

CHAPTER 3
EMERGENCY AND EVENT PLANNING
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CHAPTER 3

EMERGENCY AND EVENT PLANNING

1. INTRODUCTION. The Department regularly utilizes five types of plans to assist with preparing for, responding to, and mitigating anticipated or actual emergency incidents: the Emergency Operations Plan (EOP), the Incident Action Plan (IAP), the Operational Plan (OP), 72-Hour Self Sufficient Operation, and the Emergency Action Plan (EAP).

2. DEFINITIONS. The following descriptions will assist commands in determining which plan is most suitable for the situation:
 - a. Emergency Operations Plans. Emergency Operations Plans are preparedness documents intended to be read and understood prior to an emergency (e.g., earthquake, flood, terrorist attack on a major bridge). They should outline California Highway Patrol (CHP) activities to manage any number of anticipated extraordinary events. Plans should provide a basis for anticipating emergency situations, threat identification, hazard mitigation, disaster preparedness, emergency response, recovery efforts, and reporting procedures.

 - b. Incident Action Plan. The IAP, whether written or verbal, reflects the objectives, strategies, and tactics determined necessary by the Incident Commander (IC) to mitigate **an existing** emergency incident. An IAP is an excellent coordination tool when multiple agencies are involved. The standard IAP process makes preparation uncomplicated and serves to develop the plan in a systematic way.

 - c. Operational Plan. An OP is used for one scheduled or anticipated event requiring the nonroutine deployment of CHP personnel (e.g., major conference, major sporting event, election). The OP provides guidance for functions such as shift assignments, reporting instructions, uniform and equipment requirements, communications, meals, and other necessary information. Additionally, they can provide direction for personnel regarding response and Incident Command System assignments. Operational plans are especially beneficial when planning a multiagency or multijurisdictional event requiring heightened security such as the 2005 Hurricane Katrina deployment.

 - d. 72-Hour Self-Sufficient Operational Plan. This plan works under the assumption that operational assistance will not be available for 72 hours following a major disaster. It provides operational guidance to ensure commands are prepared to be self-sufficient for the first 72 hours following a disaster.

e. Emergency Action Plan. The EAP is a facility-specific plan designed to assist employees with planning for and responding to an emergency at their headquarters. The EAP policy and guidelines are contained in Highway Patrol Manual (HPM) 100.70, Safety Services Program Manual, Chapter 14, Emergency Action Plan at CHP Facilities.

3. POLICY. When it is believed that one of the aforementioned plans is necessary, Division and Area commanders shall ensure the appropriate plan is initiated according to its definition and developed according to the following policies:

f. Emergency Operations Plans. All commands shall develop and maintain a written command-specific EOP to ensure the effective use of CHP resources in response to anticipated emergency incidents potentially affecting the command. Additional policies and recommendations for the construction of an EOP are contained in Annex A.

(1) Commanders shall establish procedures to ensure that their EOP is reviewed and evaluated on a regular basis.

(2) Area EOPs shall be submitted for review in accordance with the direction of the respective Division commander.

(3) Division EOPs shall be submitted for review at the request of the Office of Assistant Commissioner, Field.

(4) Emergency Operations Plans should be developed in coordination with appropriate allied agencies that have responsibilities in emergency situation management (e.g., local law enforcement, highway departments, fire services, emergency medical services, disaster organizations).

g. Incident Action Plans. The IC is responsible for determining whether a written or verbal IAP will be used for a given incident. The ICs are encouraged to develop a written IAP for complex, long-term incidents, especially those involving other agencies. The recommended process for creating a written IAP is contained in Annex B.

(1) Written Incident Action Plans. Incident Commanders are reminded that written records are essential for obtaining reimbursements, defending against civil claims, identifying training needs, and learning where and how to improve performance. Additionally, written IAPs are an excellent tool for briefing the media, explaining planned activities to government agencies, and providing governing officials with the most current, accurate, and comprehensive information available. Written action plans should be used during the following types of events:

- (a) Emergency incidents requiring resources from multiple agencies.
- (b) Emergency incidents involving several jurisdictions.
- (c) Emergency incidents requiring changes in personnel shifts or days off.

(2) Incident Command System Forms and the Incident Action Plan. Incident Command System forms are designed to be used in conjunction with IAPs. The forms should be used when developing and implementing a written plan. Each form is a stand alone product but can also be included as part of the written IAP. The IAP form instructions and samples are contained in Annex C.

(3) Verbal Incident Action Plans. An IAP may be a mental and verbal process. The first officer arriving at the scene (IC until relieved) should not prepare forms and publish a written plan. However, the closer the officer follows the planning process, the more successful the efforts will be and the easier it will be to transition to a written plan.

h. Operational Plan.

(1) Commands shall develop an OP when directed by the Office of Assistant Commissioner, Field.

(2) Division and Area commanders may develop an OP for any anticipated command-specific event without approval from the Office of Assistant Commissioner, Field.

(3) Additional policies and recommendations for the construction of an OP are contained in Annex D.

i. 72-Hour Self-Sufficient Operational Plan.

(1) All commands shall develop and maintain a plan for 72-hour self-sufficient operation. The plan shall be directed toward personnel and facility survival and be contained in each command's EOP.

(2) Commands shall ensure that all employees assigned to the command are familiar with the 72-hour self-sufficient operation portion of the EOP.

j. Emergency Action Plan.

(1) All commands shall develop and maintain an EAP. The plan shall be directed towards employees and their roles and responsibilities for response to emergencies at their Area office (headquarters).

(2) Emergency Action Plan Coordinators. Field Division Chiefs, and Area, section, and facility commanders are the EAP coordinators for their respective facilities.

(3) Emergency Action Plans. Emergency coordinators are responsible for developing and maintaining an EAP at all CHP facilities, including facilities shared with public/private organizations.

(4) A comprehensive EAP shall be developed by identifying potential hazards and anticipating emergency situations requiring immediate action to mitigate possible adverse effects upon employees and visitors.

(5) All commanders, managers, and, supervisors shall be thoroughly familiar with their EAP.

(6) Coordination of Plans. Emergency Action Plans should be coordinated to ensure that actions and procedures are compatible when buildings are occupied by both the Department and public/private organizations.

(7) Employee Evacuation Alarm Systems. Commanders shall ensure an employee evacuation alarm system is installed in their facility to comply with California Code of Regulations, Title 8, Article 165. Evacuation drills shall be performed annually at each facility. An evacuation route diagram shall be posted.

(8) Employees' Responsibilities. All employees are responsible for adhering to the policies and procedures contained in the EAP, and health and safety standards as directed by CHP management. Additionally, employees are responsible for reporting potential safety hazards to their immediate managers/supervisors so that immediate corrective action may be taken.

(9) Command Responsibility. Commanders shall ensure personnel are designated to perform specific tasks in the event of an emergency and receive appropriate training.

(10) Annual Review. The EAP should be reviewed by each employee on an annual basis. The review of the EAP shall be documented on the CHP 712, Employee Emergency Action Plan Review (refer to HPM 100.70, Chapter 14, Annex E). Additionally, the CHP 712 shall be completed and signed by each employee subsequent to their initial orientation and with each revision of the EAP.

ANNEX A

CONSTRUCTION OF A COMMAND-SPECIFIC EMERGENCY OPERATIONS PLAN

1. CONSTRUCTION OF A COMMAND-SPECIFIC EMERGENCY OPERATIONS PLAN. Emergency Operations Plans (EOP) should contain the command's basic plan, plans for command-specific hazards, and supporting annexes. The recommendations provided in this annex are not meant to be restrictive in nature. Commands may add headings and information to their corresponding EOP as necessary. The EOP outline contained in this annex generally correlates to the California Office of Emergency Services' Multi-Hazard Functional Planning Guidance Manual, which is used by most local and state jurisdictions to develop local EOPs and foster a uniformed structure for emergency management planning. The following basic format should be utilized when constructing an EOP:

- a. Overview. Include a description of the command's geographical area of jurisdiction, organizational structure, and other information deemed appropriate by the Area/Division commander.
- b. Purpose. Include a statement of purpose for command-specific EOPs.
- c. Authorities and References. Specific local authorities and references, written agreements, or memorandums of understanding should be referenced in this section. Actual copies of such documents may be included as supporting annexes.
- d. Assumptions. Each command may desire to include local issues or conditions that may affect its emergency response plans.
- e. Situation Assessment. Each command should conduct a local situation assessment using the following questions:
 - (1) What is the identified or anticipated hazard/emergency?
 - (2) Where could it occur?
 - (3) When could it occur?
 - (4) Why is a response plan necessary?
 - (5) Who is responsible for planning the response to the hazard/emergency?
 - (6) Who has statutory responsibility for managing the emergency incident?

