UNIT 5: PLANNING PROCESS

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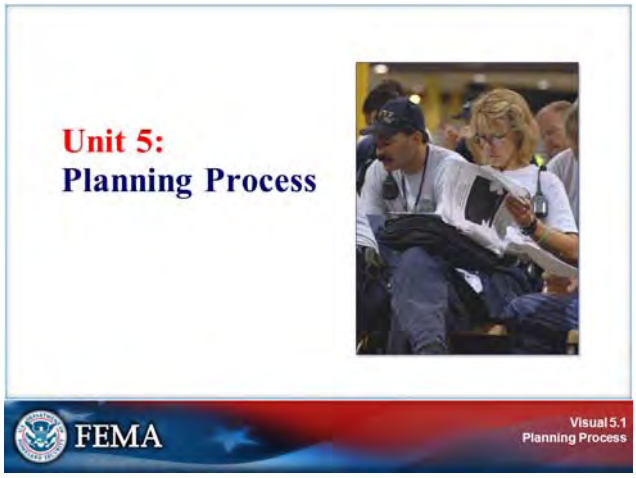
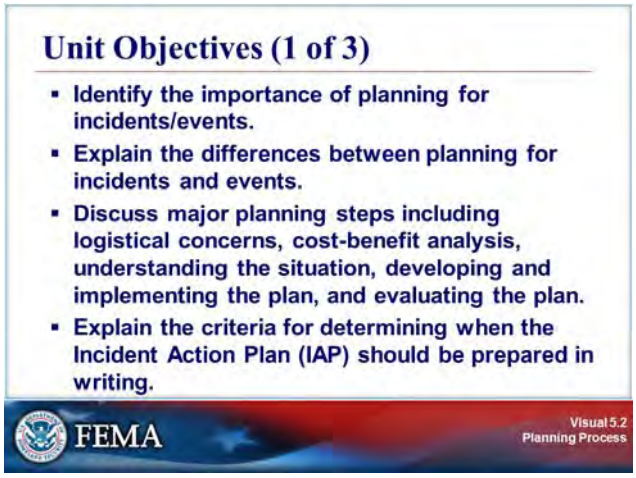
Visuals





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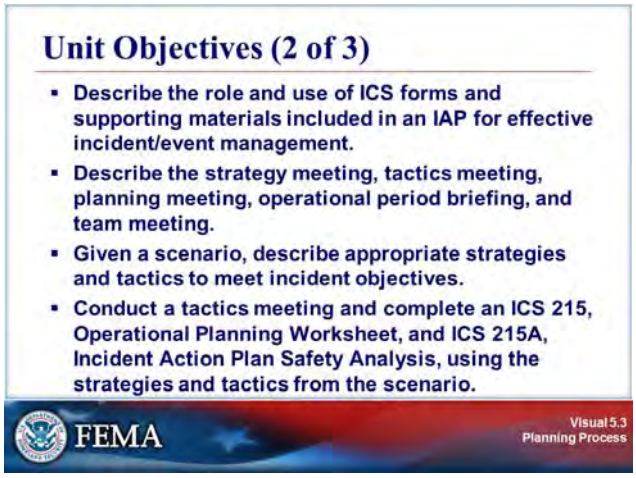

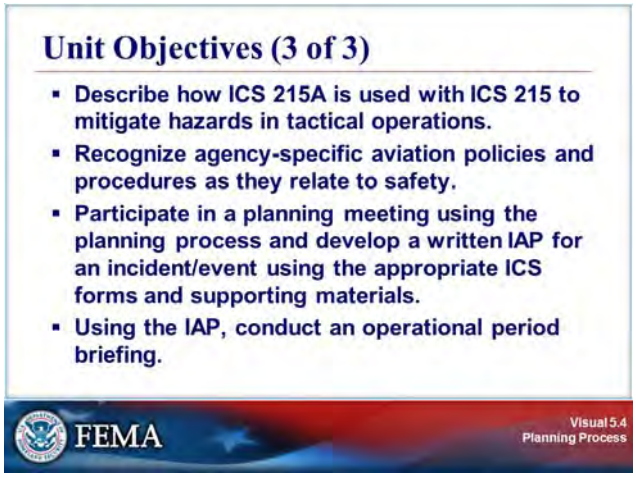

Your Notes

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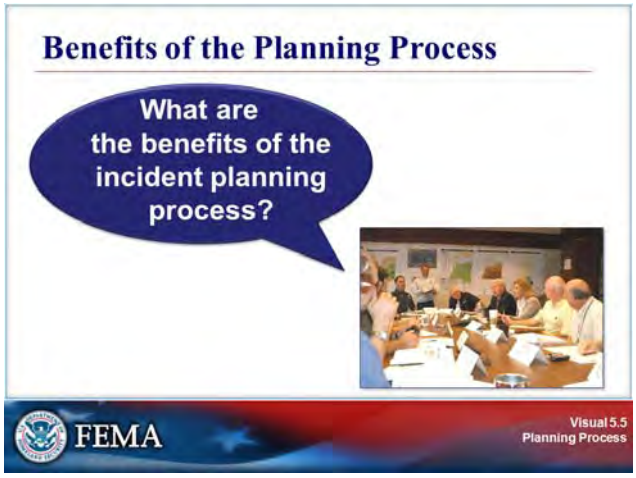
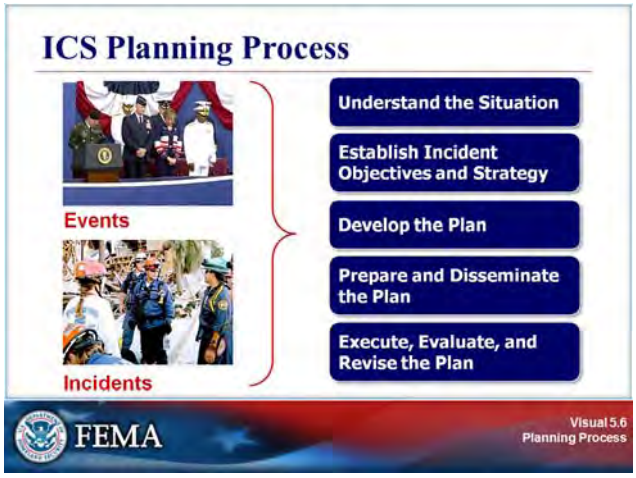




Your Notes

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.

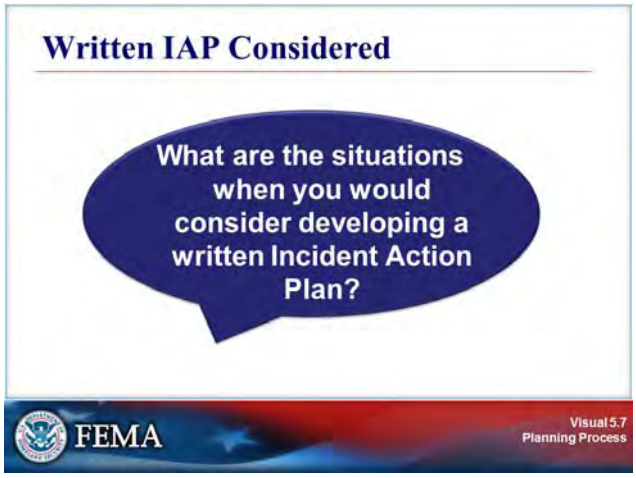
   Before the formal planning meetings, each member of the Command and General Staffs is responsible for gathering certain information to support the proposed plan.

