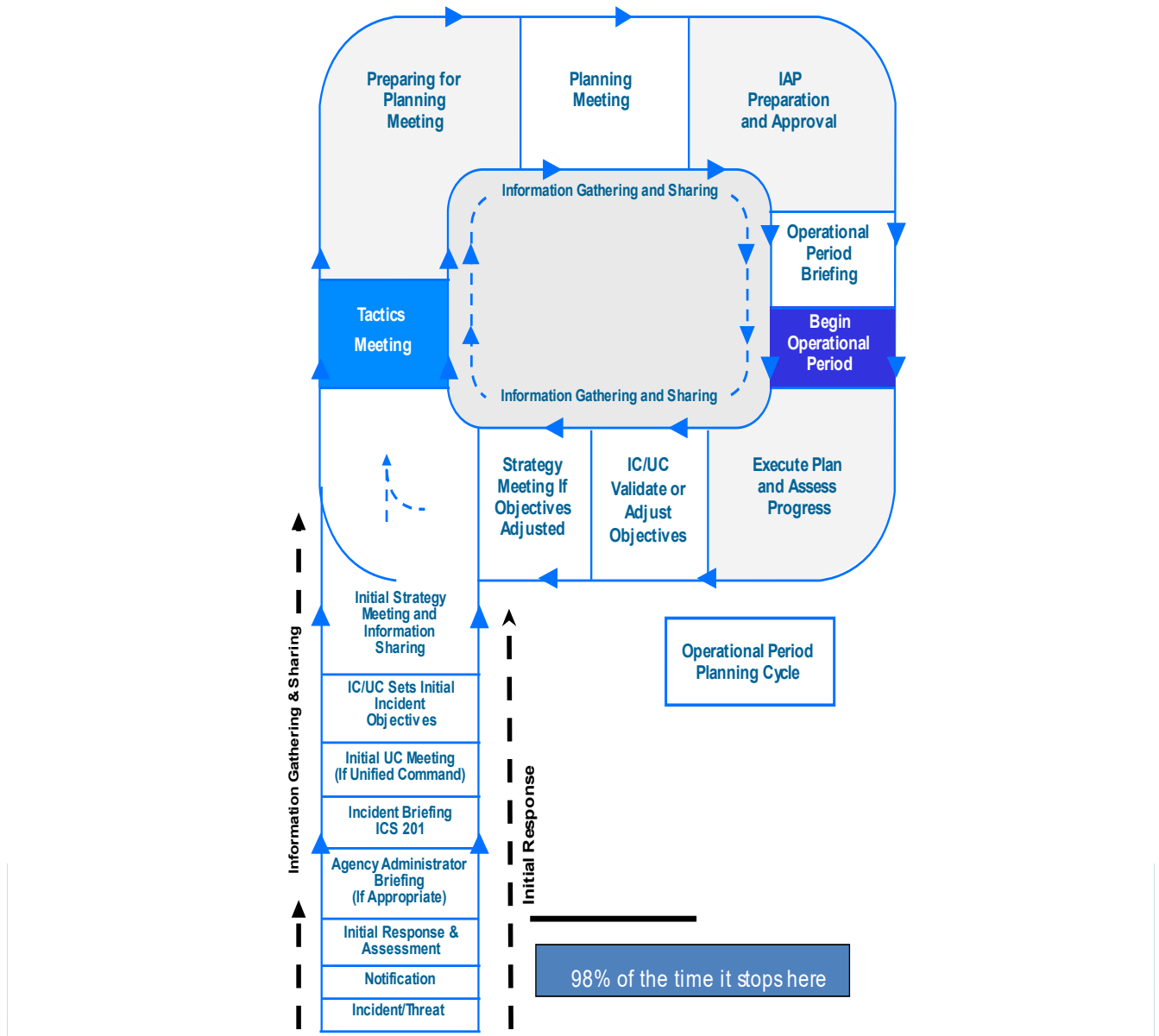


PLANNING SECTION CHIEF'S HANDBOOK

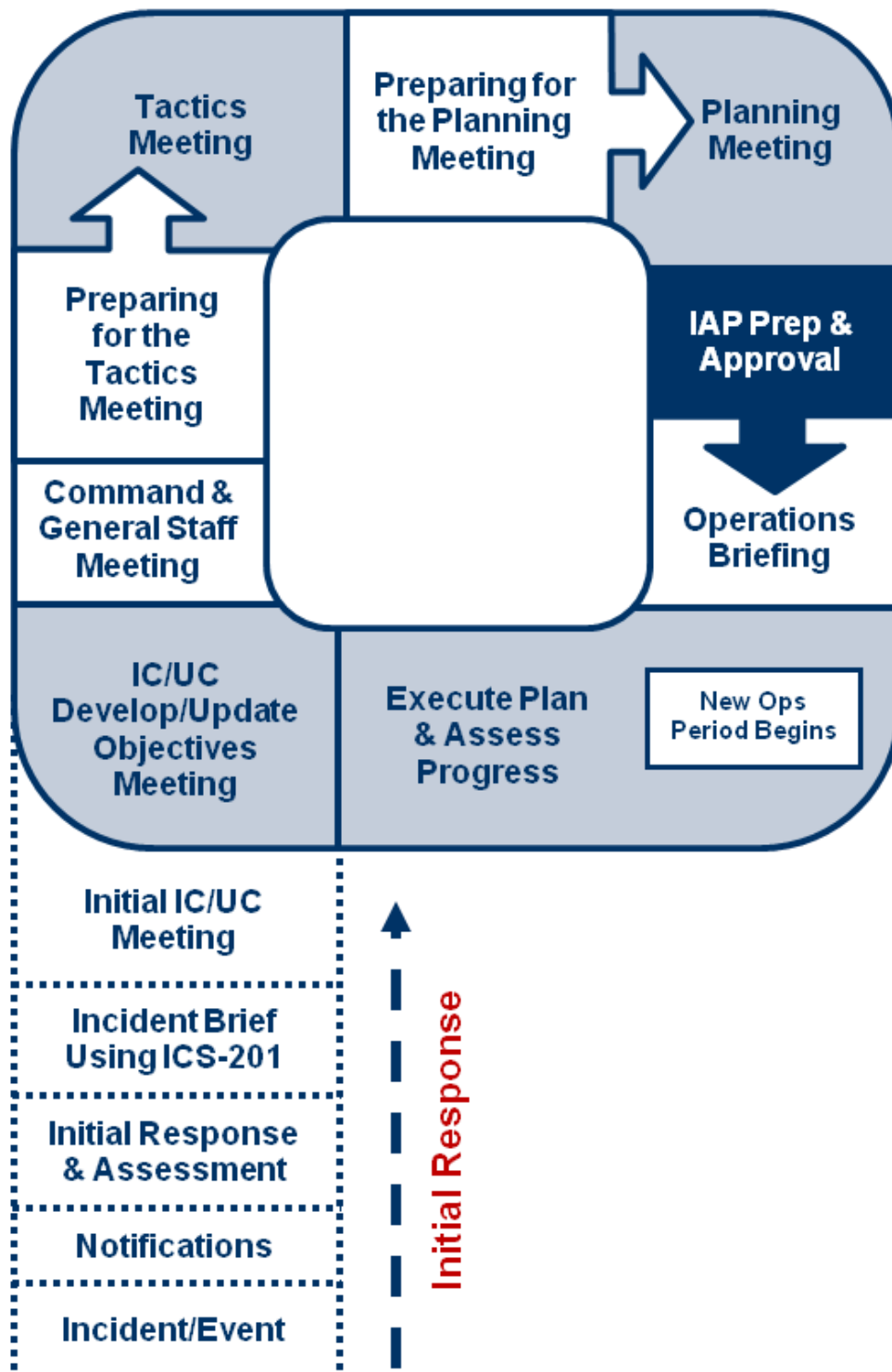
August 1, 2021

THE “OLD” PLANNING “P”

Typically Used for Field Operations



THE “NEW” PLANNING “P”



THE PLANNING “P”

Adjusted for Use in the EOC



The Planning Cycle for the EOC typically occurs later than the planning cycle for the field.

The field must decide what they are doing before the EOC can support them.

ALL HAZARDS PLANNING SECTION CHIEF

Your IMT Will Be Called When An Incident is:

- **Too Big**
- **Too Dynamic**
- **Too Dangerous**
- **Too Complex**
- **Too Technical**
- **Generates Extreme Public Interest**
- **Too Bureaucratic**
- **Too Politically-Charged**
- **Too Costly**
- **Too Time Consuming for Host Agency**
- **Could Significantly (Negatively) Impact Persons, Property, or the Environment in a Negative Way**

PICK ONE OR MORE

Your Phone Will Ring

ALL HAZARDS PLANNING SECTION CHIEF

KEY PSC/IMT CONCEPTS

- What sets IMTs apart from First Responders is developing and utilizing a pro-active ‘strategic’ Plan—The Role of the IMT is, therefore, to conduct a planning cycle to produce an IAP for the next Operational Period. Mitigation is a trickle-down of Good Management.
- Well-mitigated incidents are NOT always well-managed incidents
- We are NOT Incident Mitigation Teams
- Failing to Plan is Planning to Fail
- Maintain a long-term planning horizon of at least 48—72 hours
- Slow is deliberate, Deliberate is efficient, Efficient is FAST
- ICs manage the Incident. PSCs manage the Team
- The Plans Chief is The Keeper of The Process/Process/Process
- Your IMT must remember that to be successful, it is:
 - Objective Driven
 - Process Reliant
 - Resource Dependent
- Without Logistics, your Plan is only a Dream !!!
- If you are On-Time—You are LATE !!!
- Don’t become an Incident Meeting Team
- Crisp, Efficient, Disciplined inspires confidence
- High Reliability Organizations (HROs): When Your Mission is TOO IMPORTANT TO FAIL
- When in Doubt, Always do what’s best for the Troops
- SAFETY BEFORE MISSION
- No Surprises !!!!!!!!!

ALL HAZARDS PLANNING SECTION CHIEF

KEY IMT CONCEPTS

IMTs must quickly provide for:

- **Situational Awareness/Common Operating Picture**
 - **Accountability**

WHEN TAKING OVER AN INCIDENT FROM SOMEONE ELSE:

It is a critical fail for an IMT to NOT rapidly build/share Situational Awareness and a Common Operating Picture with the Team, Stakeholders, and—to some extent—with the public.

It is a critical fail for an IMT to NOT rapidly develop/maintain ACCOUNTABILITY for all resources deployed.

ALL HAZARDS PLANNING SECTION CHIEF

KEY IMT CONCEPTS

INFORMATION SHARING

Whenever an IMT Member gets a piece of information, they must ask themselves:

- **What does this mean to me now AND in the future ?**
- **Who else on the IMT needs to know this information ?**
 - **How Soon Do They Need This Info ?**

ONE OF THE MOST COMMON PROBLEMS IN IMTs, DURING RESPONSE, IS NOT COMMUNICATING ENOUGH AND/OR NOT DOING SO IN A TIMELY MANNER

It is a critical fail to wait for scheduled meetings to share important information.

IT IS BETTER FOR C&G TO HEAR THE SAME INFORMATION MORE THAN ONCE

Don't cut-off the provider of old info—there could be important new material in and among older material.

ALL HAZARDS PLANNING SECTION CHIEF

Philosophy of Organization

Based Upon Impact to the Incident Action Plan (IAP)

- **Plans—Starts and Runs Most Meetings**
 - **Intent of Meeting/Dates & Time of Coverage**
 - **Rules of the Gathering**
- **Command—Any Opening Comments or Direction**
- **Update Current Situation**
- **Operations—Workplan/The Mission**
 - **Air**
- **Safety—When Ops Talks, Safety Mitigates**
- **Logistics—Ground-Truths the Plan**
- **Plans**
- **Finance**
- **Information**
- **Human Resources**
- **Liaison**
- **AAs/Assisting & Cooperating Agencies—Limit Numbers & Time**
- **Command—Adds any final direction/comments**
- **Plans—Concludes Meeting**

Remind the Team of the next Meeting

Remind folks to Turn Cell Phones and Radios Up

ALL HAZARDS PLANNING SECTION CHIEF

Agency Administrator Briefing

All Command and General Staff Attend

Limit to ONLY the Time Necessary to Complete

Agency Administrator may run the meeting; but, if it falls back on the Incident Management Team:

- **Plans**
 - **Intent of Meeting**
 - **Rules of the Gathering**
 - **Introduction of C & G**
- **Command—Any Opening Comments/Introduce AA**
- **In-briefing from Agency Administrator/Staff**

QUESTIONS—Keep at the Policy Level—Limit to a couple of issues

- **Operations**
 - **Air**
- **Safety**
- **Logistics**
- **Plans**
- **Finance**
- **Information**
- **Human Resources**
- **Liaison**
- **Command—Adds any final direction/comments**
- **Plans—Concludes Meeting**