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CONSTRUCTION OF A COMMAND-SPECIFIC EMERGENCY OPERATIONS PLAN (*continued*)

- (7) What is the current status and predicted condition/outcome?
 - (8) What impact will it have on routine departmental operations and resources?
 - (9) What can be done before, during, and after the hazard/emergency?
 - (10) What types and quantities of resources (personnel, equipment, and supplies) will be needed?
 - (11) What other public or private organizations may be involved?
 - (12) What are the established channels of planning and coordination between departmental commands and other agencies concerned with the hazard/emergency?
- f. Public Awareness and Education. The command's EOP should describe how it will fulfill the Department's commitment to provide public awareness and education pertaining to disaster preparedness and dissemination of information.
- g. Training and Exercises. The command's EOP should describe how it will conduct and/or participate in command-specific interagency training and exercises to meet the Department's objectives.
- h. Alerting, Mobilization, and Logistics. Chapter 5, California Highway Patrol Tactical Alert, Staging, and Tactical Deployment, of this manual discusses departmental command-specific alerting and mobilization policy. The command's EOP should be prepared considering the following:
- (1) Advance notification to key personnel of a potential emergency.
 - (2) Alerting all staff and activating standby procedures.
 - (3) Actual call-up of personnel to perform specific duties.
 - (4) Complete activation of personnel, with special emphasis given to logistics and support segments.
 - (5) Assembly points or command post locations, if other than usual day-to-day facilities are to be used.

ANNEX A

CONSTRUCTION OF A COMMAND-SPECIFIC EMERGENCY OPERATIONS PLAN (*continued*)

- (6) Special assignments and equipment necessary for operations.
- (7) Record-keeping procedures for all activities related to operations.
- i. Alert Methods. Special consideration should be given to the method of alerting personnel. This could include:
 - (1) Telephone.
 - (2) Cellular telephone.
 - (3) Email.
 - (4) Commercial radio announcement.
 - (5) Television news bulletin.
- j. Mobilization Plans. Mobilization patterns should specify procedures for alerting, standby, automatic and partial response, phased (interchangeable to meet immediate needs), or total mobilization.
- k. Mobilization Reporting. Mobilization and reporting to a specific staging area should include instructions on specific equipment required for the mission (e.g., wet weather gear, protective helmets, eye protection, gas masks).
- l. Mobilization Deployment. Most commanders prefer to designate 12-hour duty periods during emergencies. This enables commands to establish tactical schedules prior to an emergency so that each employee knows, based on their usual duty assignment, when to report for duty.
- m. Logistical Considerations. Emergency operations will require supplies and equipment beyond those normally used in day-to-day operations. Logistical information, including organizational and personal equipment lists, are contained in Chapter 5 of this manual.

ANNEX A

CONSTRUCTION OF A COMMAND-SPECIFIC EMERGENCY OPERATIONS PLAN (*continued*)

2. EMERGENCY OPERATIONS PLAN ANNEXES.

a. Hazard-Specific Plans. Hazard-specific emergency preparedness information should be written as annexes to each command's EOP. Each hazard-specific annex should address potential threats to the command's jurisdictional territory, personnel, resources, and/or facilities. Plans should be thorough, concise, and written for ease of understanding and quick reference. Information should be limited to that which is necessary (see Chapter 4, Hazard-Specific Plans, of this manual).

(1) Potential hazards may be identified by conducting a systematic analysis of the natural, technological, or human-caused hazards that pose a threat to the command or to people or property within the command's geographical boundaries. The following are factors that should be considered when analyzing potential hazards:

(a) History (past occurrences).

(b) Probability (the likelihood that a given event will occur in any specified period).

(c) Maximum threat (the estimated greatest destructiveness from a single event).

(d) Vulnerability (the potential impact upon population, property, economy, environment, and recovery ability).

(e) Contributing conditions (adverse climatic conditions, geographical features, population concentrations, and socioeconomic infrastructure that could influence the potential effects of the hazard).

(2) Chapter 2, Emergency Incident Management and the Incident Command System, and Chapter 4, Annexes A through D, of this manual, provide general guidelines for identifying specific hazards potentially having a significant impact on California Highway Patrol Areas and Divisions.

b. Supporting Annexes. As necessary, include documents, procedures, guides, maps, or other miscellaneous information that supports the command's overall EOP (e.g., logistical information, threat assessment information, local mutual aid information).

ANNEX A

CONSTRUCTION OF A COMMAND-SPECIFIC EMERGENCY OPERATIONS PLAN (*continued*)

3. TECHNICAL ASSISTANCE. Commands needing technical assistance throughout the development or revision of any portion of an EOP may contact Emergency Operations and Safety Services Section, Emergency Management Unit.

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ANNEX B

INCIDENT ACTION PLANS

1. BACKGROUND. It was recognized early in the development of the Incident Command System (ICS) that the critical factor of adequate planning for incident operations was often overlooked or not given enough emphasis. This resulted in poor use of resources, inappropriate strategies and tactics, safety problems, higher incident costs, and lower effectiveness.

Those involved in the original development felt that there was a need to develop a simple but thorough process for planning that could be utilized for both smaller, short-term incidents and events, and for longer, more complex incident planning. The planning process may begin with scheduling of a planned event, the identification of a credible threat, or the initial response to an actual or impending event. The process continues with the implementation of the formalized steps and staffing required to develop a written Incident Action Plan (IAP).

The National Incident Management System (NIMS)/Standardized Emergency Management System (SEMS) requires all emergency response agencies to operate under a common system with standard definitions and practices. For this reason, a national standard for IAP development has been drafted. In order for the California Highway Patrol (CHP) to stay in compliance with NIMS/SEMS protocols, the following planning process should be adhered to (whether in a single or unified command [UC]) when an Incident Commander (IC) is developing an IAP. Remember, ***IAP's are event-specific plans***. Incident Action Plans are developed to help ICs manage events they are involved in more effectively.

4. THE PLANNING PROCESS. The primary phases of the planning process are essentially the same for the IC who develops the initial plan, for the IC and Operations Section Chief revising the initial plan for extended operations, and the incident management team developing a formal IAP. During the initial stages of incident management, planners must develop a simple plan that can be communicated through concise oral briefings. Frequently, this plan must be developed very quickly and with incomplete situational information. As the incident management effort evolves over time, additional lead time, staff, information systems, and technologies enable more detailed planning and cataloging of events and "lessons learned."

a. Introduction to the Planning P.

(1) The Planning P (see Figure 3.1) is a planning tool used to develop IAPs by agencies throughout the United States. Having a common planning process

ANNEX B

INCIDENT ACTION PLANS *(continued)*

enables agencies to work together more effectively when managing emergency incidents.