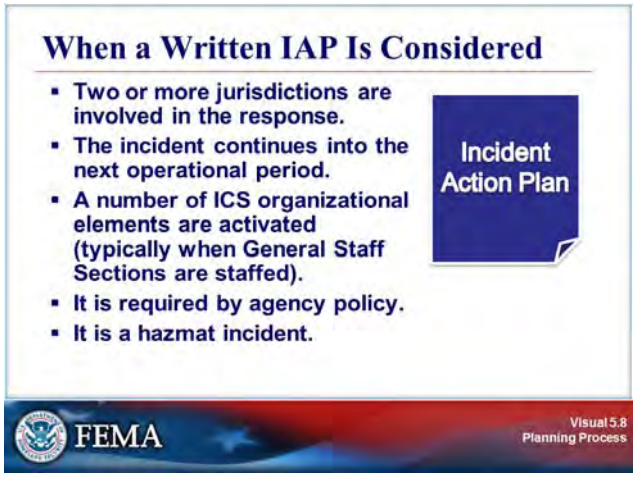
4. **Prepare and Disseminate the Plan:** The fourth phase involves preparing the plan in a format that is appropriate for the level of complexity of the incident. For the initial response, the format is a well-prepared outline for an oral briefing. For most incidents that will span multiple operational 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





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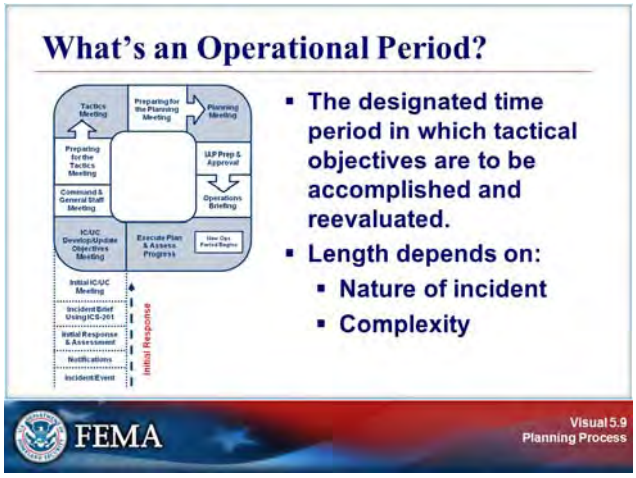
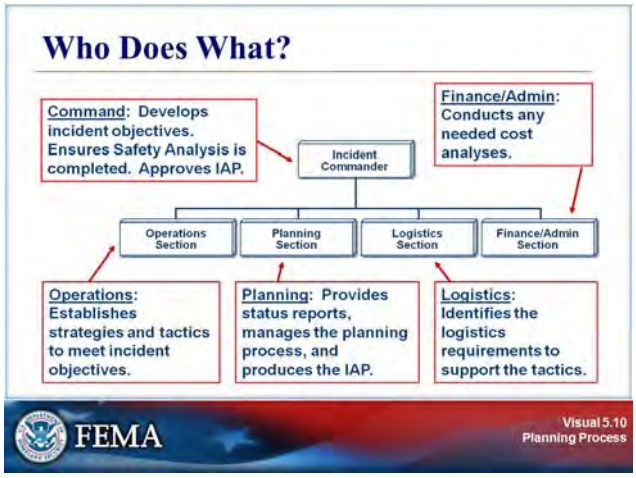


Your Notes

Visuals



View the job aid on the next page.

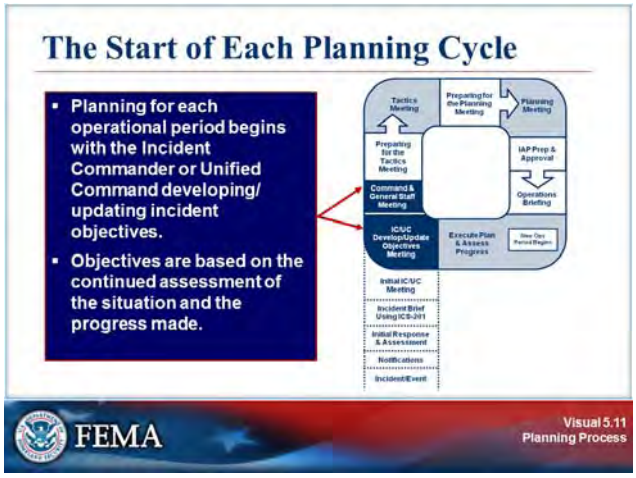
Your Notes

Job Aid: Responsibilities for Planning

All Command and General Staff members have responsibilities for planning.

Incident Commander	• Provides overall incident objectives and strategy. • Establishes procedures for incident resource ordering. • Establishes procedures for resource activation, mobilization, and employment. • Approves completed IAP by signature. With Safety Officer: • Reviews hazards associated with the incident and proposed tactical assignments. Assists in developing safe tactics. • Develops safety message(s).
Operations Section Chief	• Assists in identifying strategies. • Determines tactics to achieve incident objectives. • Determines work assignments and resource requirements. With Safety Officer: • Reviews hazards associated with the incident and proposed tactical assignments. • Assists in developing safe tactics.
Planning Section Chief	• Conducts the planning meeting. • Coordinates preparation and documentation of the IAP.
Logistics Section Chief	• Ensures that resource ordering procedures are communicated to appropriate agency ordering points. • Develops a transportation system to support operational needs. • Ensures that the Logistics Section can support the IAP. • Completes assigned portions of the written IAP. • Places order(s) for resources.
Finance/Admin. Section Chief	• Provides cost implications of incident objectives, as required. • Ensures that the IAP is within the financial limits established by the Incident Commander. • Evaluates facilities, transportation assets, and other contracted services to determine if any special contract arrangements are needed.

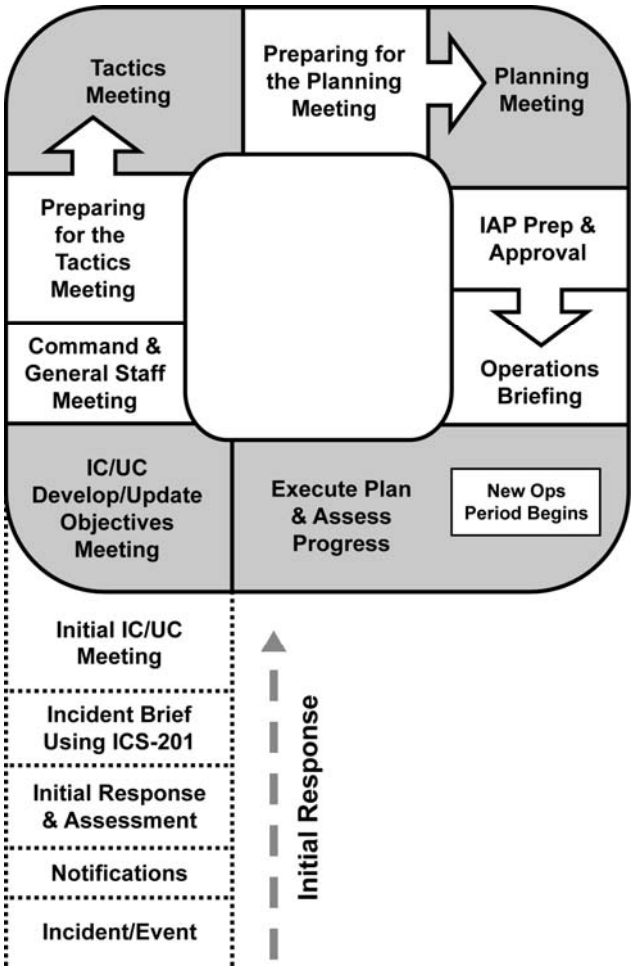
Visuals



View the job aid on the next page.

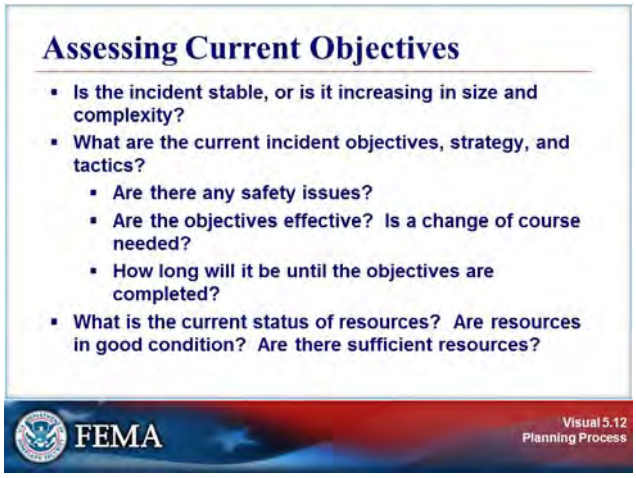
Your Notes

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.