Remind the Team of the next Meeting

Remind folks to Turn Cell Phones and Radios Up

ALL HAZARDS PLANNING SECTION CHIEF

To Leave the Stem of the Planning “P”

- 1. Official Name of the Incident or Event (AA/IC)**
- 2. *Leader’s Intent (IC)**
- 3. *Objectives (IC)**
- 4. Operational Period (OSC Suggests)****
- 5. Planning Cycle/Battle Rhythm (PSC & OSC)****

*** Usually finalized after input from C & G**

**** Must be approved by the IC**

PLANNING CYCLE

- 4. _____ Hours Tactics Workshop**
- 3. _____ Hours Planning Meeting**
- 2. _____ Hours IAP Pieces Due to Plans**
- 1. _____ Hours Operational Period Briefing**

PLANNING CYCLE or “BATTLE RHYTHM”

for _____ (date)

Tactics Workshop

- Allow at least one hour between Tactics & Planning Meeting

Planning Meeting

- Allow half-hour for Planning Meeting
- Allow at least one hour to complete forms

IAP Pieces Due to Plans

- Allow at least one hour to review

IAP Goes for Printing

- Allow at least one hour for printing
- Allow time to distribute to attendees

Operations Period Briefing

- Always start on time

Start at the bottom and work up.

PLANNING CYCLE or “BATTLE RHYTHM”

Typically Used in Field Applications

One Planning Cycle for 12 Hours—Days

0530	Operations Sups Pre-Briefing
0600	AM Operations Period Briefing
0830	24/48/72 & Deliberate Risk
0930	Section Meeting
1200	Command & General Staff Mtg
1600	Tactics Workshop
1700	Planning Meeting
1845	Command & General Staff Mtg
2000	IAP Pieces Due to Plans
2200	IAP Goes for Printing

PLANNING CYCLE or “BATTLE RHYTHM”

Typically Used in Field Applications

One Planning Cycle for 24 Hours—Days & Nights

0530	Operations Sups Pre-Briefing
0600	AM Operations Period Briefing
0830	24/48/72 & Deliberate Risk
0930	Section Meeting
1200	Command & General Staff Mtg
1600	Tactics Workshop
1700	Planning Meeting
1730	Operations Sups Pre-Briefing
1800	PM Operations Period Briefing
1845	Command & General Staff Mtg
2000	IAP Pieces Due to Plans
2200	IAP Goes for Printing

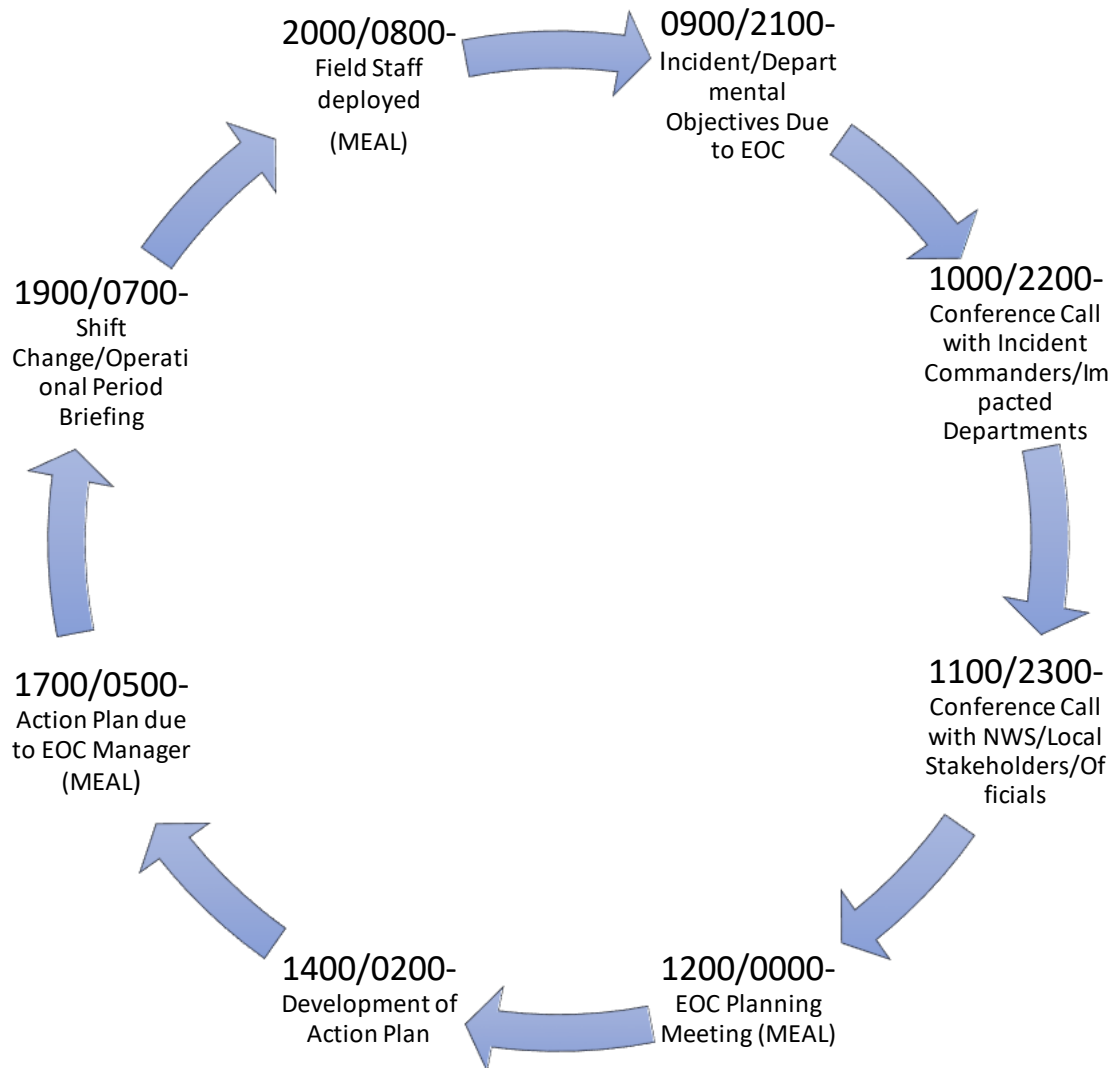
PLANNING CYCLE or “BATTLE RHYTHM”