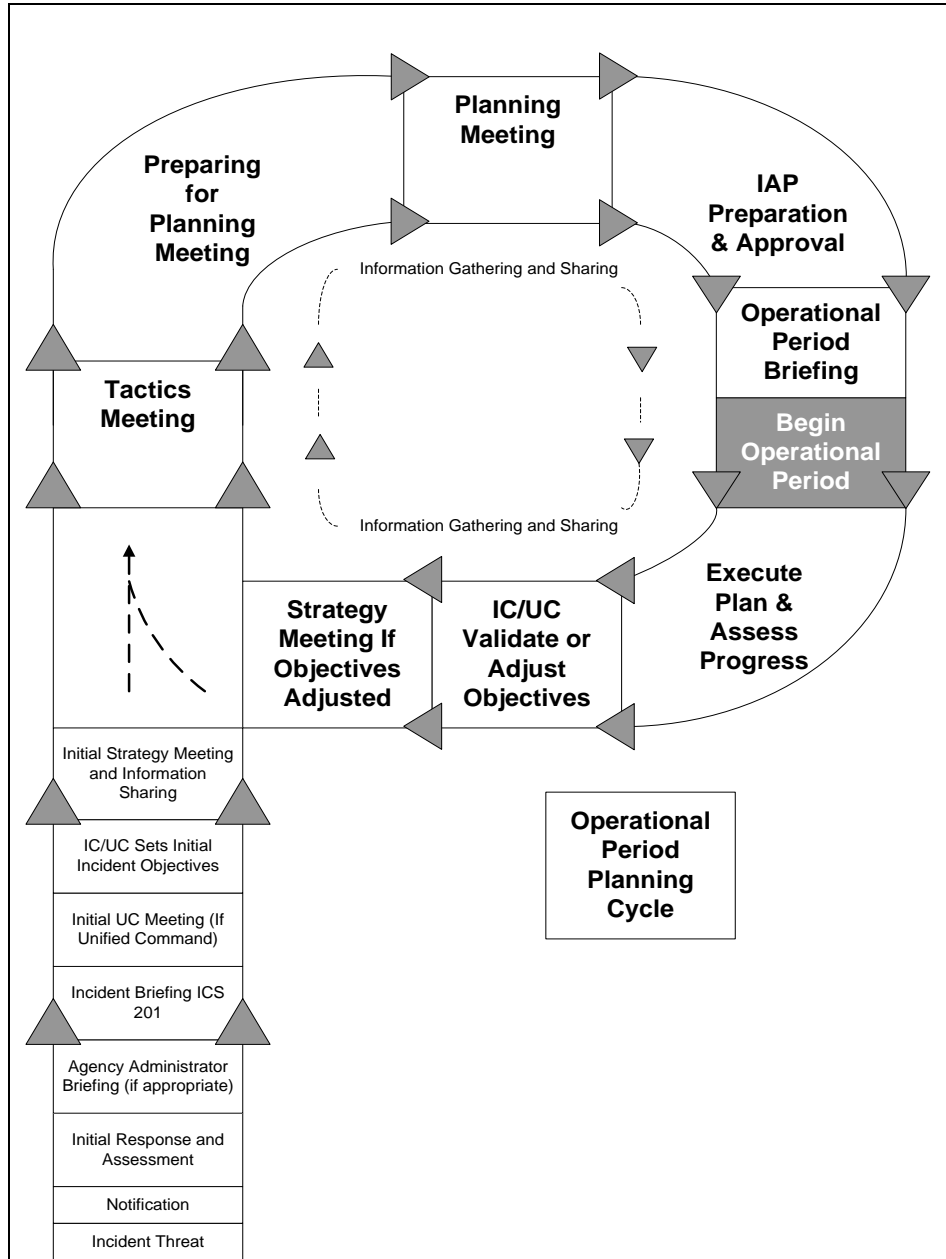


Figure 3.1. The Planning P.

ANNEX B

INCIDENT ACTION PLANS (*continued*)

(2) The Planning P illustrates the incident planning cycle. The following is an overview of the Planning P process, followed by more detailed information contained in the rest of Annex B:

(a) The initial response to an incident begins with the Incident Threat located at the bottom of the “P.” The process continues upwards to Notification, Initial Response and Assessment, Agency Administrator Briefing (if appropriate), Incident Briefing (see ICS 201, Incident Briefing, Annex C), Initial UC Meeting (if Unified Command), IC/UC Sets Initial Incident Objectives, followed by the Initial Strategy Meeting and Information Sharing.

1 The ICS 201 Form:

a Provides staff with information about the incident situation and the resources allocated to the incident.

b Serves as permanent record of the initial response to the incident.

c Can be used for transfer of command.

(b) The cyclical planning process begins with the Tactics Meeting. The repeating sequence includes the Tactics Meeting, Preparing for Planning Meeting, the Planning Meeting, IAP Preparation and Approval, and the Operational Period Briefing.

(c) At this point, a new operational period begins. The next step is to Execute Plan and Assess Progress. This is followed by IC/UC Validate or Adjust Incident Objectives, and the Strategy Meeting (if Objectives are Adjusted), after which the planning cycle begins, again.

(3) All agencies should be familiar with this planning process, which allows agencies to meld into an established ICS organization and become part of an effective planning/management team.

b. The planning process involves:

(1) Evaluating the situation.

(2) Developing incident objectives.

ANNEX B

INCIDENT ACTION PLANS (*continued*)

- (3) Selecting a strategy.
 - (4) Deciding which resources should be used to achieve the objectives in the safest, most efficient and cost-effective manner.
- c. Criteria for Developing the Incident Action Plan.
- (1) Small, less complex incidents may not need a written IAP, but the importance of planning should not be overlooked.
 - (2) During large scale, more complex incidents, ICs should use a formal process for development of a written IAP. ***The decision to create a formal written IAP rests with the IC.***
 - (3) A written IAP should be able to answer these basic questions: (Following each question is a listing of corresponding ICS forms that have been developed to assist IC's in creating a written IAP.)
 - (a) What do we want to do? (ICS 202, Incident Objectives)
 - (b) Who will be responsible for doing it? (ICS 203, Organization Assignment List)
 - (c) How will it be done? (ICS 204, Assignment List)
 - (d) How will we talk to each other? (ICS 205, Incident Radio Communications Plan)
 - (e) What happens if someone gets hurt? (ICS 206, Medical Plan)
 - (4) The ICS 200 Series forms are accepted nationwide as the standard for effective IAP development. (Refer to Annex C.)
 - (5) The benefits of a written plan are undeniable when the size and complexity of the response require the participation of many responders and multiple agencies.
- d. Incident Objectives and Priorities. Throughout the incident, objectives are established based on the following priorities:

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INCIDENT ACTION PLANS (*continued*)

- (1) **Life Safety:** Determine if life is at immediate risk, this includes responders and the public.
- (2) **Incident Stabilization:** What should be done to keep the situation from becoming worse?
- (3) **Property Conservation:** What can be done to protect or minimize damage to public and private property? Are there any environmental issues that need to be addressed? For example, will a hazardous materials spill affect a nearby lake or stream? Is there a toxic plume that requires evacuation?

e. Initial Response Actions.

- (1) Planning begins with a thorough assessment that provides information needed to make initial management decisions.
 - (a) Decisions should be made according to the incident priorities—life safety, incident stabilization, property conservation.
 - (b) Situations that require personnel with specialized training (e.g., fire suppression, searches, Special Weapons and Tactics Team, hazardous materials incidents, emergency medical situations) do not alter the approach an IC should take to manage the incident.
- (2) Assume command and establish the Incident Command Post.
- (3) Establish immediate incident objectives, strategies, and tactics.
- (4) Determine if there are enough resources of the right kind and type on scene or ordered.
 - (a) The incident objectives will drive the resource requirements.
 - (b) What resources are required to accomplish the immediate incident objectives? If the right kind and type of resources are not on scene, the IC must order them immediately.
- (5) Establish the initial organization that maintains span-of-control.

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INCIDENT ACTION PLANS (*continued*)

- (a) At this point the IC needs to ask: What organization would be necessary to execute this IAP and achieve the objectives?
 - (b) The IC should establish that organization, always keeping in mind safety and span-of-control concerns.
 - (c) Consider if span-of-control is or will soon approach practical limits.
 - (d) The span-of-control recommended ranges help to ensure safe and efficient utilization of resources.
- f. Developing Incident Objectives.
- (1) The responsibility for developing incident objectives for small incidents is the responsibility of the IC. On larger incidents, Command and General Staff contribute to the development of incident objectives.
 - (2) Remember the relationship between:
 - (a) Incident Objectives—state what will be accomplished.
 - (b) Strategies—establish the general plan or direction for accomplishing the incident objectives.
 - (c) Tactics—specify how the strategies will be executed.
 - (3) Incident Action Plan objectives should be:
 - (a) Attainable.
 - (b) Measurable.
 - (c) Flexible.
 - (4) Each IAP objective should:
 - (a) Define the objective.
 - (b) List the strategies.