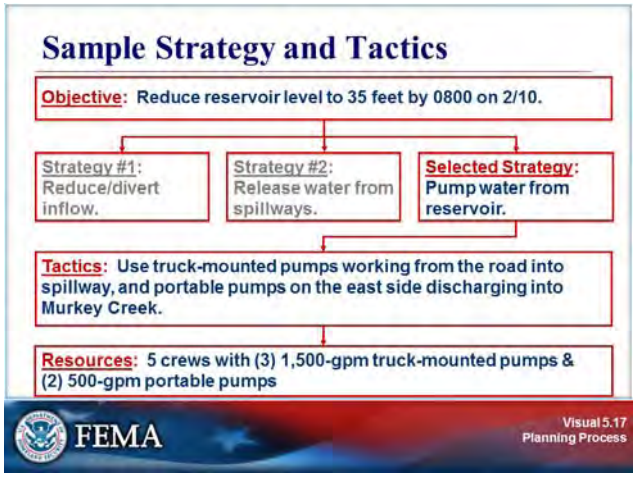
Visuals



Your Notes

Your Notes

Visuals



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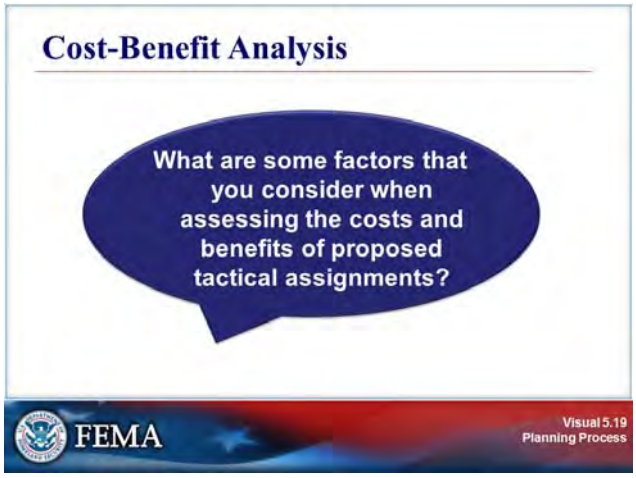

Your Notes

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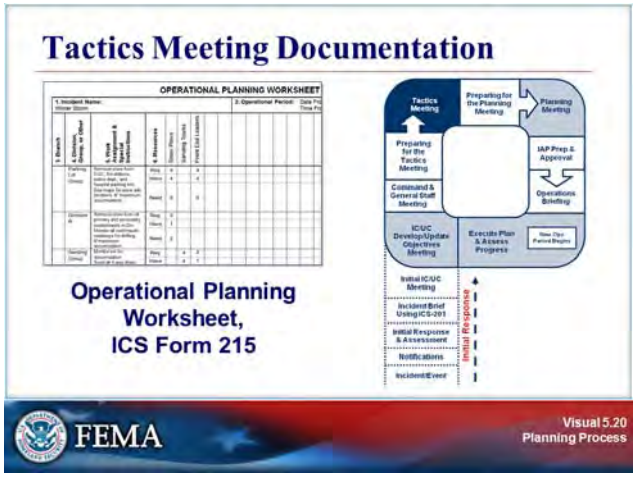


View the sample on the next page.

Your Notes

Sample Operational Planning Worksheet, ICS Form 215

1. Incident Name: Winter Storm

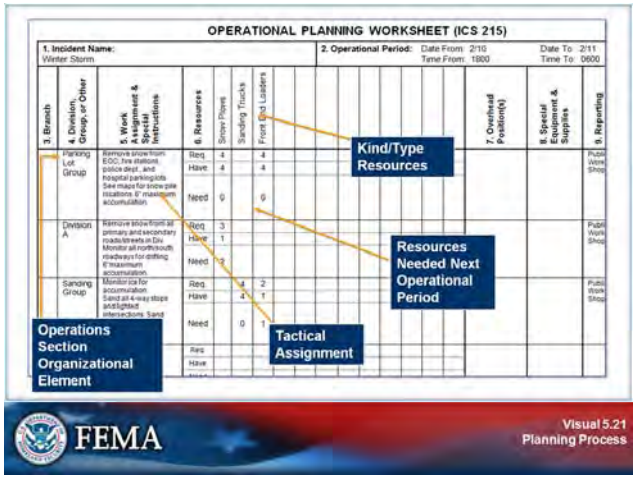
2. Operational Period: Date From: 2/10 Date To: 2/11
Time From: 1800 Time To: 0600

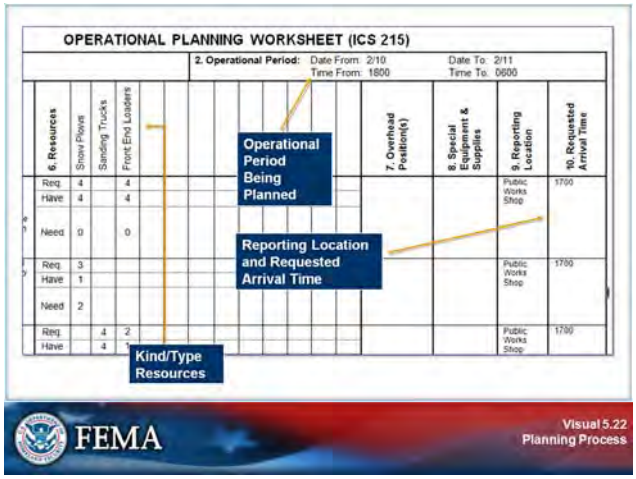
3. Branch	4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources	Snow Plows	Sanding Trucks	Front End Loaders										7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time
	Parking Lot Group	Remove snow from EOC, fire stations, police dept., and hospital parking lots. See maps for snow pile locations. 6" maximum accumulation.	Req.	4		4												Public Works Shop	1700
			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	1700
			Have	1															
			Need	2															
	Sanding Group	Monitor ice for accumulation. Sand all 4-way stops and lighted intersections. Sand available at County Sand and Gravel storage.	Req.		4	2												Public Works Shop	1700
			Have		4	1													
			Need		0	1													
			Have																
			Need																
		11. Total Resources Required		7	4	6													
		12. Total Resources Have on Hand		5	4	5													
		13. Total Resources Need To Order		2	0	1													

14. Prepared by:
Name: Sandy Miller
Position/Title: Resources UL
Signature Sandy Miller
Date/Time: Feb. 10/1100

ICS 215

Visuals





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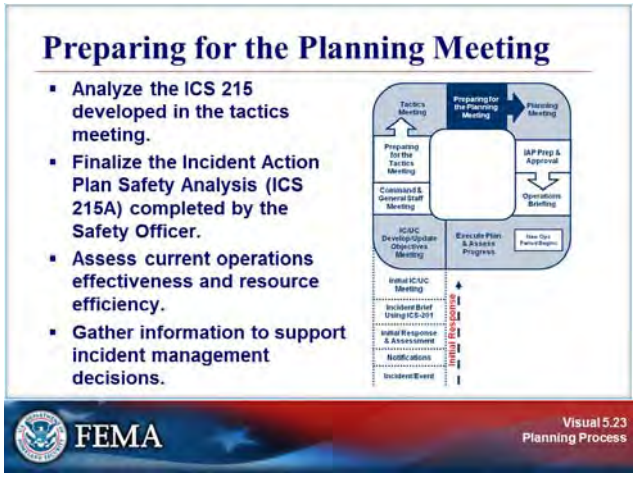


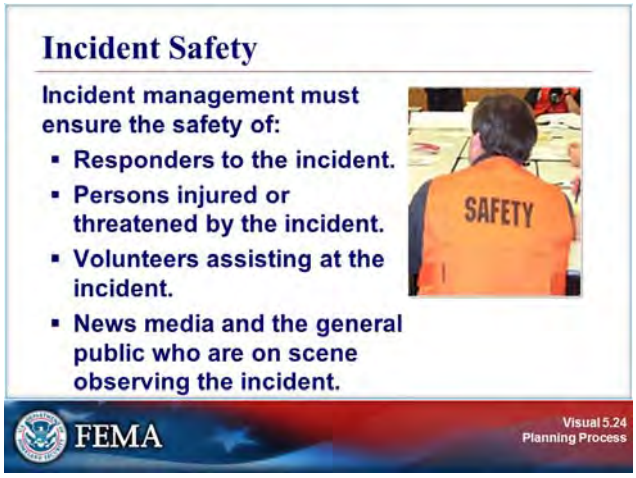
View the job aid on the next page.