Two Planning Cycle for 24 Hours—Days vs **Nights**

0530	Operations Sups AM Pre-Briefing
0600	AM Operations Period Briefing
0830	24/48/72 & Deliberate Risk
0930	Section Meeting
1100	Tactics Workshop
1200	Command & General Staff Mtg
1300	Planning Meeting
1500	IAP Pieces Due to Plans
1545	IAP Goes for Printing
1600	Tactics Workshop
1700	Planning Meeting
1730	Operations Sups PM Pre-Briefing
1800	PM Operations Period Briefing
1845	Command & General Staff Mtg
2000	IAP Pieces Due to Plans
2200	IAP Goes for Printing

PLANNING CYCLE or “BATTLE RHYTHM”

Used in EOC Applications



LEADER’S INTENT

Task

Purpose

End-State

Developed by the IC

**Provides a word picture of the “End State”
should personnel face an issue not covered by the
objectives—when no Supervisor is available to
provide guidance.**

OBJECTIVES PATTERN

(Often Seen in Type-3 Incidents)

- Provide for the safety of Incident Personnel and the public utilizing a risk reduction process.
-
- These are related to the strategic concerns of the mission
-
- Provide timely updates to Assisting and Cooperating Agencies; and the public, as appropriate.
- Operate in a cost-effective manner, as long as doing so does not significantly impact operational efficiency and/or safety.

GOALS

- Keep the number of objectives to approximately five (5)
- Do not number your objectives
- Keep your objectives flexible enough to give Ops some wiggle room
- Objectives can be for the entire incident or just one operational period
 - Objectives can change over time
- Most objectives can be SMART Objectives—but not all
 - S-specific
 - M-measurable
 - A-achievable
 - R-realistic
 - T-time-bound
- The Objectives should be updated (by the IC with prodding by PSC) and provided to OSC ahead of the Tactics Workshop.
 - Print LARGE and post

ALL HAZARDS PLANNING SECTION CHIEF

Tactics Workshop

OSC, SOF, LSC, RESL or PSC Attend This Meeting

Other C&G and Technical Experts Can Observe (limited comments)

Limit to ONLY the Time Necessary to Complete

THIS IS OPERATION'S WORKSHOP

- **Plans**
 - **Updated Leader's Intent/Updated Objectives/Weather**
- **Operations—Current Situation & Workplan**
- **Safety--Mitigations**
- **Logistics—Ground Truths the Plan**
- **Plans—Concludes Meeting**

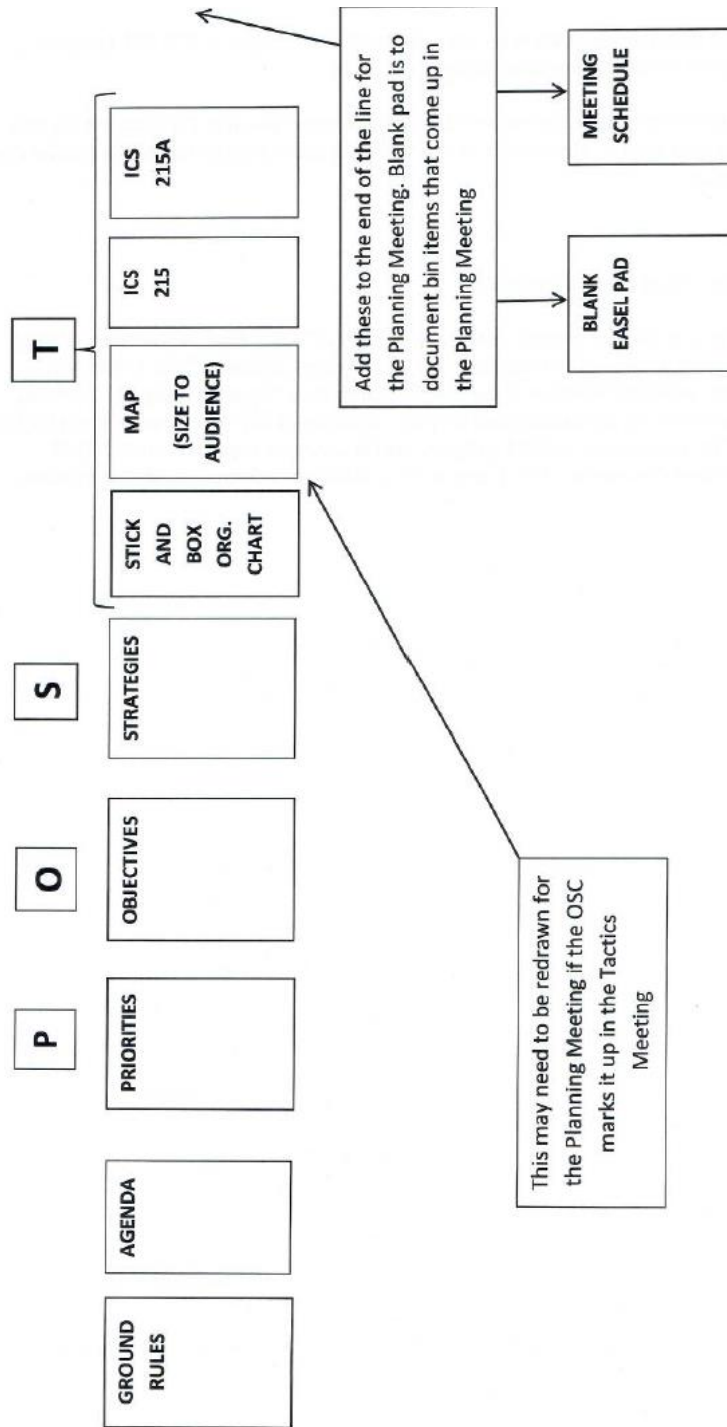
Remind the Team of the next Meeting

Remind the Team to Turn-up their Cells and Radios

Preparation:

- **Updated Leader's Intent/Objectives (for upcoming Ops period)**
- **Updated Map**
- **ICS-215 (Work Assignments) & ICS-215-A (Hazard Mitigation)**
- **Organizational Chart (from Ops)**

PLANNING AND TACTICS MEETING ROOMS LAYOUT



DISPLAY INFORMATION

PSC should coordinate with OSC to see what they want posted at the Tactics Workshop.

SITL/GIS provide/post the most current material ahead of the Tactics Workshop and Planning Meeting.

P--Priorities

O--Objectives

S--Strategies

T—Tactics

Ensure map is the most current Ops map available.