ANNEX B

INCIDENT ACTION PLANS (*continued*)

- (c) Identify assignments for each strategy.
 - (d) Establish a timeline.
- (5) Each IAP objective should have the following **SMART** characteristics:
- (a) **Specific**—The wording must be precise and unambiguous in describing the objective.
 - (b) **Measurable**—The design and statement of objectives should make it possible to conduct a final accounting as to whether objectives were achieved.
 - (c) **Action Oriented**—The objective must have an action verb that describes the expected accomplishments.
 - (d) **Realistic**—Objectives must be achievable with the resources that the agency (and assisting agencies) can allocate to the incident, even though it may take several operational periods to accomplish them.
 - (e) **Time Sensitive**—The time frame should be specified.
- (6) The Operations Section Chief generates alternative strategies to meet the incident objectives. The strategy or strategies to achieve the objectives should pass the following criteria test:
- (a) Make good sense (feasible, practical, and suitable).
 - (b) Be within acceptable safety norms.
 - (c) Be cost effective.
 - (d) Be consistent with sound environmental practices.
 - (e) Meet political considerations.
- (7) It is also essential to consider alternative strategies that may be employed. If possible, an alternative strategy should be considered for each Incident Objective.
- (8) An important concept to be discussed in regards to this planning process is the **operational period** concept. All ICS planning is designed around

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INCIDENT ACTION PLANS (*continued*)

identifying accomplishments expected over a set period of time. The specific length of time of the operational period varies based on a list of factors. These factors are:

- (a) Safety Conditions—safety of responders, victims, and others is always the first priority for any response.
 - (b) Condition of resources—planning must be done far enough in advance to ensure additional resources needed for the next operational period are available.
 - (c) The length of time necessary or available to achieve the tactical assignments.
 - (d) Availability of “fresh” resources.
 - (e) Future involvement of additional jurisdictions or agencies.
 - (f) Environmental conditions—factors such as the amount of daylight remaining and weather and wind conditions can affect decisions about the length of the operational period.
 - (g) The IC will determine the length of the operational period with input from staff. In some cases operational period length may change from day to day based on operational and incident needs.
 - (h) Common lengths of operational periods are 4, 8, 12, or 24 hours, to multiple days depending on the complexity of the incident.
 - (i) The start and end times of operational periods are often established during the initial IC/UC strategy meeting.
- (9) Validating Current Objectives:
- (a) Before each operational period begins, objectives must be assessed and updated as needed.

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INCIDENT ACTION PLANS (*continued*)

(b) Things to consider when updating incident objectives:

- 1 Is the incident stable, or is it increasing in size and complexity?
- 2 What are the current objectives, strategies, 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?
- 3 What is the current status of resources? Are resources in good condition? Are there sufficient resources?

g. The Tactics Meeting.

(1) The purpose of the Tactics Meeting is to review the tactics developed by the Operations Section Chief. This includes the following:

(a) Determine how the selected strategy will be accomplished in order to achieve the incident objectives.

(b) Assign resources to implement the tactics.

(c) Identify methods for monitoring tactics and resources to determine if adjustments are required (e.g., different tactics, different resources, or new strategy).

(2) The Operations Section Chief, Safety Officer, Logistics Section Chief, and Resources Unit Leader attend the Tactics Meeting. The Operations Section Chief leads the Tactics Meeting.

(3) The ICS 215, Operational Planning Worksheet, is used to document the Tactics Meeting.

(4) Resource assignments will be made for each of the specific work tasks. Resource assignments will consist of the kind, type, and numbers of resources available and needed to achieve the tactical operations desired for the operational period. If the required tactical resources will not be available, then adjustments should be made to the tactics and operations being planned for the Operational Period. It is very important that tactical resource availability and other needed support be determined prior to spending a great deal of time

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INCIDENT ACTION PLANS (*continued*)

working on strategies and tactical operations that realistically cannot be achieved.

h. Preparing for the Planning Meeting.

(1) Following the Tactics Meeting, preparations are made for the Planning Meeting, to include the following actions coordinated by the Planning Section:

- (a) Analyze the ICS 215 developed in the Tactics Meeting.
- (b) Develop an ICS 215A, Incident Action Plan Safety Analysis (prepared by the Safety Officer), based on information contained in the ICS 215.
- (c) Assess current operations' effectiveness and resource efficiency.
- (d) Gather information to support incident management decisions.

(2) The ICS 215A is used to:

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

(3) Incident management must ensure the safety of the following:

- (a) Incident responders.
- (b) Victims.
- (c) Incident volunteers.
- (d) News media and the general public who are on the scene.

(4) Before the planning meeting, either the Safety Officer or IC must complete an analysis of the safety concerns related to the tactics and resources being deployed.

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INCIDENT ACTION PLANS (*continued*)

(5) The ICS 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 form provides information about:

- (a) Incident work location.
- (b) Risks such as weather, biohazard, hazardous materials, communications, flooding, special hazard areas, fatigue, driving hazards, dehydration, and critical incident stress.
- (c) Mitigation measures. The mitigation measures identified may have implications for the resources entered on the ICS 215.

(6) Preparing for The Planning Meeting—Command and General Staff.

- (d) Incident Commander:
 - 1 Gives direction.
 - 2 Communicates and manages.
 - 3 Does not get involved in details.
- (e) Planning and Intelligence Section Chief:
 - 1 Prepares incident maps and displays, as necessary.
 - 2 Develops information for the IAP.
 - 3 Develops situation status and predictions.
 - 4 Acquires information and ICS Forms to complete the IAP.
- (f) Operations Section Chief:
 - 1 Obtains good incident resource and status information.
 - 2 Communicates current information.
 - 3 Identifies alternate strategies and determines probable tactic.

ANNEX B

INCIDENT ACTION PLANS (*continued*)

4 Calculates resource requirements.

5 The Operations Section Chief, Safety Officer, and Planning Section staff should develop draft versions of ICS 215 and ICS 215A prior to the Planning Meeting.

(g) Logistics Section Chief:

1 Determines service and support needs for the incident.

2 Determines medical needs.

3 Determines communications needs.

4 Confirms resource ordering process.

(h) Finance and Administration Section Chief:

1 Collects information on rental agreements and contracts.

2 Determines potential and actual claims.

3 Calculates incident costs to date.

4 Develops cost-benefit analyses as requested.

(i) Safety Officer:

1 Identifies risks and hazards (prepares ICS 215A).

2 Works with the Operations Section Chief on tactical safety issues.

3 Identifies safety issues associated with incident facilities and nontactical activities, such as transportation and food service.

(j) Liaison Officer:

1 Identifies cooperating and assisting agencies.

2 Identifies special agency needs.

3 Determines capabilities of cooperating and assisting agencies.

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INCIDENT ACTION PLANS (*continued*)

4 Determines restrictions on participation of cooperating and assisting agencies.

5 Confirms name and contact location of agency representatives.

(k) Public Information Officer:

1 Assesses general press coverage to date.

2 Identifies incident-related information issues that need to be explained or corrected with the media.

3 Determines what Joint Information System elements and procedures are in place.

4 Determines process for development and approval of press releases, media visits, and press conferences.

i. The Planning Meeting.

(1) The Planning Meeting is the next step in the incident planning process.

(2) The planning meeting provides the opportunity for the Command and General Staffs to review and validate the operational plan as proposed by the Operations Section Chief. Other staff and personnel may attend at the request or with the permission of the IC and Planning Section Chief.

(3) The Planning Section Chief leads the meeting following a fixed agenda to ensure that the meeting is efficient while allowing each organizational element represented to assess and acknowledge the plan. Displays should include ICS 215 and ICS 215A, the Planning Meeting agenda, the daily planning process schedule, maps, and any other props needed to illustrate the IAP. The following is a review of the major elements of the meeting agenda and related responsibilities:

(a) The Planning Section Chief gives the situation and resources briefing and conducts the Planning Meeting.

(b) The IC states the incident objectives and policy issues.

ANNEX B

INCIDENT ACTION PLANS (*continued*)

- (c) The Operations Section Chief states the primary and alternative strategies, and describes the tactical assignments needed to meet the objectives, with contributions from Planning and Logistics Section Chief.
 - (d) The Operations Section Chief specifies reporting locations and additional facilities needed, with contributions from Logistics Section Chief.
 - (e) The Planning and Logistics Section Chiefs identify the resources, support, and overhead needed for the next operations period. The Logistics Section Chief compiles and places the orders.
 - (f) The Logistics Section Chief considers additional support requirements needed for communications, traffic, safety, medical, etc., with contributions from the Planning Section Chief.
 - (g) As required, the Finance/Administration Section Chief discusses issues related to fiscal constraints, contracts, and claims.
 - (h) As required, the Command Staff discuss safety issues not already covered, public information, and interagency liaison issues.
 - (i) The Planning Section Chief finalizes the IAP, the IC approves the IAP, and the General Staff implements the IAP.
 - (j) Most of the groundwork for the planning meeting is done ahead of time. If all members of the Command and General Staff come prepared to the meeting, there should be no surprises for the rest of the incident management team.
- (4) The Operations Section Chief states the primary and alternative strategies and describes the tactical assignments needed to meet the objectives, with contributions from the Planning and Logistics Section Chief.
- (5) At the conclusion of the meeting, the Planning Section Staff indicates when all elements of the plan and support documents must be submitted so the plan can be collated, duplicated, and made ready for the operational period briefings.

