chan: 2</td> </tr> <tr> <td>Group Tactical / W/ USCG</td> <td>Freq: 157.100; System: GLBA; Chan: 6</td> </tr> <tr> <td>Ground to Air /</td> <td>Freq: 168.575; System: GLBA; Chan: 8</td> </tr> </table>					<u>Name/Function</u>	<u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u>	Command / Local	Freq: 166.200; System: NIFC; Chan: 1	Command / Repeat	Freq: 166.500; System: NIFC; Chan: 5	Status/Logistics / Local	Freq: 157.10; System: GLBA; Chan: 3	Status/Logistics / Repeat	Freq: 166.500; System: NIFC; Chan: 5	Group Tactical / On YC	Freq: 168.825; System: GLBA; Chan: 2	Group Tactical / W/ USCG	Freq: 157.100; System: GLBA; Chan: 6	Ground to Air /	Freq: 168.575; System: GLBA; Chan: 8
<u>Name/Function</u>	<u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u>																			
Command / Local	Freq: 166.200; System: NIFC; Chan: 1																			
Command / Repeat	Freq: 166.500; System: NIFC; Chan: 5																			
Status/Logistics / Local	Freq: 157.10; System: GLBA; Chan: 3																			
Status/Logistics / Repeat	Freq: 166.500; System: NIFC; Chan: 5																			
Group Tactical / On YC	Freq: 168.825; System: GLBA; Chan: 2																			
Group Tactical / W/ USCG	Freq: 157.100; System: GLBA; Chan: 6																			
Ground to Air /	Freq: 168.575; System: GLBA; Chan: 8																			
9. Prepared by: Name: Walker Wetzel Position/Title: PSC Signature:																				
ICS 204	IAP Page <u>3</u>	Date/Time: 08/09/XX, /0200																		

Unit 5: Planning Process**Sample: Sample IAP (Page 4 of 9)****ASSIGNMENT LIST (ICS 204)**

1. Incident Name: Cruise Ship HazMat Spill		2. Operational Period: Date From: 08/19/XX Date To: 08/19/XX Time From: 0600 Time To: 1800		3. Branch: Division: Group: Natural Resources Assessment Staging Area:														
4. Operations Personnel: <u>Name</u> <u>Contact Number(s)</u> Operations Section Chief: Dan Campbell Channel 11 & Channel 1 Branch Director: _____ Division/Group Supervisor: Carol Cartright Channel 11 & Channel 1																		
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)		Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information													
Resource Identifier	Leader																	
Biotech Team 1	Bud Ricer	2	Channel 11	Shag Cove/0730 BC Docks/0600														
NR Planning	Gail Irvington	3	Channel 11															
Biotech Team 2	Steve Taggart	2	Channel 11	Gustavis Airport/ 1100 Gustavis Airport/ 0700														
6. Work Assignments: Develop contingency plans for the following: --Fuel spill while the vessel remains in Shag Cove. --Fuel spill during the movement of the vessel from Shag Cove out of the park. --Fuel spill in Bartlett Cove if the vessel is stored there. --Catastrophic structural failure of the vessel resulting in it sinking. Conduct ground survey of Shag Cove shore to determine extent, if any, that hazardous materials are reaching shore. Conduct aerial survey of the bay; map bird concentrations.																		
7. Special Instructions: Complete a Unit Log. Debrief at the end of operational period.																		
8. Communications (radio and/or phone contact numbers needed for this assignment): <table border="0"><tr><td><u>Name/Function</u></td><td><u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u></td></tr><tr><td><u>Command</u> / Local</td><td>Freq: 166.200; System: NIFC; Chan: 1</td></tr><tr><td><u>Command</u> / Repeat</td><td>Freq: 166.500; System: NIFC; Chan: 5</td></tr><tr><td><u>Status/Logistics</u> / Local</td><td>Freq: 157.10; System: GLBA; Chan: 3</td></tr><tr><td><u>Status/Logistics</u> / Repeat</td><td>Freq: 166.500; System: NIFC; Chan: 5</td></tr><tr><td><u>Group Tactical</u> /</td><td>Freq: 167.200; System: NIFC; Chan: 11</td></tr><tr><td><u>Ground to Air</u> /</td><td>Freq: 168.575; System: GLBA; Chan: 8</td></tr></table>					<u>Name/Function</u>	<u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u>	<u>Command</u> / Local	Freq: 166.200; System: NIFC; Chan: 1	<u>Command</u> / Repeat	Freq: 166.500; System: NIFC; Chan: 5	<u>Status/Logistics</u> / Local	Freq: 157.10; System: GLBA; Chan: 3	<u>Status/Logistics</u> / Repeat	Freq: 166.500; System: NIFC; Chan: 5	<u>Group Tactical</u> /	Freq: 167.200; System: NIFC; Chan: 11	<u>Ground to Air</u> /	Freq: 168.575; System: GLBA; Chan: 8
<u>Name/Function</u>	<u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u>																	
<u>Command</u> / Local	Freq: 166.200; System: NIFC; Chan: 1																	
<u>Command</u> / Repeat	Freq: 166.500; System: NIFC; Chan: 5																	
<u>Status/Logistics</u> / Local	Freq: 157.10; System: GLBA; Chan: 3																	
<u>Status/Logistics</u> / Repeat	Freq: 166.500; System: NIFC; Chan: 5																	
<u>Group Tactical</u> /	Freq: 167.200; System: NIFC; Chan: 11																	
<u>Ground to Air</u> /	Freq: 168.575; System: GLBA; Chan: 8																	
9. Prepared by: Name: Walker Wetzel		Position/Title: PSC		Signature: 														
ICS 204	IAP Page <u>4</u>	Date/Time: 08/09/XX / 0200																