ALL HAZARDS PLANNING SECTION CHIEF

Planning Meeting

All Command and General Staff Attend

All C & G SHOULD Pre-brief on the Plan BEFORE the Meeting Starts

Limit Meeting to no more than 30 Minutes

- **Plans**
 - **Intent of Meeting/Rules of the Gathering**
 - **Updated Leader's Intent/Objectives/Weather**
- **Current Situation**
- **Operations—Presents Plan for Next Operational Period**
- **Safety—Mitigations**
- **IMT Topics/Discussion**
- **Agency Administrator Comments—Limit Time and Scope**

SEEK SUPPORT OF THE PLAN

- **Safety**
- **Logistics**
- **Plans**
- **Finance**
- **Information**
- **HR**
- **Liaison**

SEEK APPROVAL OF THE PLAN

- **Command—Approves the Plan**
 - **Adds any final direction/comments**
- **Plans—Concludes Meeting**

Remind the Team of the next Meeting and Deadline for IAP Pieces/Turn up cells & radios

Preparation:

- **Updated Leader's Intent/Objectives**
- **Updated Map**
- **ICS-215 (Work Assignments) & ICS-215-A (Hazard Mitigation or Deliberate Risk)**
- **Organizational Chart (Ops)**

ALL HAZARDS PLANNING SECTION CHIEF

Backward Confirmation of the Planning Process

For Leader's Intent

Does Leader's Intent support the Delegation of Authority, Agency Policy, or Administrator's List of Expectations ?

For Objectives

Do the Objectives support the Leaders Intent ?

For Work Assignments

Do the Work Assignments support the Objectives ?

For Safety Mitigations

Do the Safety Mitigations support the Work Assignments ?

CHECK BACKWARDS AT COMPLETION OF EACH STEP:

- **Leader's Intent**
- **Objectives**
- **Work Assignments**
- **Safety Mitigations**

ALL HAZARDS PLANNING SECTION CHIEF

CHECKING STRATEGIC DIRECTION

For the Incident Commander

Are the Objectives in line with the Delegation of Authority, Agency Policy, or Administrator's List of Expectations ?

For the Operations Section Chief

Does the work plan move us toward fulfilling the Objectives ?

For the Safety Officer

Are the proposed mitigations appropriate for the known and reasonably expected hazards in the Workplace ?

ALL HAZARDS PLANNING SECTION CHIEF

Planning Meeting w/Strategic Direction Check

All Command and General Staff Attend

All C & G SHOULD Pre-brief on the Plan BEFORE the Meeting Starts

Limit Meeting to no more than 30 Minutes

- **Plans**
 - **Intent of Meeting/Rules of the Gathering**
 - **Updated Leader's Intent/Objectives/Weather**
- **Current Situation**
- **Operations—Presents Plan for Next Operational Period**
- **Safety—Mitigations**

CONFIRM STRATEGIC DIRECTION

- **IMT Topics/Discussion**
- **Agency Administrator Comments—Limit Time and Scope**

SEEK SUPPORT OF THE PLAN

- **Safety**
- **Logistics**
- **Plans**
- **Finance**
- **Information**
- **HR**
- **Liaison**

SEEK APPROVAL OF THE PLAN

- **Command—Approves the Plan**
 - **Adds any final direction/comments**
- **Plans—Concludes Meeting**

Remind the Team of the next Meeting and Deadline for IAP Pieces

Remind the Team of the next Meeting and to Turn Cell Phones and Radios Up

ALL HAZARDS PLANNING SECTION CHIEF

Operational Period Briefing

PURPOSE: Brief On-Coming Supervisors on the Workplan for the Upcoming Operational Period

All Command and General Staff Attend

All C & G Are Discuss Their Topics 10 Minutes BEFORE the Briefing Starts

Limit Briefing to no more than 30 Minutes

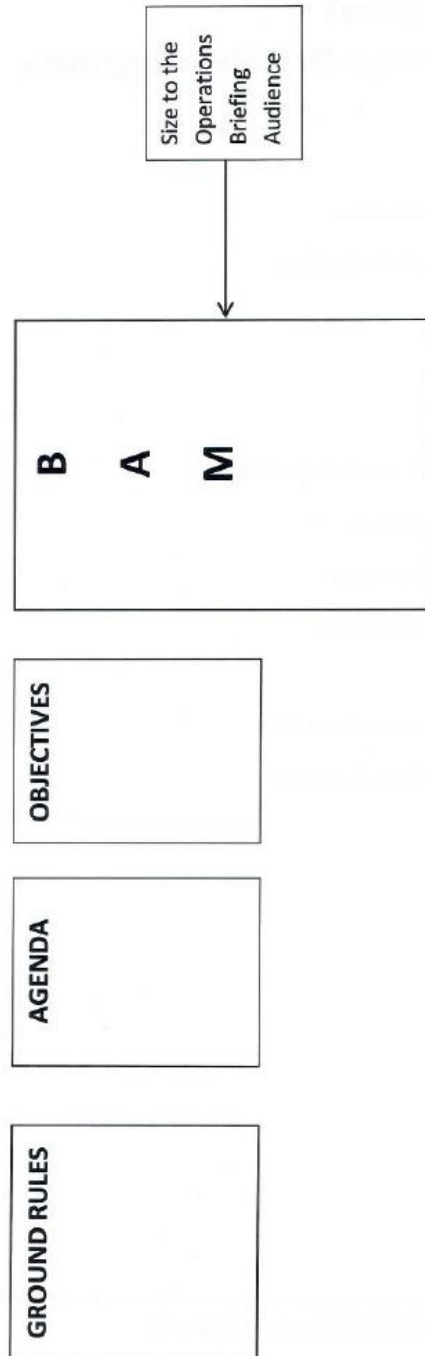
- Plans THIS IS A BRIEFING—NOT A LONGING
 - Intent of Meeting * Be Brief
 - Rules of the Gathering * Be Brilliant
 - Objectives/Weather * Be Gone
- Command—Leader’s Intent/Comments/Direction
- Current Situation
- Operations—Details the Work Plan
 - Air
- Safety—Details Safety Mitigations
- Logistics..... ALWAYS HAVE CHIEFS
- Plans..... TALK BEFORE
- Finance..... UNIT LEADERS
- Information
- Liaison
- Agency Administrators—Limit Numbers and Time
- Command—Adds any final direction/comments
- Plans—All Unassigned Resources/Phones & Radios/Concludes Meeting

DO NOT ASK FOR QUESTIONS—SEND THEM TO BREAKOUT SESSIONS

Preparation:

- Updated Leader’s Intent/Objectives
- Updated Map (BAM)
- Other Supporting Materials (i.e., Weather, Charts)—LESS IS MORE ! ! ! ! !
BIGGER IS BETTER ! ! !