ANNEX B

INCIDENT ACTION PLANS (*continued*)

- j. Postplanning Meeting Activities. After the planning meeting, the following actions are taken to prepare the IAP:
- (6) Organizational elements prepare IAP assignments and submit them to the Planning Section.
 - (7) The Planning Section collates, prepares, and duplicates the IAP document for the operational period briefing.
 - (8) The Planning Section will:
 - (a) Set the deadline for completing IAP attachments.
 - (b) Obtain plan attachments and review them for completeness, approvals, and signatures.
 - (c) Obtain the IC's approval by signature.
 - (d) Determine the number of IAP's required.
 - (e) Arrange with the Documentation Unit to reproduce the IAP.
 - (f) Review the IAP to ensure it is up to date and complete prior to the operations briefing and plan distribution.
 - (g) Distribute the plan at the operations briefing prior to the beginning of the new operational period.
 - (9) The Resources Unit coordinates with the Logistics Section to acquire the amount and type of resources needed.
 - (10) The IC reviews and approves the IAP.

ANNEX B

INCIDENT ACTION PLANS (*continued*)

k. When a Written Plan Should Be Used.

(1) For simple incidents of short duration, the IAP most likely will be developed by the IC and communicated to subordinates in a verbal briefing. The planning associated with this level of complexity does not warrant a formal planning meeting process as discussed above.

(2) Certain conditions may warrant a more formal process. A written IAP should be considered whenever:

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

(3) A written IAP provides:

- (a) A clear statement of objectives and actions.
- (b) A basis for measuring work effectiveness and cost effectiveness.
- (c) A basis for measuring work progress and providing accountability.
- (d) Documentation for postincident fiscal and legal activities.

l. Elements of the Incident Action Plan.

(1) The written IAP is a series of standard forms and supporting documents that convey the IC's and the Operations Section's directions for the accomplishment of the plan for the designated operational period.

ANNEX B

INCIDENT ACTION PLANS (*continued*)

(2) In some cases, the IAP includes a cover sheet to indicate which forms and supporting documents are included. The IAP Cover Sheet is not an ICS form; however, it is sometimes used to provide a quick overview of the contents of the IAP. The cover sheet may also serve as a checklist to indicate which forms and supporting documents are enclosed as part of the IAP.

(3) The ICS forms and supporting documents include:

- (a) IAP Cover Sheet (not an ICS form).
- (b) ICS 202.
- (c) ICS 203.
- (d) ICS 204.
- (e) ICS 205.
- (f) ICS 206.
- (g) Safety Messages, Maps, Forecasts (not ICS forms).

(4) The IC makes the final determination regarding which ICS forms, documents, and attachments will be included in the IAP.

(5) On less complex incidents, the IC may only require the Incident Objectives (ICS 202), Organization Assignment List (ICS 203), Division/Group Assignment List (ICS 204), a Safety Message, and a map of the incident area.

m. Operational Period Briefing.

(1) The operational period briefing (also known as the operations briefing or the shift briefing) is the next step in the incident planning process.

(2) Note the following points about the operational period briefing:

- (a) May be referred to as the operations briefing or the shift briefing.

ANNEX B

INCIDENT ACTION PLANS (*continued*)

(b) Is conducted at the beginning of each operational period and is attended by the Command and General Staff and other key incident personnel as well as Supervisors assigned to the Operations Section. In some cases, all of the tactical personnel should attend if they can be accommodated.

(c) The main purpose is to present the IAP to supervisors of tactical resources. Staff members are briefed on the operational elements of the plan to ensure they are aware for whom they will work and what it is that must be accomplished. In addition, staff members have a chance to ask questions regarding the plan, be briefed on any critical safety issues, and be informed regarding specific logistical information.

(d) The Planning Section Chief facilitates the briefing following a specific agenda. The meeting should be concise. The following is a suggested script for conducting the Operational Briefing:

1 **Planning Section Chief** performs introductions, welcomes, and reviews agenda. The Planning Section Chief facilitates the meeting.

2 **Incident Commander** (or the Planning Section Chief) reviews the Incident Objectives.

3 **Operations Section Chief** provides an overview of current incident status and the progress toward achieving incident objectives and tactical assignments.

4 **Technical Specialists** speak as necessary. Input depends on the nature of the incident. Hazardous materials incidents may have presentations by HAZMAT or Weather Technical Specialists; wildland fires may have presentations by Fire Behavior Technical Specialists, etc.

5 **Operations Section Chief** indicates incident boundaries, Branch/Division locations, and describes Group assignments.

ANNEX B

INCIDENT ACTION PLANS (*continued*)

6 The **Operations Section Chief** reviews all Division/Group Assignments (ICS 204), ensuring that the Division and Group Supervisors thoroughly understand the tactical assignment, resources, communications, special instructions, and safety issues associated with the Division or Group. It is not unusual for incident conditions to have changed between the time the IAP is duplicated and the Operations Briefing. The Operations Section Chief may dictate last minute changes to the IAP.

7 **Safety Officer** discusses safety issues such as accidents and injuries to date, continuing and new hazards, mitigation efforts, and reviews the Safety Message.

8 **Logistics Section Chief** covers supply, transportation, food, and facilities-related issues. The Logistics Section Chief will also cover (or may have staff discuss) the following:

a Medical Unit Leader discusses the Medical Plan (ICS 206), ensuring all supervisors understand the procedures to follow if a responder is injured on the incident.

b Communication Unit Leader reviews the overall Incident Communication Plan (ICS 205).

9 **Other Personnel** may review additional IAP elements as needed. These may include:

a Air Operations Summary–Air Operations Branch Director.

b Fiscal or Compensation/Claims issues–Finance/Administration.

c Issues associated with cooperating or assisting agencies – Liaison Officer.

d Media and incident information issues–Public Information Officer.

e Other issues (may include presentations by Training Specialist, the Demobilization Unit Leader, etc.).

ANNEX B

INCIDENT ACTION PLANS (*continued*)

10 **Incident Commander** provides closing remarks.

11 **Planning Section Chief** provides housekeeping information such as times of next meetings, etc., and concludes the meeting.

(e) Following the operational period briefing, supervisors will meet with their assigned resources for a detailed briefing on their respective assignments.

n. Executing the Plan and Assessing Progress.

(1) The next step in the incident planning process is to execute the plan and assess progress. Note the following points:

(a) The Operations Section directs the implementation of the plan.

(b) The supervisory personnel within the Operations Section are responsible for implementation of the plan for the specific operational period.

(2) The plan is evaluated at various stages in its development and implementation:

(a) First, all members of the Command and General Staff review the final plan document and correct any discrepancies.

(b) Next, during the implementation of the plan, all incident supervisors and managers must continually assess the effectiveness of the plan based upon the original measurable objectives for the operational period. This evaluation of the plan keeps responders on-track and on-task and ensures that the next operational period plan is based on a reasonable expectation of success of the current plan.

(c) Finally, the Operations Section Chief may make appropriate adjustments during the operational period to ensure that the objectives are met and effectiveness is assured.

ANNEX B

INCIDENT ACTION PLANS (*continued*)

- (3) The IC/UC will either validate current Incident Objectives or adjust them as indicated by progress or lack of progress toward their completion. Changes to Incident Objectives may require an additional Strategy Meeting as part of the planning cycle for the next Operational Period.
 - (4) Changes to the incident objectives may be warranted when:
 - (a) The objectives have been accomplished, or
 - (b) If the objectives are no longer viable or feasible.
 - (5) A common example of a change in objectives and strategy is when a structural fire organization changes from an offensive to a defensive strategy because it is discovered that hazardous materials are present in the burning building.
 - (6) If there have been no adjustments to the incident objectives, there is no need to hold a separate Strategy Meeting.
- o. Change of Command or Incident Extends Into New Operational Period.
- (1) The planning process will begin again. New Command and General Staff personnel follow the same Planning P process, modifying the current plan as needed.
 - (2) Incident objectives, strategies, and tactics may or may not be modified depending on current circumstances.

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ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT

Purpose: The ICS 201, Incident Briefing, provides the Incident Commander (and the Command and General Staffs assuming command of the incident) with basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident.

Preparation: The briefing is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing. Appropriate symbols should be used when preparing a map of the incident.

Distribution: After the initial briefing of the Incident Commander and General Staff members, the Incident Briefing is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders. The sketch map and summary of current action portions of the briefing form are given to the Situation Unit while the Current Organization and Resources Summary portion are given to the Resources Unit.