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



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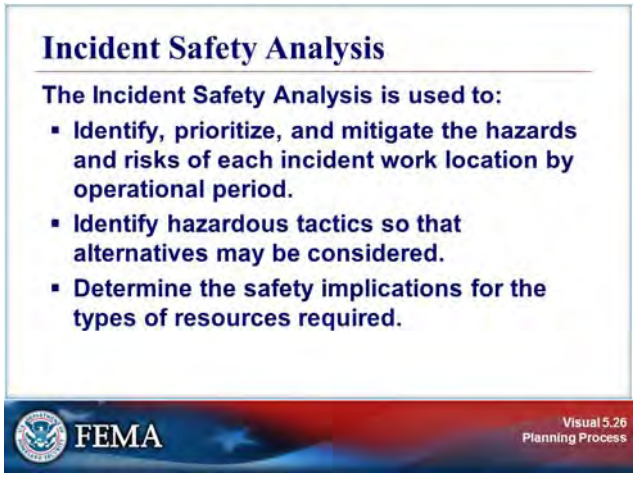
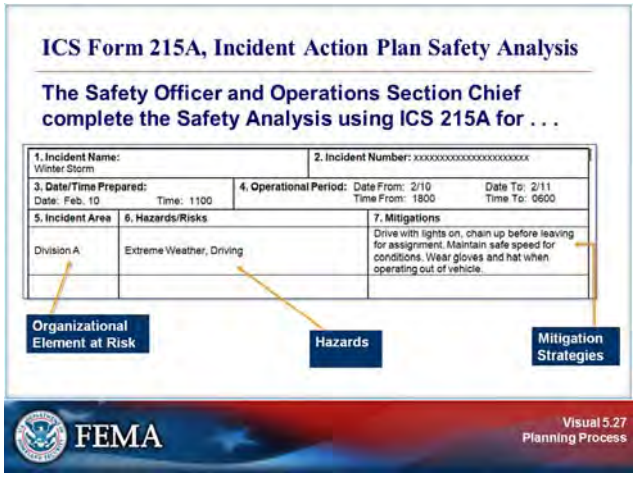




Your Notes

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

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 working outside.

8. Prepared by (Safety Officer)**:** Name: Pam Alice Signature: PAlice

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

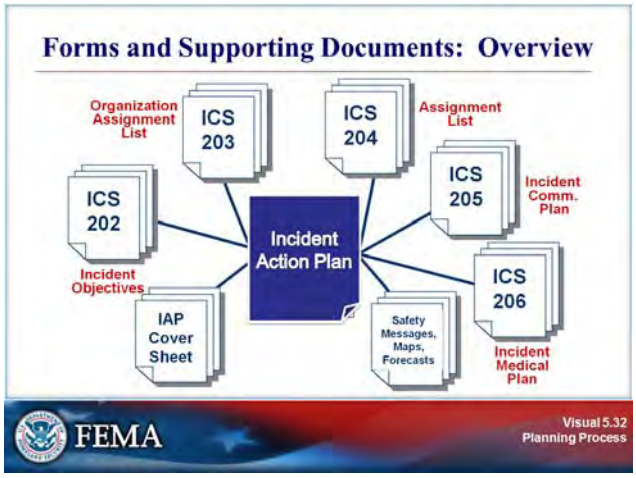
Visuals

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

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:

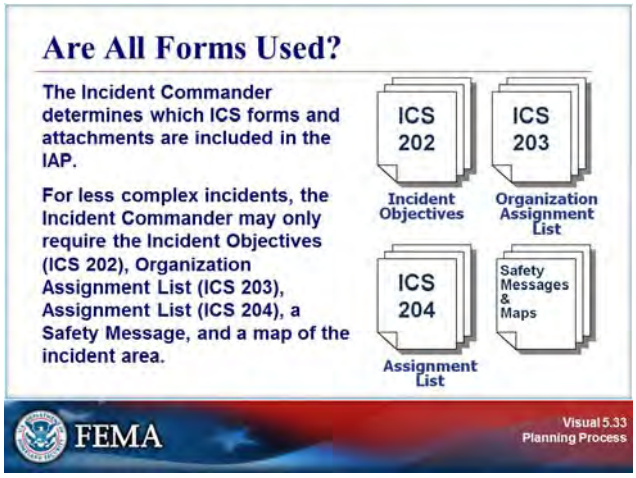
	Description
Incident Briefing ICS 201	Provides the Incident Command/Unified Command and General Staffs with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident.
Incident Objectives 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.

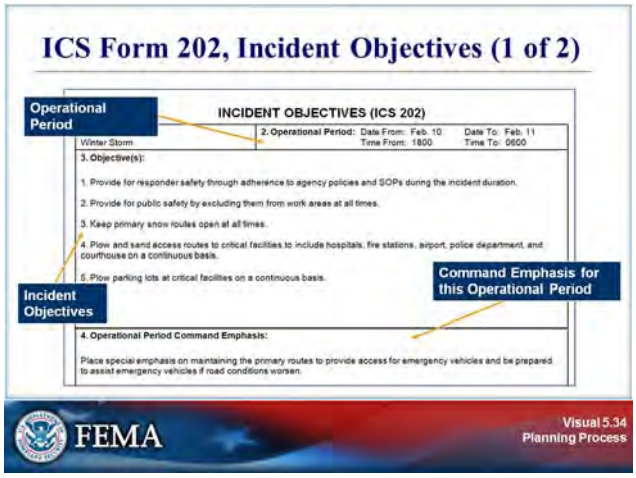
Job Aid: Forms and Supporting Documents: Overview (Continued)

ICS Forms

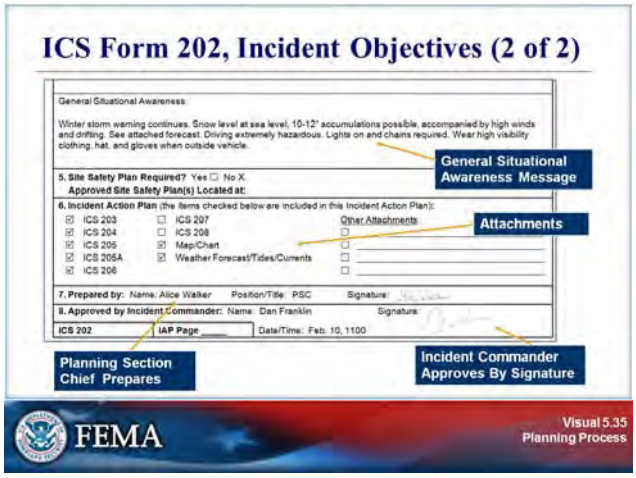
Standard Form Title	**Description**
Check-In List ICS 211	Used to check in personnel and equipment arriving at the incident. Check-in consists of reporting specific information that is recorded on the form.
General Message ICS 213	Used by: ▪ Incident dispatchers to record incoming messages that cannot 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





Your Notes



View the sample on the next page.

