

TUSCARAWAS COUNTY HEALTH DEPARTMENT



ATTACHMENT VI TO THE ERP:
DEVELOPMENT OF AN
INCIDENT ACTION PLAN (IAP)

STANDARD OPERATING
PROCEDURE

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STATEMENT OF PROMULGATION

The Tuscarawas County Health Department (TCHD) **DEVELOPMENT OF AN INCIDENT ACTION PLAN (IAP) SOP** establishes the framework for creating a comprehensive Incident Action Plan.

Program areas are directed to implement training efforts and exercise these plans in order to maintain the overall preparedness and response capabilities of the TCHD.

TCHD will maintain this plan, reviewing it and reauthorizing it at least annually; findings from its utilization in exercises or real incidents will inform updates.

This **DEVELOPMENT OF AN INCIDENT ACTION PLAN SOP** is hereby adopted, and all program areas are directed to implement it. All previous versions of **this plan** are hereby rescinded.

Katie Seward, Health Commissioner, Tuscarawas County General Health District

2/14/18

Date

Board of Health President, Tuscarawas County General Health District

2/14/18

Date

Vickie Ionno, Health Commissioner, New Philadelphia City Health Department

3/29/18

Date

Board of Health President, New Philadelphia City Health Department

3/29/18

Date

RECORD OF CHANGES

The Health Commissioner for the Tuscarawas County Health Department authorizes all changes to the Tuscarawas County Health Department **DEVELOPMENT OF AN INCIDENT ACTION PLAN (IAP) SOP**. Change notifications are sent to those on the distribution list. To annotate changes:

1. Add new pages and destroy obsolete pages.
2. Make minor pen and ink changes as identified by letter.
3. Record changes on this page.
4. File copies of change notifications behind the last page of this SOP.

Change Number	Date of Change	Print Name & Signature	Title
Version Number:	[DESCRIPTION OF CHANGE]		
Change Number	Date of Change	Print Name & Signature	Title
Version Number:	[DESCRIPTION OF CHANGE]		
Change Number	Date of Change	Print Name & Signature	Title
Version Number:	[DESCRIPTION OF CHANGE]		
Change Number	Date of Change	Print Name & Signature	Title
Version Number:	[DESCRIPTION OF CHANGE]		

RECORD OF DISTRIBUTION

A single copy of this Tuscarawas County Health Department **DEVELOPMENT OF AN INCIDENT ACTION PLAN (IAP) SOP** is distributed to each person in the positions listed below.

Date Received	Program Area	Title	Name
		Health Commissioner, TCHD	Katie Seward
		Health Commissioner, NPCHD	Vickie Ionno

This plan is available to all Tuscarawas County Health Department and New Philadelphia Health Department employees on their respective agency websites. Two copies can also be found in the department operations center (DOC) in hard copy format. Additionally, each Director and the Public Health Emergency Preparedness Coordinator possess an individual copy.

DOCUMENT DESCRIPTION

The content of the **Development of an Incident Action Plan (IAP) SOP** is intended to provide guidance for emergency operations in regards to any planned or unplanned public health event. Position descriptions, checklists, and diagrams are provided to facilitate that guidance. The information contained in this document is intended to enhance the user's experience, training, and knowledge in the application of the emergency response and management principles. This document complies with the intent and tenets of the National Incident Management System (NIMS).

PURPOSE

An Incident Action Plan (IAP), is a written plan that defines the incident objectives and reflects the tactics necessary to manage an incident during an operation period (FEMA Incident Action Planning Guide). The purpose of this document is to provide a framework for the development of an Incident Action Plan (IAP). A comprehensive IAP will ensure that incident operations are successful and that incidents are conducted to support

incident objectives. This SOP outlines the how an IAP is completed, roles and responsibilities in the IAP process, and ICS forms necessary for IAP development.

SCOPE

This SOP applies to all incidents, of varying complexity, that the TCHD may respond to.