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT *(continued)*

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.
8	Current and Planned Actions, Strategies, and Tactics • Time • Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief	<ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS
INCIDENT ACTION PLAN DEVELOPMENT (*continued*)

SKETCH SYMBOLS:



INCIDENT COMMAND POST



STAGING



INCIDENT BASE



INCIDENT CAMPS



HELIBASE



HELISPOT


H-3

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT (*continued*)

ICS 201, INCIDENT BRIEFING (PAGE 1)

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Bancroft Explosives Truck	2. Incident Number: 18-12345	3. Date/Time Initiated: Date: 02/26/2018 Time: 1015
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment): Print page and hand draw or print a map and add as an attachment to this document.		
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards. Write a brief description of the incident, the hazards observed, and how emergency personnel are protecting themselves from the hazards at the time the document is complete.		
6. Prepared by: Name: J. Smith		Position/Title: Sergeant
Signature: 		Date/Time: 02/26/2018 / 1030
ICS 201, Page 1		

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT (continued)

ICS 201, INCIDENT BRIEFING (PAGE 3)

INCIDENT BRIEFING (ICS 201)

1. Incident Name: Bancroft Explosives Truck	2. Incident Number: 18-12345	3. Date/Time Initiated: Date: 02/26/2018 Time: 1015
9. Current Organization (fill in additional organization as appropriate):		
<pre>graph TD; IC["Incident Commander(s) J.M. Dalquist - CHP"]; LO["Liaison Officer"]; SO["Safety Officer J. Smith - CHP"]; PIO["Public Information Officer M. Stokes - CHP"]; PSC["Planning Section Chief Sue Shepard - SFM"]; OSC["Operations Section Chief Mike Battle - CFD"]; FASC["Finance/Administration Section Chief Jeff Stott - CFD"]; LSC["Logistics Section Chief"]; IC --- LO; IC --- SO; IC --- PIO; IC --- PSC; IC --- OSC; IC --- FASC; IC --- LSC;</pre>		
6. Prepared by: Name: J. Smith	Position/Title: Sergeant	Signature:
ICS 201, Page 3	Date/Time: 02/26/2018 / 1030	

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT *(continued)*

INSTRUCTIONS ICS 202, INCIDENT OBJECTIVES

NOTE: ICS Form 202, Incident Objectives, serves only as a cover sheet and is not considered complete until attachments are included.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	<p>Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable.</p> <p>Objectives should follow the SMART model or a similar approach:</p> <p>Specific – Is the wording precise and unambiguous? Measurable – How will achievements be measured? Action-oriented – Is an action verb used to describe expected accomplishments? Realistic – Is the outcome achievable with given available resources? Time-sensitive – What is the timeframe?</p>
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/ Tides/Currents Other Attachments:	Check appropriate forms and list other relevant documents that are included in the IAP. <ul style="list-style-type: none"> <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander <ul style="list-style-type: none"> • Name • Signature • Date/Time 	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT *(continued)*

ICS 202, INCIDENT OBJECTIVES

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name: Bancroft Explosives Truck	2. Operational Period: Date From: 02/26/2018 Date To: 02/26/2018 Time From: 1030 Time To: 2200											
3. Objective(s): 1. Haz Mat Team will enter exclusionary zone and size up the condition of the load/vehicle by 1200 hours. 2. State Fire Marshall's representative will establish criteria for working in the exclusionary zone based on Haz Mat Team's evaluation of the scene by 1230 hours. 3. Clean up team from Bancroft Pyrotechnics with approved safety equipment, certification, and additional truck to offload explosives on standby until approved by State Fire Marshall. Clean up team will offload vehicle by hand and load onto new vehicle. 4. Heavy duty tow truck will be called to the scene for removal of the vehicle 30 minutes prior to the scene being stabilized. The Logistics Chief will call the tow service when approved by the Operations Section Chief.												
4. Operational Period Command Emphasis: Safety of emergency personnel and work crews on scene will be emphasized during all aspects of operations.												
General Situational Awareness No one in the exclusionary zone without proper safety equipment. Nonsparking tools are the only tools allowed in the exclusionary zone until clean up is completed and the scene is rendered safe. For other safety recommendations refer to the ICS 215A, Incident Action Plan Safety Analysis.												
5. Site Safety Plan Required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at: Command Post, and Staging Area												
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> ICS 203</td> <td><input type="checkbox"/> ICS 207</td> <td rowspan="5" style="vertical-align: top;"> Other Attachments: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 204</td> <td><input type="checkbox"/> ICS 208</td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 205</td> <td><input type="checkbox"/> Map/Chart</td> </tr> <tr> <td><input type="checkbox"/> ICS 205A</td> <td><input type="checkbox"/> Weather Forecast/Tides/Currents</td> </tr> <tr> <td><input checked="" type="checkbox"/> ICS 206</td> <td></td> </tr> </table>		<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	Other Attachments: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input checked="" type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input checked="" type="checkbox"/> ICS 206	
<input checked="" type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	Other Attachments: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>										
<input checked="" type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208											
<input checked="" type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart											
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents											
<input checked="" type="checkbox"/> ICS 206												
7. Prepared by: Name: J. Smith Position/Title: Sergeant Signature:												
8. Approved by Incident Commander: Name: J.M. Dalquist Signature:												
ICS 202	IAP Page _____											
Date/Time: 02/26/2018 / 1030												

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT (*continued*)

INSTRUCTIONS ICS 203, ORGANIZATION ASSIGNMENT LIST

Purpose: The ICS 203, Organization Assignment List, provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position or unit.

Preparation: The ICS 203 is prepared and maintained by the Resources Unit under the direction of the Planning Section Chief.

Distribution: The ICS 203 is duplicated and attached to the ICS 202 and given to all recipients of the Incident Action Plan.

NOTE: An ICS 203 may be completed any time the number of personnel assigned to the incident increases or decreases or when a change in assignment occurs.

ANNEX C

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT *(continued)*

INSTRUCTIONS ICS 203, ORGANIZATION ASSIGNMENT LIST

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff • IC/UCs • Deputy • Safety Officer • Public Information Officer • Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives • Agency/Organization • Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section • Chief • Deputy • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
6	Logistics Section • Chief • Deputy Support Branch • Director • Supply Unit • Facilities Unit • Ground Support Unit Service Branch • Director • Communications Unit • Medical Unit • Food Unit	Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
7	Operations Section • Chief • Deputy • Staging Area Branch • Branch Director • Deputy • Division/Group Air Operations Branch • Air Operations Branch Director	Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column. Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
8	Finance/Administration Section • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit	Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
9	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT *(continued)*

ICS 203, ORGANIZATION ASSIGNMENT LIST

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name: Bancroft Explosives Truck		2. Operational Period: Date From: 02/26/2018 Date To: 02/26/2018 Time From: 1030 Time To: 2200	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs	J.M. Dalquist - CHP	Chief	M. Battle - CFD
		Deputy	
Deputy		Staging Area	
Safety Officer	B. Aware - CHMT	Branch	
Public Info. Officer	C. Harmony - CHP	Branch Director	
Liaison Officer	B. Helpful - CHP	Deputy	
4. Agency/Organization Representatives:		Division/Group	Haz Mat - Al B. Sure
Agency/Organization	Name	Division/Group	
SFM	American Legion Station 3	Division/Group	
ACFD		Division/Group	
BPyro		Division/Group	
		Branch	
		Branch Director	
		Deputy	
5. Planning Section:		Division/Group	LE - M. Jackson
Chief	Sue Shepard - SFM	Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists	Ike Tomlinson	Deputy	
		Division/Group	DOT - Cam Albright
		Division/Group	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief	Jeff Stott - CFD	Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: Sue Shepard		Position/Title: Planning Section Chief	
		Signature:	
ICS 203	IAP Page	Date/Time: 02/26/2018 / 1045	

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT (*continued*)

INSTRUCTIONS ICS 204, ASSIGNMENT LIST

Purpose: The ICS 204, Assignment List, is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. The following chart is an example of the kind of organizational chart used in the ICS. Personnel responsible for managing organizational positions would be listed appropriately in each box.

Preparation: The ICS 204 is prepared by the Resources Unit and posted along with other displays at the Incident Command Post. A chart is completed for each operational period and updated when organizational changes occur.

Distribution: When completed, the chart is posted on the display board located at the Incident Command Post.

Wall Size Chart: The ICS 207WS, Incident Organization Plan Wall Size, is a large chart that is primarily used on the command post display board for better visibility.