Your Notes

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)**:**

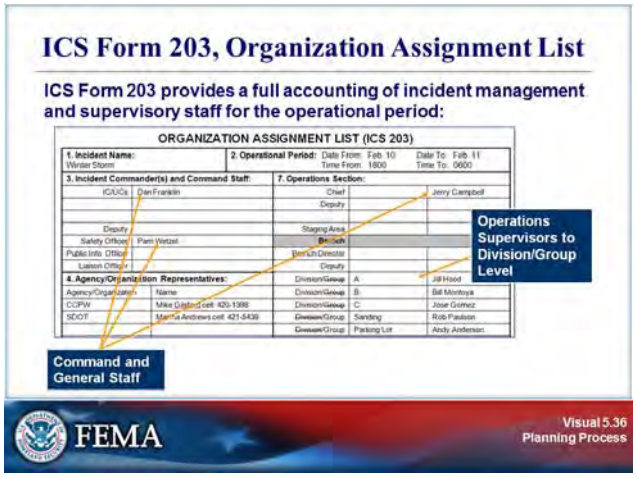
☑	ICS 203	☐	ICS 207	Other Attachments:
☑	ICS 204	☐	ICS 208	☐ _____
☑	ICS 205	☑	Map/Chart	☐ _____
☑	ICS 205A	☑	Weather Forecast/Tides/Currents	☐ _____
☑	ICS 206			☐ _____

7. Prepared by: Name: Walker Wetzel Position/Title: PSC Signature: Wetzel

8. Approved by Incident Commander: Name: Jerry Franklin Signature: Franklin

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

Visuals



View the sample on the next page.

Your Notes

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:	
IC/UCs	Jerry Franklin
Deputy	
Safety Officer	Pam Alice
Public Info. Officer	
Liaison Officer	

4. Agency/Organization Representatives:	
Agency/Organization	Name
CCPW	Martha Gilsford cell: xxx-xxxx
SDOT	Mike Andrews cell: xxx-xxxx

5. Planning Section:	
Chief	Walker Wetzel
Deputy	
Resources Unit	Karen Fry
Situation Unit	Linda Tom
Documentation Unit	Wilson Parks
Demobilization Unit	
Technical Specialists	
NOAA Weather	-378-

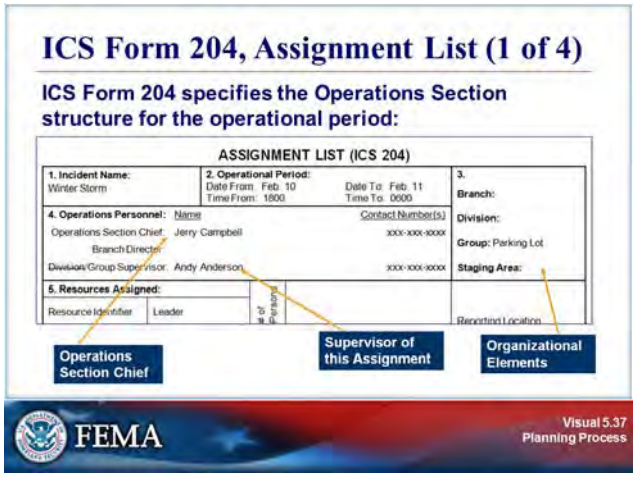
6. Logistics Section:	
Chief	Sherrie Hillman
Deputy	
Support Branch	
Director	
Supply Unit	Jon Carter
Facilities Unit	
Ground Support Unit	Jessica Martinez
Service Branch	
Director	
Communications Unit	Mike Walters
Medical Unit	
Food Unit	

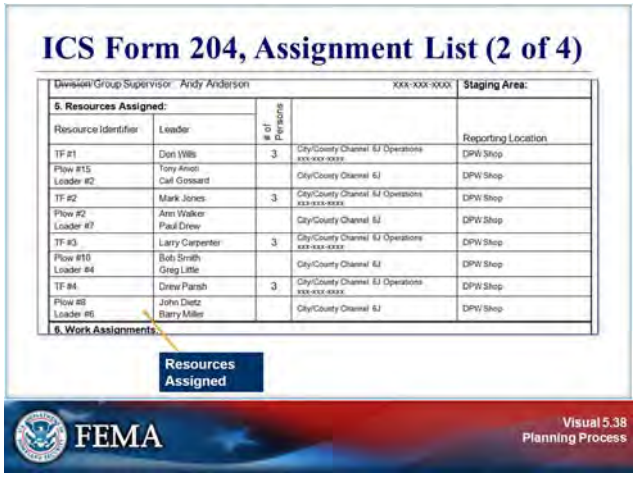
7. Operations Section:		
Chief		Dan Campbell
Deputy		
Staging Area		
Branch		
Branch Director		
Deputy		
Division/~~Group~~	A	Bill Hood
Division/~~Group~~	B	Andy Montoya
Division/~~Group~~	C	Jose Gomez
~~Division~~/Group	Sanding	Rob Paul
~~Division~~/Group	Parking Lot	Jill Anderson
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Air Operations Branch		
Air Ops Branch Dir.		

8. Finance/Administration Section:	
Chief	Carol Thomas
Deputy	
Time Unit	
Procurement Unit	Sara White
Comp/Claims Unit	
Cost Unit	

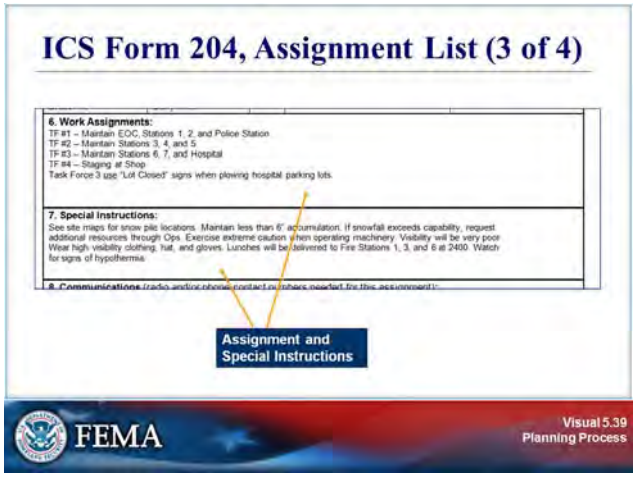
9. Prepared by: Name: Karen Fry		Position/Title: Resources Unit	Signature: Karen Fry
ICS 203	**IAP Page** _____	Date/Time: Feb. 10/1300	

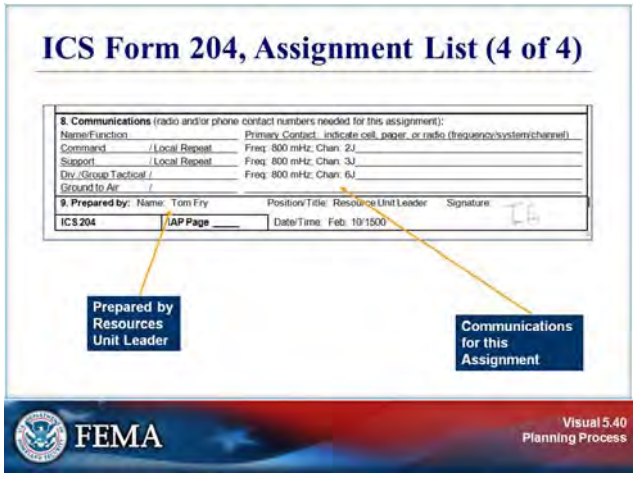
Visuals





Your Notes





Your Notes

View the sample on the next page.

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:**
4. Operations Personnel: Name / Contact Number(s) Operations Section Chief: Dan Campbell xxx-xxx-xxxx Branch Director: ~~Division~~/Group Supervisor: Andy Anderson xxx-xxx-xxxx		**Division:** **Group:** Parking Lot **Staging Area:**

5. Resources Assigned:

Resource Identifier	Leader	# of Persons		Reporting Location
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.