OPERATIONS BRIEFING AREA LAYOUT



ALL HAZARDS PLANNING SECTION CHIEF

Command & General Staff Meeting

All Command and General Staff Attend & Others OK'd by the IC

Limit to ONLY the Time Necessary to Complete

- **Command—Any Opening Comments or Direction**
- **Operations**
 - **Air**
- **Safety**
- **Logistics**
- **Plans**
- **Finance**
- **Information**
- **Human Resources**
- **Liaison**
- **Agency Administrator(s), if invited**
- **Command**
- **Plans—Concludes Meeting**

Remind the Team of the next Meeting

Remind folks to Turn Cell Phones and Radios Up

ALL HAZARDS PLANNING SECTION CHIEF

Long-Term (72-hr) Planning Horizon Process

Attended by All Command & General Staff

(Try to Implement on Day Two of IMT Assignment)

Ops will make their best strategic guess—can change day-to-day—it is hard for your IMT to be surprised if you are thinking 3 days out

DON'T GET BOGGED DOWN IN THE DETAILS

First day of Long-term Planning

- **Post Leader's Intent and Objectives**
- **Post Operations Map**
- **Hang three new charts on the wall (i.e., 24/48/72-hours)**
 - **Write in only one color (today) with marking pen**
- **Type results and hand-out to C&G/Copy to Doc Box each day**

Following days of Long-term Planning

- **Post Leader's Intent/Objectives and Operations Map**
- **Hang one new chart plus three most recent completed charts on the wall (24-hrs becomes today; 48 becomes 24; 72 becomes 48; clean chart becomes 72-hours)**
 - **Write in only one color each session (different color than previous days—requires at least 4 different colored pens)**

ALL HAZARDS PLANNING SECTION CHIEF

Long-Term (72-hr) Planning Horizon Process

Attended by All Command & General Staff

Workshop Led by PSC—Consider Using Form on Next Page

Try to limit to 30 minutes or less

- PLANS** **Confirm with IC—Any Significant Changes Expected in Leader’s Intent or Objectives in next 72 hours ?**
(If not your first day of Long-Term Planning):
Confirm with OPS--No significant changes expected for today ?
Don’t spend much time on today—focus on the future
- OPS** **(Considering Latest Leader’s Intent and Objectives)**
What are key benchmarks for 24-hours out ?
List on form by Branches, Divisions, Groups.
- LOGS** **What support is needed ? (Go line by line. Then general Logs issues)**
- C&G** **What key benchmarks do you have ? (Not a list of day-to-day tasks)**
- All** **What are the CRITICAL Resource Needs ? (Should list in 209, also)**
Discuss any key issues you are tracking (i.e., Evacuations, etc.).
- PSC** **Repeat whole process for 48 hrs. Then 72 hrs.**
Items listed on charts can change to meet the needs of the incident

[illegible]

ALL HAZARDS PLANNING SECTION CHIEF

Compiled Results of Long-Term (72-hr) Planning Horizon Process

24/48/72			FIRE
Day 17 Friday, September 18, 2020	Day 18 Saturday, September 19, 2020	Day 19 Sunday, September 20, 2020	
Branch: IV Division M Continue retardant line Improve control lines for burning Direct handline, fire as needed Division O & P Complete Burn Prep, fire as needed	Branch: IV Division M & O & P Continue direct control line Fire as needed Hold & improve	Branch: IV Division M Continue direct line construction Fire as needed Hold & improve Division O & P Fire as needed Hold & improve	
Logistics Support burn ops, as needed Start transition of Logs staff to KC Clone radios Continue Big Fir clean-up & turn-back standards Complete turn-back standards at Point Jones	Logistics Back haul continues Turn back most lodge buildings at Big Fir Most Logs staff at King City Evaluate Security Plan & Fuel at Big Fir	Logistics Support burn ops, as needed Continue back haul Minimal staffing at Big Fir Evaluate day sleeping needs for Night Shift	
Team Activities Public Meeting at King City Executive Summary inputs due by EOS TOC—draft done by EOC	Team Activities TOC—review draft/feedback due 1930 C&G Executive Summary—draft complete—C&G Review Decision on incoming IMT	Team Activities TOC—completed by EOS Executive Summary—feedback due by 1800 Public Meeting	
Critical Needs SUPL (1) RCDM (2) ORDM (1) FACL (2)	Critical Needs	Critical Needs	
EVAC Levels Evaluate EVAC levels Order—746 Warning—2,364	EVAC Levels Evaluate EVAC levels for south zones	EVAC Levels Evaluate EVAC levels for south zones	

Provide a copy to each Member of the C & G

Drop a Copy in the DocBox

INFORMATION AND INTELLIGENCE

(I 'n I)

Can be located in one of the following:

- **Situation Unit**
- **Planning Section**
- **Operations Section**
- **Its Own Section**
- **Under the Incident Commander**

ALL HAZARDS PLANNING SECTION CHIEF CONTINGENCY PLANNING

ALL HAZARDS PLANNING SECTION CHIEF CONTINGENCY PLANNING

PACE MODEL

PRIMARY—the best choice and intended method to complete the assigned mission.

ALTERNATE—another common, but less-optimal method of accomplishing the task. Often monitored concurrently with the Primary means.

CONTINGENCY—Plan B, in case of a problem that significantly interferes with more desirable plans.

EMERGENCY—method of last resort—final fallback option to deal with significant problems or threats to personnel.

Often build in “trigger points” or “Management Action Points” to signal when a shift is made in operational approach.

ALL HAZARDS PLANNING SECTION CHIEF CONTINGENCY PLANNING

PACE MODEL

Example:

Major Civil Unrest Expected Near a Hospital

Primary

Increase Security staffing. Limit access to main door. Implement metal screening devices.

Alternate

Increase Security staffing. Limit access to family members.

Contingency

Only emergency patient access. Ambulance patients enter via Sallyport under tight security.

Emergency

Total lockdown. Move patients to identified secure areas of hospital. Armed guards.