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT *(continued)*

INSTRUCTIONS ICS 204, ASSIGNMENT LIST

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Chief – Branch Director – Division/Group Supervisor 	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 <i>(continued)</i>	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	Communications (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel) 	Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed.
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT (*continued*)

INSTRUCTIONS ICS 205, INCIDENT RADIO COMMUNICATIONS PLAN

Purpose: The ICS 205, Incident Radio Communications Plan, provides, in a concise format, information on all radio frequency assignments for each operational period. Information from the ICS 205 on frequency assignments is normally placed on the appropriate ICS 204.

Preparation: The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief. Detailed instructions on preparing this form may be found in ICS 223-5, Communications Unit Position Manual.

Distribution: The ICS 205 is duplicated and given to all recipients of the ICS 202 including the Incident Communications Center. Information from the plan is placed on ICS 204s.

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT *(continued)*

INSTRUCTIONS ICS 205, INCIDENT RADIO COMMUNICATIONS PLAN

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

ANNEX C

**INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS
INCIDENT ACTION PLAN DEVELOPMENT (continued)**

ICS 205, INCIDENT RADIO COMMUNICATIONS PLAN

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name: Bancroft Explosives Truck		2. Date/Time Prepared: Date: 02/26/2018 / 1045 Time:		3. Operational Period: Date From: 02/26/2018 Date To: 02/26/2018 Time From: 1030 Time To: 2200						
4. Basic Radio Channel Use:										
Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Toner/NAC	TX Freq N or W	TX Toner/NAC	Mode (A, D, or M)	Remarks
	1	Main	White	IC or Liaison Officer use						IC or Liaison Officer will use and be main contact with dispatch.
	2	Secondary	Blue	CHP personnel						Use as main channel for communication on scene.
	3	Fire	Camino	GHMT / ACFD						Main channel for all Haz Mat and Fire personnel
	4	LE/Fire comms	10	IC/Fire Captain						Communications between Fire Captain and IC only.
5. Special Instructions: Use allocated communication only. Do not use brevity code. Keep all communications in plain language.										
6. Prepared by (Communications Unit Leader): Name: S. Smith Signature: _____ Date/Time: 02/26/2018 / 1045 IAP Page _____										
ICS 205										

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT (*continued*)

INSTRUCTIONS ICS 206, MEDICAL PLAN

Purpose. The ICS 206, Medical Plan, provides information on incident medical aid stations, transportation services, hospitals and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer.

Distribution. The Medical Plan may be an attachment to the ICS 202, or information from the plan pertaining to incident medical aid stations and medical emergency procedures may be taken from the plan and placed on ICS 204s.

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT *(continued)*

INSTRUCTIONS ICS 206, MEDICAL PLAN

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if paramedics are at the site indicated.
4	Transportation (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	• Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	• Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	• Contact Number(s)/ Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	• Travel Time • Air • Ground	Enter the travel time by air and ground from the incident to the hospital.
	• Trauma Center <input type="checkbox"/> Yes Level: _____	Indicate yes and the trauma level if the hospital has a trauma center.
	• Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a burn center.
	• Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader) • Name • Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) • Name • Signature • Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT *(continued)*

ICS 206, MEDICAL PLAN

MEDICAL PLAN (ICS 206)

1. Incident Name: Bancroft Explosives Truck		2. Operational Period: Date From: 02/26/2018 Date To: 02/26/2018 Time From: 1030 Time To: 2200					
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?				
American Legion Station 3	12556 Madison, Ione	(916) 555-4321	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service				
Ambulance 23	Staging Area	White	<input checked="" type="checkbox"/> ALS <input type="checkbox"/> BLS				
CHP Air 21	Westover Field, Jackson	Blue	<input type="checkbox"/> ALS <input checked="" type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
Jackson Memorial	1122 Grant, Jackson	(916) 555-9876	5 min	20 min	<input checked="" type="checkbox"/> Yes Level: 1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures:							
All injuries will be reported to a supervisor as soon as practical. Personnel with minor injuries report to American Legion Station 3 for treatment by staff. Major injuries will be transported to Jackson Memorial							
<input checked="" type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: A. Jones				Signature: _____			
8. Approved by (Safety Officer): Name: J. Smith				Signature: _____			
ICS 206	IAP Page _____	Date/Time: 02/26/2018 1045					

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT (*continued*)

INSTRUCTIONS ICS 215, OPERATIONAL PLANNING WORKSHEET

Purpose: The purpose of the ICS 215, Operational Planning Worksheet, is to communicate the decisions made during the Planning Meeting concerning resource assignments to the Resources Unit. The worksheet is used by the Resources Unit to complete ICS 204s for each Division and by the Logistics Section Chief for ordering resources for the incident.

Initiation of Form: The Incident Commander and General Staff at each Planning Meeting initiate the ICS 215. It is recommended that the format be drawn on the chalkboard, and when decisions are reached, the information is recorded on the ICS 215.

Distribution: When the Division/Group work assignments and accompanying resource allocations are agreed to, the ICS 215 is distributed to the Resources Unit to assist in the preparation of the Division worksheet for ICS 204s. The Planning Section will use a copy of this preparing requests for resources required for the next operational period.

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT *(continued)*

INSTRUCTIONS ICS 215, OPERATIONAL PLANNING WORKSHEET

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch	Enter the Branch of the work assignment for the resources.
4	Division, Group, or Other	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
5	Work Assignment & Special Instructions	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	Resources	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	• Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	• Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	• Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
7	Overhead Position(s)	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	Special Equipment & Supplies	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	Reporting Location	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	Requested Arrival Time	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.
11	Total Resources Required	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	Total Resources Have on Hand	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	Total Resources Need To Order	Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
14	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ANNEX C

INSTRUCTIONS FOR INCIDENT COMMAND SYSTEM 200 SERIES FORMS INCIDENT ACTION PLAN DEVELOPMENT *(continued)*

INSTRUCTIONS ICS 215A, INCIDENT ACTION PLAN SAFETY ANALYSIS

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Prepared	Enter date (month/day/year) and time (using the 24-hour clock) prepared.
4	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies.
5	Incident Area	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group.
6	Hazards/Risks	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7	Mitigations	List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes).
8	Prepared by (Safety Officer and Operations Section Chief) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed.

ANNEX D

OPERATIONAL PLANS

1. OPERATIONAL PLAN FORMAT. While there are several acceptable formats for developing operations plans, the outline described in this annex is concise, effective, and is widely used by other law enforcement agencies. This operational plan format conforms to the California Law Enforcement Mutual Aid Plan and the Standardized Emergency Management System. California Highway Patrol (CHP) operational plans for scheduled or anticipated events shall be documented using the five main operational plan headings below (Situation, Mission, Concept of Operations, Execution, Administrative Instructions). Various Incident Command System forms are referred to and may be used to facilitate preparation of an operational plan.

a. Situation. Describe the general situation causing the issuance of the operational plan. This section should contain enough information to inform all personnel involved about the problem and any known history. The following information should be included:

- (1) Type of event.
- (2) A concise summary of the incident. This information will assist personnel in understanding the operational objectives in the context of the overall incident. Potential officer safety hazards and foreseen problems should be highlighted.
- (3) Location(s) involved.
- (4) Intelligence.
- (5) Threat assessment.
- (6) Information regarding incident participants. (Background, criminal background, propensity for violence.)

ANNEX D

OPERATIONAL PLANS (*continued*)

(7) Example:

(a) On Thursday, July 20, 1995, Governor Kramer will be participating in a University of California Board of Regents meeting at the University of California in San Francisco. Due to the sensitive political nature of the topic being addressed by Governor Kramer, intelligence indicates a potential for various degrees of civil unrest or civil disobedience.

(b) In accordance with the CHP's legal mandate to provide for the personal protection of the Governor, and the general protection of state property, CHP field forces will be activated at various levels to counter any potential or real threat to the Governor, other public officials, and peaceful attendees at this event.

b. Mission. This section clearly states the mission of the Department during the operation. This paragraph should be concise, but it must include all information describing the total mission of the Department. Example:

(1) The primary mission of CHP field forces is to provide support to CHP Dignitary Protection Units and ensure the safe arrival, participation, and departure of Governor Kramer.

(2) The secondary mission of CHP field forces is to provide protection to event participants, attendees, and observers peacefully and legally exercising their right of free speech.

c. Concept of Operation. This is one of the most important sections in the operational plan. It is the written intent of the Incident Commander (IC) relative to the conduct of the operation. The first paragraph should state exactly how the IC plans to accomplish the Department's mission.

(1) Additional paragraphs generally discuss the tactics the IC plans to use to conduct the operation. It does not include specific assignments, but it does outline the overall operation.