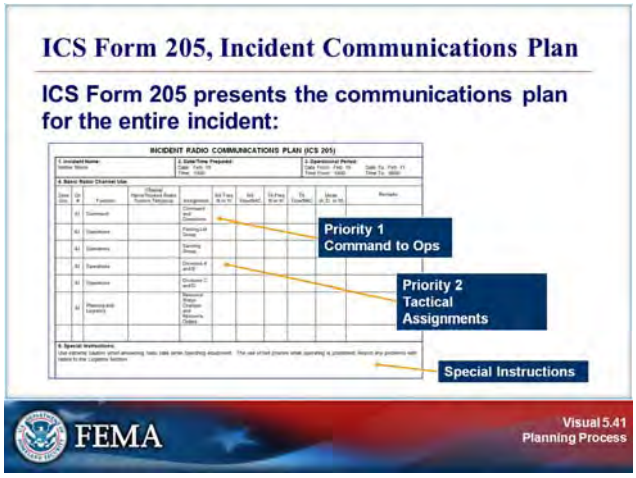
8. Communications (radio and/or phone contact numbers needed for this assignment)**:**

Name/Function (frequency/system/channel)	Primary Contact: indicate cell, pager, or radio
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: Karen Fry

ICS 204 **IAP Page** _____ Date/Time: Feb. 10/1500

Visuals



View the sample on the next page.

Your Notes

Sample: Sample Incident Communications Plan, ICS Form 205

1. Incident Name:	**2. Date/Time Prepared:**	**3. Operational Period:**
Winter Storm	Date: Feb. 10 Time: 1300	Date From: Feb. 10 Date To: Feb. 11 Time From: 1800 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						

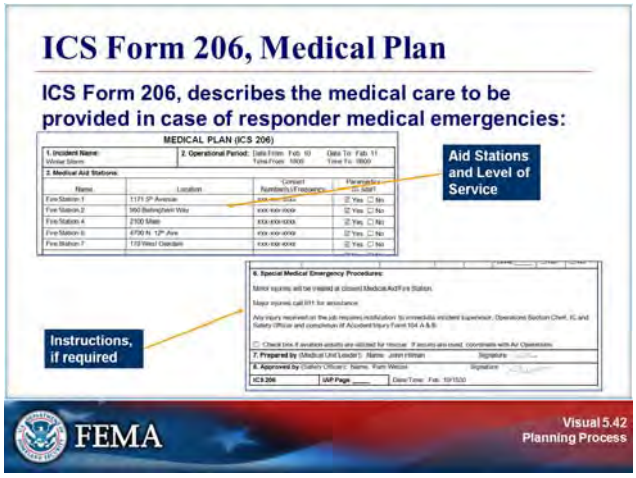
5. Special Instructions:

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

Visuals



View the sample on the next page.

Your Notes

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 5th 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. 12th 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
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS

SEE ABOVE

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.

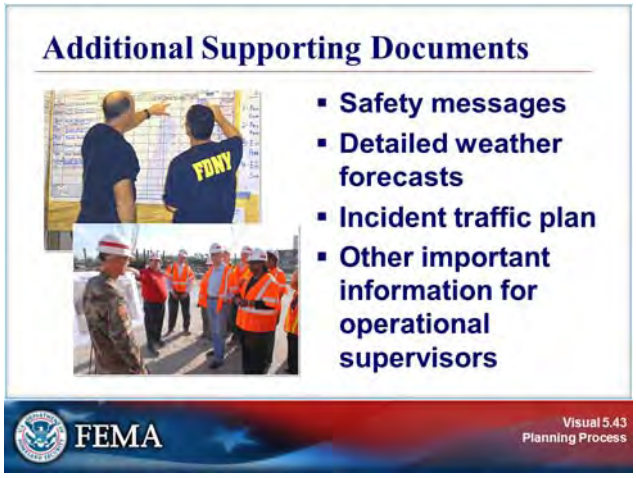
☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

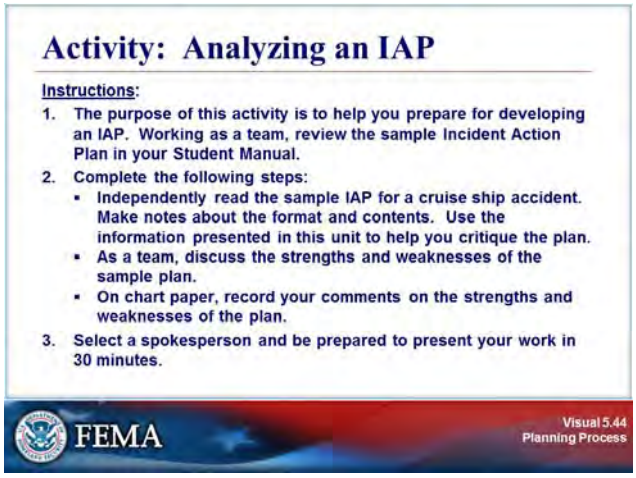
7. Prepared by (Medical Unit Leader)**:** Name: Sherrie Hillman Signature:

8. Approved by (Safety Officer)**:** Name: Pam Alice Signature:

ICS 206	**IAP Page** _____	Date/Time: Feb. 10/1530

Visuals





Your Notes

Complete the activity before proceeding.

Sample: Sample IAP (Page 1 of 9)

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name: Cruise Ship HazMat Spill	**2. Operational Period:** Date From: Aug 19 Date To: Aug 19 Time From: 0600 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)**:**

☑	ICS 203	☐	ICS 207	Other Attachments:	
☑	ICS 204	☑	ICS 208	☑	Safety Message
☑	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 __1___**	Date/Time: 08-19-XX/0200

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:	
IC/UCs	Jerry Franklin
	Xxxx Unified Command
Deputy	
Safety Officer	Pam Alice
Public Info. Officer	IOF2
Liaison Officer	

4. Agency/Organization Representatives:	
Agency/Organization	Name
NTSB	Shirley Prop
AK DEC	Nick Hanson

5. Planning Section:	
Chief	Walker Wetzel
Deputy	
Resources Unit	
Situation Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	
-Oil Spill	Cordell Royball
-Investigator	Russ Williams
-Investigator	John Collingsworth

6. Logistics Section:	
Chief	Sherrie Hillman
Deputy	
Support Branch	
Director	
Supply Unit	
Facilities Unit	
Ground Support Unit	
Service Branch	
Director	
Communications Unit	Rick Lewin

7. Operations Section:		
Chief	Dan Campbell	
Deputy		
Staging Area		
Branch		
Branch Director		
Deputy		
~~Division~~/Group	Vessel Stabilization	Aaron Brandon (USCG)
~~Division~~/Group	Nat. Resc. Assessment	Carol Cartright (NPS)
~~Division~~/Group	Salvage/Removal	Tyrone Pickerell (USCG)
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Air Operations Branch		
Air Ops Branch Dir.		
Helicopter Coordinator	Will Range (USCG)	

8. Finance/Administration Section:	
Chief	FSC2
Deputy	
Time Unit	John Wayne
Procurement Unit	

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 __2___**	Date/Time: 08-19-XX/0200	

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:

	Name	Contact Number(s)
Operations Section Chief:	Dan Campbell	Channel 1
Branch Director:		
Division/Group Supervisor:	Aaron Brandon (USCG)	Channel 5

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
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)**:**

Name/Function		Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
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 __3___** | Date/Time: 08/09/XX,/0200

Sample: Sample IAP (Page 4 of 9)

ASSIGNMENT LIST (ICS 204)

1. Incident Name:	**2. Operational Period:**	**3.**
Cruise Ship HazMat Spill	Date From: 08/19/XX Date To: 08/19/XX Time From: 0600 Time To: 1800	**Branch:**

4. Operations Personnel:

	Name	Contact Number(s)
Operations Section Chief:	Dan Campbell	Channel 11 & Channel 1
Branch Director:		
Division/Group Supervisor:	Carol Cartright	Channel 11 & Channel 1