Unit 5: Planning Process**Sample: Sample IAP (Page 5 of 9)****ASSIGNMENT LIST (ICS 204)**

1. Incident Name: Cruise Ship HazMat Spill		2. Operational Period: Date From: 08/19/XX Date To: 08/19/XX Time From: 0600 Time To: 1800		3. Branch: Division: Group: Vessel Salvage/Removal Staging Area:																
4. Operations Personnel: <u>Name</u> <u>Contact Number(s)</u> Operations Section Chief: Dan Campbell xxx-xxx-xxxx Branch Director: _____ Division/Group Supervisor: Duane Jefferson (USCG) xxx-xxx-xxxx																				
5. Resources Assigned:																				
Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information																
Dive operations	Tyrone Pickerell (USCG)	8	xxx-xxx-xxxx																	
6. Work Assignments: --Conduct repairs on the hull of the YC sufficient to allow the vessel to be moved safely out of the Park and to a designated repair facility. --Prevent, if possible, the discharge of any hazardous materials into the bay waters.																				
7. Special Instructions: Complete a Unit Log. Debrief at the end of the operational period.																				
8. Communications (radio and/or phone contact numbers needed for this assignment): <table border="0"><tr><td><u>Name/Function</u></td><td><u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u></td></tr><tr><td>Command / Local</td><td>Freq: 166.200; System: NIFC; Chan: 1</td></tr><tr><td>Command / Repeat</td><td>Freq: 166.500; System: NIFC; Chan: 5</td></tr><tr><td>Status/Logistics / Local</td><td>Freq: 157.10; System: GLBA; Chan: 3</td></tr><tr><td>Status/Logistics / Repeat</td><td>Freq: 166.500; System: NIFC; Chan: 5</td></tr><tr><td>Group Tactical / On YC</td><td>Freq: 168.825; System: GLBA; Chan: 2</td></tr><tr><td>Group Tactical / W/ USCG</td><td>Freq: 157.100; System: GLBA; Chan: 6</td></tr><tr><td>Ground to Air /</td><td>Freq: 168.575; System: GLBA; Chan: 8</td></tr></table>					<u>Name/Function</u>	<u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u>	Command / Local	Freq: 166.200; System: NIFC; Chan: 1	Command / Repeat	Freq: 166.500; System: NIFC; Chan: 5	Status/Logistics / Local	Freq: 157.10; System: GLBA; Chan: 3	Status/Logistics / Repeat	Freq: 166.500; System: NIFC; Chan: 5	Group Tactical / On YC	Freq: 168.825; System: GLBA; Chan: 2	Group Tactical / W/ USCG	Freq: 157.100; System: GLBA; Chan: 6	Ground to Air /	Freq: 168.575; System: GLBA; Chan: 8
<u>Name/Function</u>	<u>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</u>																			
Command / Local	Freq: 166.200; System: NIFC; Chan: 1																			
Command / Repeat	Freq: 166.500; System: NIFC; Chan: 5																			
Status/Logistics / Local	Freq: 157.10; System: GLBA; Chan: 3																			
Status/Logistics / Repeat	Freq: 166.500; System: NIFC; Chan: 5																			
Group Tactical / On YC	Freq: 168.825; System: GLBA; Chan: 2																			
Group Tactical / W/ USCG	Freq: 157.100; System: GLBA; Chan: 6																			
Ground to Air /	Freq: 168.575; System: GLBA; Chan: 8																			
9. Prepared by: Name: Walker Wetzel		Position/Title: PSC		Signature: 																
ICS 204	IAP Page 5	Date/Time: 08/09/XX/0200																		