ANNEX D

OPERATIONAL PLANS (*continued*)

(2) If applicable to the incident, these paragraphs should include: dispersal order information, arrest and booking protocol, and information regarding deployment of chemical agents and/or nonlethal weapons. At a minimum, Concept of Operation should include the following:

- (a) General statement of who goes where and who does what.
- (b) Strategy of operation (e.g., provide security to fire personnel, provide perimeter support, provide allied agency support).

(3) Partial Example:

(a) Command. The event will take place entirely within the geographical boundaries of CHP Western Division. Assistant Chief G. Costanza is the designated IC of civil disturbance operations and will carry out command operations from the Incident Command Post.

(b) Policy. All personnel directly involved in civil disturbance contingency operations will conduct themselves in accordance with CHP policy contained in Highway Patrol Manual (HPM) 50.5, Civil Disturbance Planning and Operations Manual.

(c) Coordination. Communication and coordination between civil disturbance operations command personnel and the Governor's Protection Detail operations will be facilitated through the Incident Command Post.

d. Execution. This section is used to make specific assignments to all units involved in the operation. All personnel must be identified and assigned a specific mission. Failure to make these assignments leads to confusion and could result in failure of the entire operation. This also allows the IC to select personnel that are best qualified to perform specific assignments. Execution should include the following:

ANNEX D

OPERATIONAL PLANS (*continued*)

- (1) Specific Missions. Missions may be assigned to individuals or units of personnel (e.g., Mobile Field Force [MFF], individual squads, task forces, or strike teams). Identify individuals or units and include pertinent times and locations, and a concise statement of responsibilities. The ICS 204, Assignment List, may be used.
- (2) Special Function Positions. Specific missions may be assigned to special function positions. Include the identification of the positions, pertinent times and locations, and a concise statement of responsibilities. The ICS 204 may be used.
- (3) Shift Assignments for Key Personnel. Information which indicates function, shift times, and locations for Incident Command System (ICS) command personnel, ICS Section Chiefs, and other key personnel may be prepared. The ICS 203, Organization Assignment List, may be used.
- (4) Partial Example:

Western Division will provide a total of three MFFs.

All MFFs will stage at Benis Air Force Base, Building 1020, and deploy to the event site in accordance with the deployment schedule (Tab A).

The United States Secret Service will conduct daily explosive ordnance device sweeps of the visiting governor vehicles at the Air Force base each day. Officers are responsible for maintaining the integrity of assigned vehicles. If an explosive device is found, departmental procedures for securing the scene shall be followed.

ANNEX D

OPERATIONAL PLANS (*continued*)

e. Administrative Instructions.

(1) This section addresses any administrative instructions that are necessary to make the operation work. Included should be a statement which describes implementation of the operational plan. The statement should include pertinent time frames, locations, involved key personnel and agencies, and procedures which will be used to implement the plan.

(2) Following are examples and descriptions of suggested topics to include as needed in Administrative Instructions:

(a) Preincident Final Strategy Conference.

1 This is a procedural step to be accomplished once the CHP draft plan is written. In this step, key CHP personnel (e.g., IC, Operations Section Chief, Logistics Section Chief, Public Information Officers [PIO]) meet with their counterparts from allied agencies.

2 During this meeting, each specific agency plan is discussed to ensure the following:

a The role of each agency is clear.

b Each agency's commitment of resources is verified.

c Specific missions and assignments are clearly understood.

d Arrest, transportation, logistical procedures, and interagency liaison is clear to all involved personnel.

3 Final Plan Developed.

a Following the final strategy planning conference, the CHP draft plan is refined and finalized. The final plan should address any allied agency concerns, procedural differences, or previously overlooked problems.

ANNEX D

OPERATIONAL PLANS (*continued*)

(b) Preevent Operational Plan Briefing.

1 If time allows, a preevent operational plan briefing should be scheduled two or three days prior to the event. This is the first time that the IC, section chiefs, supervisors, and support staff may be grouped together for review of the Department's mission and responsibilities for the event. The entire plan should be discussed and any operational problems resolved. The commander should address any special or additional procedures or concerns that should be considered. The remaining ICS personnel should outline their responsibilities:

2 Planning/Intelligence Section Chief.

- a Status of event.
- b Number of people expected.
- c Type(s) of group(s) expected.
- d Are physical altercations expected.

3 Operations Section Chief.

- a Incident Action Plan (IAP). Subelements of operational plan which may include contingencies for spontaneous law enforcement actions.
- b Incident Command System section instructions.
- c Anticipated resource needs to support IAP.
- d Location(s) of staging area(s).
- e Operational safety concerns.
- f Allied agency plans.

ANNEX D

OPERATIONAL PLANS (*continued*)

- 4 Logistics Section Chief.
 - a Communications plan (ICS 205, Incident Radio Communications Plan).
 - b Medical support plan (ICS 206, Medical Plan).
 - c Equipment requirements.
 - d Maps.
 - e Available resources.
 - f Meal accommodations.
 - g Lodging accommodations.
 - h Transportation for officers.
- 5 Finance Section Chief.
 - a Time recording (CHP 415C, Emergency Incident Activity Record, and CHP 701B, Personnel Roster and Resource Record).
 - b Recording issued, borrowed equipment or purchased.
 - c Debriefing procedures for final documentation.
- 6 Air Operations Branch Director.
 - a Missions (ICS 220, Air Operations Summary).
 - b Availability.
 - c Safety concerns.

ANNEX D

OPERATIONAL PLANS (*continued*)

(c) Operational Order Reporting Instructions.

1 This is a procedural step in which the operational information contained in the final plan is transmitted to each command involved in the event. This is most easily accomplished by Management Information System Communications Network message, fax, or memorandum. Whatever transmittal method is utilized, at a minimum, the information contained should cover:

- a Reporting date, time, location, and type of incident.
- b Number of personnel needed (e.g., officers and sergeants).
- c Numbers and types of departmental vehicles (e.g., 4x4, pick-up trucks, vans, motorcycles, Mobile Road Enforcement vehicles).
- d Will motorcycle officers be deployed on their motorcycles.
- e Anticipated duration of deployment.
- f Should officers bring personal items (e.g., clothing, toiletries).
- g Uniform (refer to Chapter 5, California Highway Patrol Tactical Alert, Staging, and Tactical Deployment, of this manual).
- h Safety equipment needed (refer to Chapter 5 of this manual).
- i Necessity of radios and cellular phones.
- j Check-in procedures.
- k Safe ingress/egress routes.

2 In determining the reporting time for specific squads, consider that although demonstrations are announced to begin at one time, quite often there is significant activity at a much earlier hour.

ANNEX D

OPERATIONAL PLANS (*continued*)

3 Reporting instructions should also include directions to monitor the specific radio frequency selected for this operation as units approach the involved staging areas. This will allow radio deployment, if necessary, in an emergency.

(d) Staging Area Procedures. Follow procedures contained in Chapter 5 of this manual.

(e) California Highway Patrol Personnel Briefing.

1 A briefing should be given to all personnel prior to deployment to specific missions. The purpose of the briefing is to provide guidance to personnel concerning how a mission assignment should be accomplished.

2 Briefing officers should consider using enlarged maps, aerial photographs, and video tapes to reinforce pertinent operational information.

3 Deployment information packets containing area maps, allied agency radio frequency lists, and hospital locations and expedient routes should be prepared and distributed, at least one per supervisor and one per vehicle.

4 Briefing Format. Follow the briefing format contained in Annex B of this chapter.

5 General rules of operation and conduct specific to the operation should be explained. These rules may be explained in the Incident Briefing. Such rules might include the following items:

a Guidelines for emergency procurement of meals/lodging can be found in HPM 11.1, Administrative Procedures Manual. The CHP 702, Emergency Incident Lodging/Meals Authorization, may be used for this purpose.

b All media inquiries should be referred to a PIO.

c Do not park vehicles in locations which are likely to become future problems.

ANNEX D

OPERATIONAL PLANS (*continued*)

d Finance Section OIC ensures that all paperwork relating to timekeeping is collected and that any outstanding bills are prepared for payment.

e Incident Commander assigns responsibility for the after action report.

f Planning/Intelligence Section monitors implementation of the Demobilization Plan, oversees final administrative procedures, and secures all supporting documents.

(3) Partial Example:

A preevent Operational Plan Briefing will be held at Benis Air Force Base, Building 1020, on October 2, 1998. Those whose attendance is necessary will be notified individually.

The uniform for this event will be green jacket, tie, and felt campaign hat with all required leather gear. All sworn personnel shall wear appropriate soft-body armor at all times while in uniform.

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