Division:

Group: Natural Resources Assessment

Staging Area:

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
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 Taggert	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)**:**

Name/Function		Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
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	/	Freq: 167.200; System: NIFC; Chan: 11
Ground to Air	/	Freq: 168.575; System: GLBA; Chan: 8

9. Prepared by: Name: Walker Wetzel Position/Title: PSC Signature: Walker Wetzel

ICS 204	**IAP Page __4___**	Date/Time: 08/09/XX / 0200

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:

	Name	Contact Number(s)
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 safety 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)**:**

Name/Function		Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
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: Walker Wetzel

ICS 204 | **IAP Page __5___** | Date/Time: 08/09/XX/0200

Sample: Sample IAP (Page 6 of 9)

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	2. Date/Time Prepared:	3. Operational Period:
Cruise Ship HazMat Spill	Date: Time:	Date From: Date To: Time From: Time To:

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
	1	Command	NIFC	Command and General Staff and Group Supervisors	166.200					
	2	Local on YC	GLBA	Local on YC	168.825					Internal communications on YC
	3	Logistics	GLBA	Logistics	166.300					
	5	Tactical (through Repeater)	NIFC	Group Supervisors on YC	166.500					Communications between YC and ICP
	6	Tactical w/ USCG	GLBA	Command and USCG	157.100					Group Supervisors scan this frequency
	7	Tactical	GLBA	Investigation	166.600					
	8	Air-Ground	GLBA	Aircraft Observation Dispatch	168.575					Flight Following
	11	Tactical (through Repeater)	NIFC	NR Assessment Group	167.200					

5. Special Instructions:

6. Prepared by (Communications Unit Leader)**:** Name: Sherrie Hillman Signature: Sherrie Hillman

ICS 205 | **IAP Page __6___** | Date/Time: 08-19-XX, 0200

Sample: Sample IAP (Page 7 of 9)

MEDICAL PLAN (ICS 206)

1. Incident Name: Cruise Ship HazMat Spill	**2. Operational Period:** Date From: Time From:	Date To: Time To:

3. Medical Aid Stations:

Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
NPS EMT's	Cruise ship	xxx-xxx-xxxx	☐ Yes ☒ No
NPS – GLBA HQ	Bartlett Cove	xxx-xxx-xxxx	☒ Yes ☐ No
Gustavus Emergency Response	Gustavus	xxx-xxx-xxxx	☒ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

4. Transportation (indicate air or ground)**:**

Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
Gustavus Emergency Response	Gustavus	xxx-xxx-xxxx	☒ 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			
Bartlett Memorial	3260 Hospital Drive, Juneau	xxx-xxx-xxxx	1 hr	n/a	☐ Yes Level:_____	☐ Yes ☒ No	☒ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No

6. Special Medical Emergency Procedures:

If necessary, a float plane will be dispatched from Glacier Bay Airways (697-2249 or 789-9009) and the victim will be flown to Juneau.
Conduct GLBA Dispatch in the event of ANY injury.

☐ 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: Sherrie Hillman

8. Approved by (Safety Officer)**:** Name: Pam Alice Signature: P Alice

ICS 206	**IAP Page __7___**	Date/Time: 08-19-XX/0200

Sample: Sample IAP (Page 8 of 9)

Safety Message/Plan (ICS 208)

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. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

All personnel working on the incident must be aware of the following hazards and take appropriate mitigation measures:

Individuals working aboard the cruise ship must be aware of:

1. Significant amounts of diesel fuel and other petroleum products are mixed with water below decks. There is both a health hazard and a fire hazard associate with these materials.

   HEALTH:

   Inhalation: Inhalation of high concentrations of diesel fuel vapors causes dizziness, headaches, and stupor.
   Ingestion: Ingestion of diesel fuel causes irritation of stomach and intestines with nausea and vomiting.
   Skin Exposure: The liquid is irritating to the skin, especially where long term contact is involved. May burn skin or eyes.

   FIRST AID:

   1. Remove victim to fresh air. Apply appropriate actions if breathing is labored or stops.
   2. If ingested, do NOT induce vomiting. Give water to dilute.
   3. For skin exposure, remove contaminated clothing and gently flush affected areas with fresh water for 15 minutes.
   4. **In all cases, get medical advice and medical attention as soon as possible.**

   FIRE: If small, use dry chemical, CO_2, foam or water spray. If large, evacuate immediately.

2. Decks and passageways are likely to be very slippery. Where possible, use sand or absorbent materials to improve footing and traction.
3. Rubber gloves and protective clothing must be worn at all time by those entering the damaged areas of the vessel. Respiratory equipment is also required.

For ground personnel in the backcountry and along shore in the vicinity of the YC, maintain vigilance for bears and take evasive or avoidance actions.

All personnel on boats must wear PFD's at all time, and be aware that water temperatures are sufficiently low to cause hypothermia with short exposure times.

<u>THINK, AND ACT, SAFELY</u>

4. Site Safety Plan Required? Yes ☒ No ☐
Approved Site Safety Plan(s) Located At:

5. Prepared by: Name: Pam Alice	Position/Title: Safety Officer	Signature:
ICS 208	**IAP Page __8___**	Date/Time: 08/19/XX/0200

Sample: Sample IAP (Page 9 of 9)

Weather
August 18, XX

Temperature: 68 to 75 degrees
Relative Humidity: 45 to 60 %
Winds: east 5-10 knots
Seas: 2 foot swells with moderate chop
Sunrise: 0531 AKDT; Sunset: 2042 AKDT
Tides: High at 1448 (+18.2); Low at 2059 (-1.1)

Weather
August 19, XX

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.

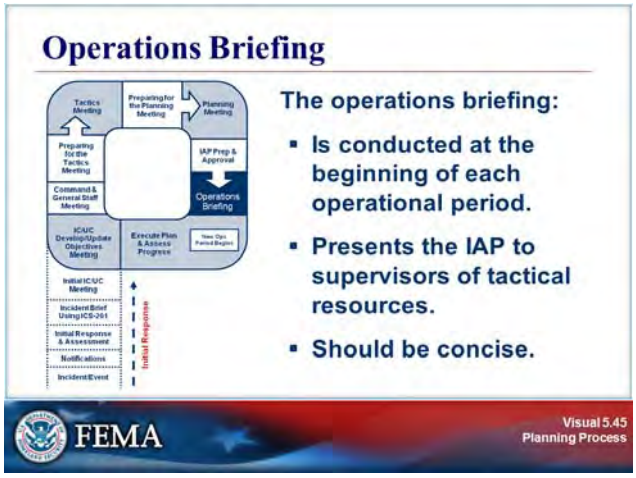
Temperature: 60 to 65 degrees
Relative Humidity: 60 to 75%
Winds: west, 10 to 18 knots
Seas: 3 foot swells with moderate to heavy chop
Sunrise: 0534 AKDT; Sunset: 2040 AKDT
Tides: Highs at 0256 (+18.7) and 1526 (+18.8); Lows at 0921 (-3.3) and 2143 (-1.8)

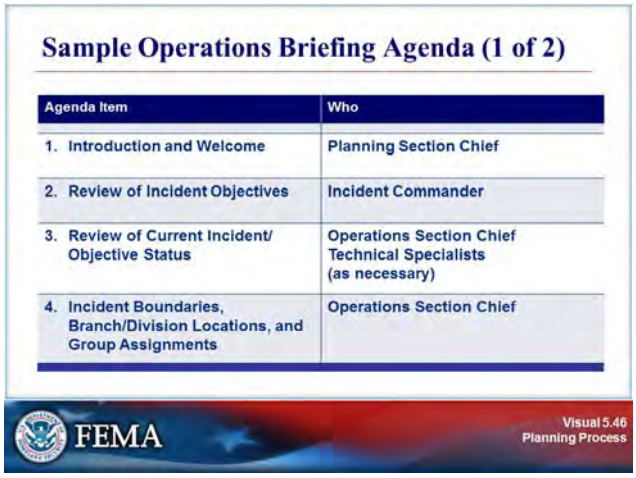
Weather
August 20, XX

Continued strong winds and showers from midnight through most of the day. Winds gusty, seas will continue to have swells 3 to 5 feet with moderate chop.