ALL HAZARDS PLANNING SECTION CHIEF

Common Traits of High Reliability Organizations

HROs—When the Mission is Too Important to Fail

HROs have:

- **Pre-occupation with failure**
 - Aware of potential for failure. Constantly on watch
- **Reluctance to simplify**
 - Follow-up on things that don't fit expected patterns
- **Sensitivity to operations**
 - Don't let non-operational issues draw your attention
- **Commitment to resilience**
 - Can't give up—always ready to try again
- **Deference to expertise**
 - Seek best information/advise NO MATTER WHO or WHERE IT COMES FROM

Managing The Unexpected: Resilient Performance in an Age of Uncertainty

Karl E. Weick and Kathleen M. Sutcliffe

ALL HAZARDS PLANNING SECTION CHIEF

Extreme Ownership; How US Navy SEALs Lead and Win

By Jocko Willink and Leif Babin

- **Extreme Ownership**
- **No Bad Teams, Only Bad Leaders**
- **Believe in the Mission**
- **Check the Ego**
- **Cover and Move**
- **Simple**
- **Prioritize and Execute**
- **Decentralized Command**
- **Plan**
- **Lead Up and Down the Chain of Command**
- **Decisiveness amid Uncertainty**
- **Discipline Equals Freedom—
The Dichotomy of Leadership**

ALL HAZARDS PLANNING SECTION CHIEF

The Dichotomy of Leadership

By Jocko Willink and Leif Babin

- **The Ultimate Dichotomy**
- **Own It All, but Empower Others**
- **Resolute, but Not Overbearing**
- **When to Mentor, When to Fire**
- **Train Hard, but Train Smart**
- **Aggressive, Not Reckless**
- **Disciplined, Not Rigid**
- **Hold People Accountable, but Don't Hold Their Hands**
- **A Leader and a Follower**
- **Plan, but Don't Overplan**
- **Humble, Not Passive**
- **Focused, but Detached**

ALL HAZARDS PLANNING SECTION CHIEF

After Action Meetings

All Command and General Staff Attend

TBC

**STUDIES SHOW THAT IMTs THAT FOCUS ON THINGS THAT WENT WRONG WILL
CONTINUE TO COMMIT THOSE SAME ERRORS.**

**FOCUSING ON WHAT WENT WELL ENFORCES DESIRED BEHAVIOR AND RESULTS
IN IMPROVED INDIVIDUAL AND TEAM PERFORMANCE**

ALL HAZARDS PLANNING SECTION CHIEF

Agency Administrator Close-Out

All Command and General Staff Attend

TBC

ALL HAZARDS PLANNING SECTION CHIEF

IAP ORDER

- Cover (Type of Document/Date/Shift/PIO Contact/Account Code/QR)
- 202—Leader’s Intent & Objectives
- 203—Organizational List (Who’s Who in the Zoo)--Followed by 203A
- 207—Optional (may be helpful with All Hazard Audiences)
- Weather—NWS forecast
- 204—Work Assignments (in same order as listed on 203)/204As follow)
- 220—Aircraft Assignment—usually by Air Boss
- 208—Safety Message—3 Things most likely to kill you today (bulleted)
- 205—Communications Plan (followed by 205As, if applicable)
- 206—Medical Plan (may be last pages of IAP for ease of access)
- Logistics Message(s) and Camp Map
- Plans Message(s)—Training, Demobilization, IT, SITL downloads, etc.
- Finance Message—Time sheets/Supervisor signature/Deadline
- PIO Message or Talking Points and/or Social Media Policy
- Traffic Plan
- Incident Map(s)
- Blank 214—Unit Log
- 8-Line Medical Form—Consider as LAST page of IAP for emergency access

When IAP fully assembled

- All ‘landscape’ pages face same direction
- Number bottom of all pages (no number on Cover)
- IC’s/UCs’ Signature(s)—UC usually on the cover
- Plans Chief’s Signature

The IAP is for the Boots on the Ground. Limit the size and content of your Incident Action Plan (IAP) to what will benefit them—and what will fulfill the mission of your Incident Management Team (IMT).

ALL HAZARDS PLANNING SECTION CHIEF

Plans Chief Needs To Do

- **Post Leader's Intent & Objectives—Update for Tactics Workshop**
- **Provide copies of Delegation of Authority to all C&G**
- **Operational Period (from Ops) & Planning Cycle**
 - **Negotiate Planning Cycle with Operations**
 - **Seek Approval of Incident Commander**
- **Post the Planning Cycle—Give Copies to C&G & Key Stakeholders**
- **Order a Weather Report—NWS is the official source**
- **Ensure You Have the most current Maps (Ops Briefing Map Same as IAP Map)**
- **Set-up Check-in (Finance might be able to help, initially)**
 - **May need more than one**
- **Organize T-Cards (or similar, i.e., Post Its) for ACCOUNTABILITY**
- **Set-up your DOC BOX and announce same**
- **Gather information for your 209—Situation Report**
 - **What is/are the local deadline(s) ?**
 - **Who gets copies—start a list—Same for IAPs**
- **DO YOU NEED MORE HELP ? ? ?**

IMTs must quickly provide for:

- **Accountability**
- **Situational Awareness/Common Operating Picture**

Both These Responsibilities Are Found in Plans

NATIONAL WEATHER SERVICE

Spot Weather Request

Weather Forecasts should come from the National Weather Service (NWS)

Spot forecasts are a priority for NWS—turn-around time is very short

The forecaster will, likely, check back to see how close actual conditions were—to finetune future Spots for your incident.

<https://www.weather.gov/spot/request/>

Requires One:

Address

ZIP Code

City

State

Latitude & Longitude

Step 1: Establish incident location using A or B below.

A. Set request location using nearest street address.

Note 1: Valid entries are street address, zip code, city, state, or latitude & longitude.

Note 2: Latitude & Longitude will return the nearest street address. For exact latitude and longitude points use Step B entry below.

Note 3: City, State, and Zip Code will return a geographic centers.

Enter Location

PLOT ADDRESS

- OR -

B. Set request location using latitude & longitude, USNG, left-click on spot location, or drag the map pointer to spot location below.

Note 1: If the map below does not appear you may enter your decimal Lat/Lon below.

Note 2: To start over click the Reload button on your Web Browser.

Note 3: Latitude, Longitude information should be entered in WGS84/NAD83 coordinates in order to ensure accurate forecast locations.

Decimal Degree Latitude, Longitude

West Longitudes Are Negative

Example: 25.6310,-80.2025

49.0291,-95.1926

PLOT

United States National Grid (USNG)

Valid for points between 84N and 80S Latitude

Require 13 character grid - 10 meter precision

Example: 18SUJ23480047

15U UQ 3972 3300

PLOT

Degree, Minute, Seconds

Can accept decimal minutes as an input

Example: 25 deg 12 min 23 sec W

49

deg

1

min

45

sec

N

W

95

deg

11

min

33

sec

W

W

PLOT

Elevation

Latitude & Longitude value used to determine elevation.

