

ITUSCARAWAS COUNTY HEALTH DEPARTMENT



Public Health
Prevent. Promote. Protect.

APPENDIX 3 – OPERATIONAL SCHEDULE (BATTLE RHYTHM) TEMPLATES

DOCUMENT DESCRIPTION

The battle rhythm details essential command staff meetings, established reporting timelines and other necessary coordination requirements. The battle rhythm for each operational period will be created by the Planning (Support) Section and distributed to all response staff at the beginning of their shift.

The table below can be customized for each response. Any meeting row can be duplicated and placed into the table in multiple locations to account for events that occur more than once per operational period.

The list of events below should be considered for each response. Unneeded events can be deleted from the battle rhythm.

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Incident Name :		Operational Period			
		Date From:		Date To:	
		Time From:		Time To:	
TCHD OPERATIONAL SCHEDULE (BATTLE RHYTHM) TEMPLATE					
Date/ Time	Event	Purpose	Attendees POC*	Location	Expected Outcome
	Situation Report Update	Ensure a common operating picture (COP) is maintained. Distribute/post ICS SITREP, SMED Report and Press Releases as appropriate.	HC, Directors, IC, PIO, LO, Ops, Planning and SMEs, PHEP Coor		Situational Awareness and Information Sharing
	Planning Meeting	Review/ identify TCHD response incident objectives and priorities for the next operational period or review and approve demobilization plan.	IC, PSC, RESL, SUL, & FSC		Draft ICS Form 201, 202, 203, 206, 207, 208
	Finalize IAP	Review status and finalize strategies and assignments to meet Incident Objectives for the next Operational Period.	PSC		Completed ICS Form 201, 202, 203, 204s, 206, 207, 208, 215 and 215a
	Approve IAP	Obtain IC signature approval on the IAP for the next operational period	IC and PSC		Signed IAP
	Operations Briefing	Present IAP and assignments to the Supervisors / Leaders for the next Operational Period.	IC, Command & General Staff, Group Supervisors, and Unit Leaders.		Situational Awareness and Information Sharing
	Tactics Meeting	Develop/review primary and alternate strategies to meet Incident Objectives, identify tactics for the next Operational Period.	OSC, Ops Group Supervisors, SO, PSC, RESL, FSC, LSC and COMM		Tactics identified will be reflected on ICS Form 204 #6 under work assignments

Date/ Time	Event	Purpose	Attendees POC	Location	Expected Outcome
	Local & State Partners Call	Call with local and state response partners in advance of the local call	All response personnel		Common operating picture; Updated action items
	Update TC EOC	Provide an update to all ESFs supported by TCHD for TC EOC briefing	PSC		SitRep/Briefing document
	Shift Begin	Designated ramp up time for response personnel	All response personnel		Staff check-in completed
	Shift End	Designated end time for response personnel	All response personnel		Staff check-out completed; documentation turned in
	Shift Change	Designated transition time for response personnel	All response personnel		New staff obtain situational awareness and status of objectives
	Shift Briefing	Briefing about the status of the incident and to review all response objectives; typically occurs at the beginning, middle and end of shifts	All response personnel		Situational awareness; information sharing
	Submit Updates for SitRep	Response personnel send any content for the SitRep to the Situation Staff	All response personnel		Updates provided; information sharing

FSC Finance Section Chief
 HC Health Commissioner
 IC Incident Commander
 LO Liaison Officer
 LSC Logistics Section Chief
 OSC Operations Section Chief
 PIO Public Information Officer
 PSC Planning Section Chief
 RESL Resource Section Leader
 SME Subject Matter Experts
 SO Safety Officer
 SUL Supply Unit Leader