Temperature: 62 to 65 degrees
Relative humidity: 85 to 100%
Winds: west to southwest, 15 to 20 knots with stronger gusts.
Seas: 3 to 5 foot swells with moderate to heavy chop.
Sunrise: 0536 AKDT; Sunset: 2037 AKDT
Tides: Highs at 0342 (+18.3) and 1605 (+19.0); Lows at 1001 (-2.5) and 2029 (-1.9)

Visuals





Your Notes

View the sample on the next page.

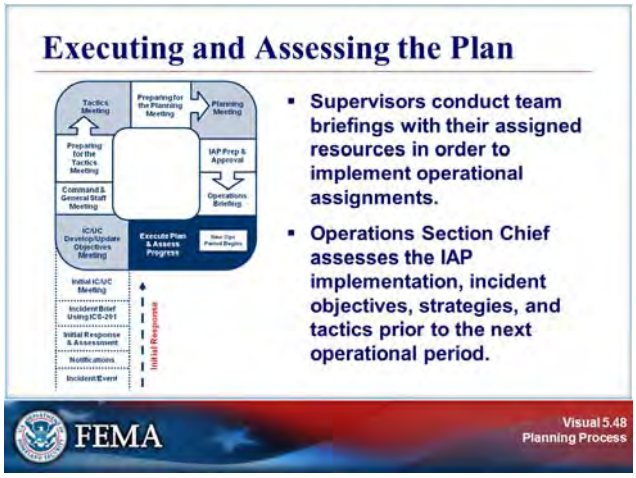
Your Notes

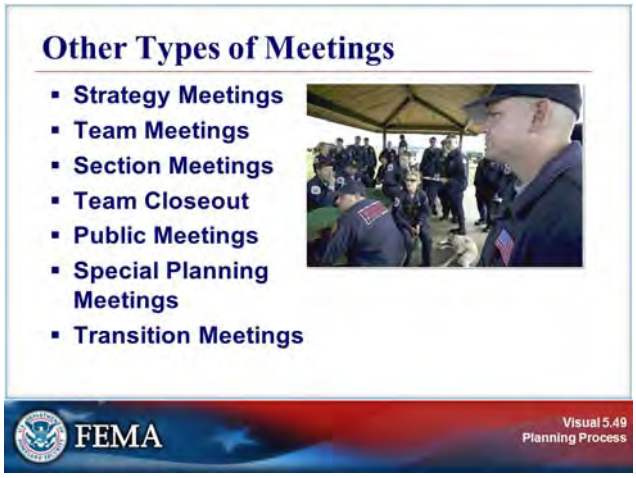
Sample: Sample Operations Briefing Agenda

A sample operations briefing agenda is included below. Use this sample agenda as a guide for the operations briefing (also known as the shift briefing).

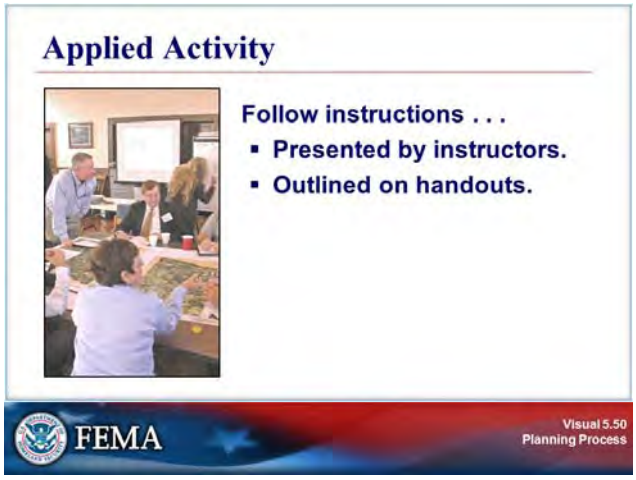
1. Situation Update	
	The Planning Section Chief provides an update of the incident, including the: • Status of current tactical assignments. • Response issues. • New tactical assignments. • Projections that may impact the next operational period.
2. Plan Review	
	The plan review may include last-minute "pencil" changes to the IAP and will include a discussion of each Division/Group Assignment Sheet and potential contingency plans. Each Division or Group Supervisor will have an opportunity to ask questions to clarify his or her assignment.
3. Discussion of Logistical Support Details	
	This item should include a review of Transportation, Communications, and Medical Plans, as well as plans for feeding and resting personnel.
4. Review of Safety Message	
	This item should cover the safety message and remind the Supervisors of the safety precautions that must be taken at the site.

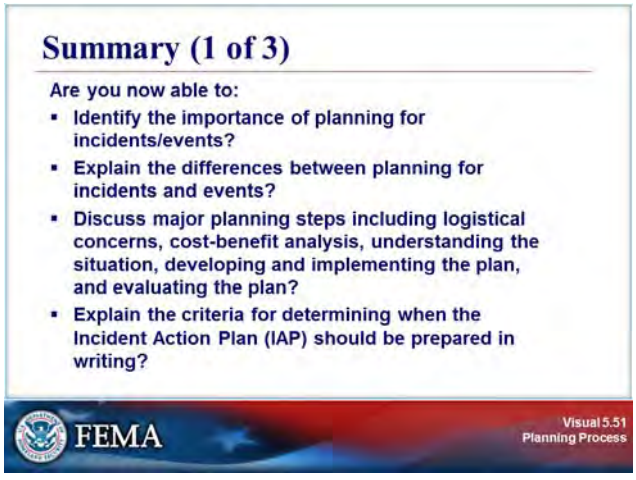
Visuals





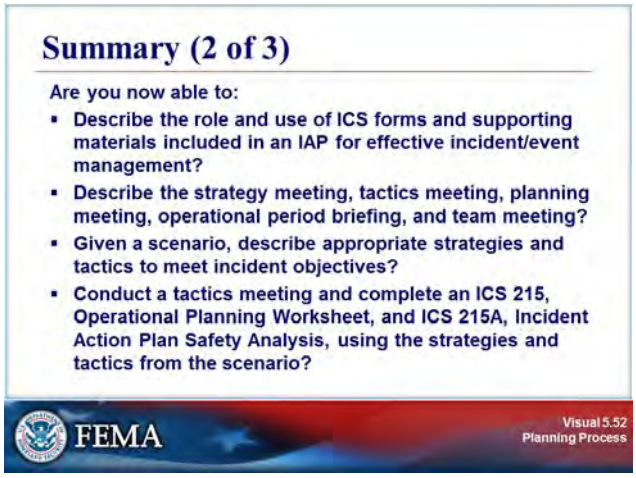
Your Notes

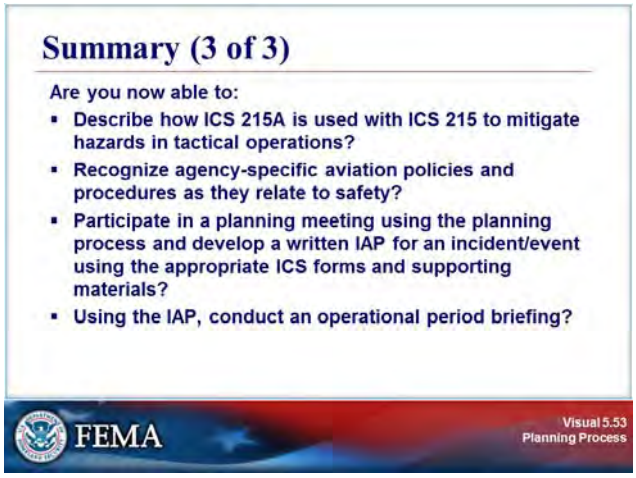




Your Notes

Visuals





Your Notes