If elevation data is in error, changes can be made

on the second page of this spot request.

1049

FT



Step 2: Select the incident type for the request.

Set Incident Type

Fire

☒ Wildfire ☐ Prescribed Fire

Hazardous Materials

☐ HAZMAT Land ☐ HAZMAT Inland Waterway ☐ HAZMAT Marine

Search and Rescue

☐ SAR Land ☐ SAR Inland Waterway ☐ SAR Marine

☐ Marine

☐ Other (Volcano, Earthquake, Special Event)

Step 3: Proceed to detailed incident request form.

After setting your location and incident type above, click on the 'Generate A Spot Request' button below to proceed to the SPOT request form.

Generate A Spot Request

ALL HAZARDS PLANNING SECTION CHIEF

Ordering Resources

C—Capacity

S—Size

A—Amount

L—Location

T—Type

T—Time

If you don't know Typing—describe what you need the “thing” to do

When all else fails (for people): Order a “THSP” (Technical Specialist)

EIGHT-LINE FORM

MEDICAL PLAN (ICS 206 WF)

Controlled Unclassified Information//Basic

Medical Incident Report																													
<p>FOR A NON-EMERGENCY INCIDENT, WORK THROUGH CHAIN OF COMMAND TO REPORT AND TRANSPORT INJURED PERSONNEL AS NECESSARY.</p> <p>FOR A MEDICAL EMERGENCY: IDENTIFY ON SCENE INCIDENT COMMANDER BY NAME AND POSITION AND ANNOUNCE "MEDICAL EMERGENCY" TO INITIATE RESPONSE FROM IMT COMMUNICATIONS/DISPATCH.</p>																													
<p>Use the following items to communicate situation to communications/dispatch.</p>																													
<p>1. CONTACT COMMUNICATIONS / DISPATCH (Verify correct frequency prior to starting report) <i>Ex: "Communications, Div. Alpha. Stand-by for Emergency Traffic."</i></p> <p>2. INCIDENT STATUS: Provide incident summary (including number of patients) and command structure. <i>Ex: "Communications, I have a Red priority patient, unconscious, struck by a falling tree. Requesting air ambulance to Forest Road 1 at (Lat./Long.) This will be the Trout Meadow Medical, IC is TFLD Jones. EMT Smith is providing medical care."</i></p>																													
Severity of Emergency / Transport Priority	<input type="checkbox"/> RED / PRIORITY 1 Life or limb threatening injury or illness. Evacuation need is IMMEDIATE <i>Ex: Unconscious, difficulty breathing, bleeding severely, 2nd – 3rd burns more than 4 palm sizes, heat stroke, disoriented.</i> <input type="checkbox"/> YELLOW / PRIORITY 2 Serious Injury or illness. Evacuation may be DELAYED if necessary. <i>Ex: Significant trauma, unable to walk, 2nd – 3rd burns not more than 1-3 palm sizes.</i> <input type="checkbox"/> GREEN / PRIORITY 3 Minor Injury or illness. Non-Emergency transport <i>Ex: Sprains, strains, minor heat-related illness.</i>																												
Nature of Injury or Illness & Mechanism of Injury			Brief Summary of Injury or Illness (<i>Ex: Unconscious, Struck by Falling Tree</i>)																										
Transport Request			Air Ambulance / Short Haul/Hoist Ground Ambulance / Other																										
Patient Location			Descriptive Location & Lat. / Long. (WGS84)																										
Incident Name			Geographic Name + "Medical" (<i>Ex: Trout Meadow Medical</i>)																										
On-Scene Incident Commander			Name of on-scene IC of Incident within an Incident (<i>Ex: TFLD Jones</i>)																										
Patient Care			Name of Care Provider (<i>Ex: EMT Smith</i>)																										
<p>3. INITIAL PATIENT ASSESSMENT: Complete this section for each patient as applicable (start with the most severe patient)</p> <p>Patient Assessment: See IRPG page 106</p> <p>Treatment:</p>																													
<p>4. TRANSPORT PLAN:</p> <p>Evacuation Location (if different): (<i>Descriptive Location (drop point, intersection, etc.) or Lat. / Long.</i>) Patient's ETA to Evacuation Location:</p> <p>Helispot / Extraction Site Size and Hazards:</p>																													
<p>5. ADDITIONAL RESOURCES / EQUIPMENT NEEDS:</p> <p><i>Example: Paramedic/EMT, Crews, Immobilization Devices, AED, Oxygen, Trauma Bag, IV/Fluid(s), Splints, Rope rescue, Wheeled litter, HAZMAT, Extrication</i></p>																													
<p>6. COMMUNICATIONS: Identify State Air/Ground EMS Frequencies and Hospital Contacts as applicable</p> <table border="1"> <thead> <tr> <th>Function</th> <th>Channel Name/Number</th> <th>Receive (RX)</th> <th>Tone/NAC *</th> <th>Transmit (TX)</th> <th>Tone/NAC *</th> </tr> </thead> <tbody> <tr> <td>COMMAND</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>AIR-TO-GRND</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TACTICAL</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Function	Channel Name/Number	Receive (RX)	Tone/NAC *	Transmit (TX)	Tone/NAC *	COMMAND						AIR-TO-GRND						TACTICAL					
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<p>7. CONTINGENCY: Considerations: If primary options fail, what actions can be implemented in conjunction with primary evacuation method? Be thinking ahead.</p>																													
<p>8. ADDITIONAL INFORMATION: Updates/Changes, etc.</p>																													
<p>REMEMBER: Confirm ETA's of resources ordered. Act according to your level of training. Be Alert. Keep Calm. Think Clearly. Act Decisively.</p>																													

WEEKDAY:	
ASSIGNMENT DAY:	DATE:
OPERATIONS	LOGISTICS
TEAM ACTIVITIES:	
CRITICAL RESOURCE NEEDS:	Evac Levels:

IAP STANDARDIZED INFORMATION & FORMAT

<hr/>	Incident Name
<hr/>	Date Format
<hr/>	Time Format
<hr/>	Name Format
<hr/>	Phone Number Format
<hr/>	Email Format

PLANNING CYCLE or “BATTLE RHYTHM”

for _____ (date)

_____ **Tactics Workshop**

_____ **Planning Meeting**

_____ **IAP Pieces Due to Plans**

_____ **IAP Goes for Printing**

_____ **Operations Period Briefing**