ASSUMPTIONS

- An IAP will be developed at the beginning of each operational period
- The TCHD will follow a formal IAP process for most incidents
- The Incident Commander (IC) has the ultimate authority to decide which documents to include in the IAP based on the complexity of the incident

DEFINITIONS

Operational Period: The time scheduled for executing a given set of operation actions as specified in the IAP. Most are 12-24 hours in length

Objectives: Statement of guidance and direction needed to select the appropriate strategies and tactile direction of resources. Objectives must be SMART (Specific, Measurable, Action oriented, Realistic, Time sensitive).

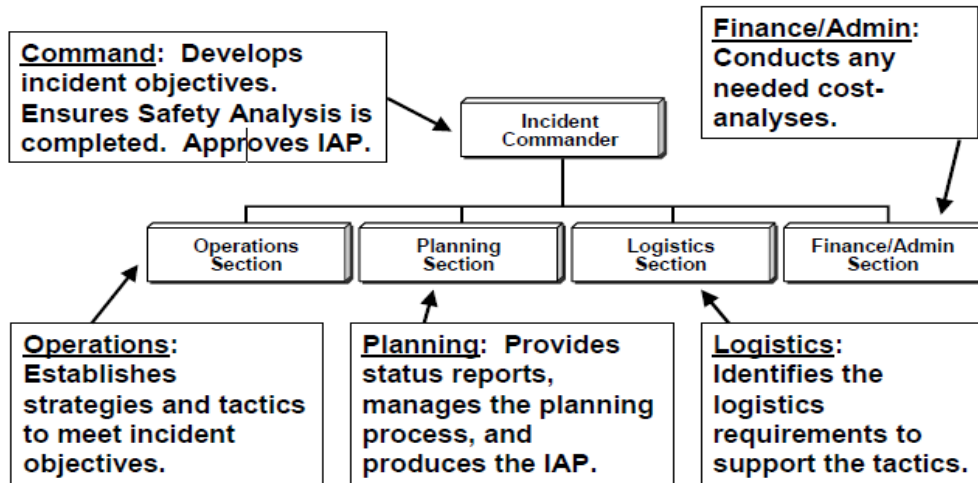
Strategies: Ideas on how to accomplish incident objectives. Strategies are the bridge between objectives and work assignments. They provide direction and guidance on what should be done and how to get it done.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by a strategy.

DIRECTION AND CONTROL

The Planning Section produces and manages the IAP development, but all sections of the ICS are involved in the IAP process. Table 1 shows the roles and responsibilities of each section for IAP development.

Table 1. ICS Roles & Responsibilities for IAP Development



CONCEPT OF OPERATIONS:

WHEN TO COMPLETE AN IAP

- When 2 or more jurisdictions are involved in the response
- When the incident continues into the next operations period
- When General Staff sections are staffed (i.e.: Operations, Planning, Logistics, and Finance)
- When it is required by the agency
- When it is a Hazmat incident

IAP PROCESS

The “Planning P” outlines the IAP process (*See Appendix 8 – Planning P*). There are 5 phases involved in the IAP process:

UNDERSTAND THE SITUATION

Gather essential elements of information (EEI) and prepare for an incident brief using ICS form 201.

ESTABLISH INCIDENT OBJECTIVES

- The IC will establish the incident objectives.

- The Planning Section will document the objectives on ICS form 202
- Objectives should be **SMART**: specific, measurable, attainable, relevant, and time based

DEVELOP THE PLAN

- The Operations section will determine the tactile direction and the resources, reserves, and support requirements needed to implement the objectives and strategies

PREPARE AND DISSEMINATE THE PLAN

- The Planning Section prepares the plan by gathering all of the necessary ICS forms (see below – “Components of an IAP”).
- The IC approves the IAP.

EXECUTE, EVALUATE, AND REVISE THE PLAN

- Use the IAP to modify or develop a plan for the next operational period based on new information or deviations from the current IAP. The General staff are responsible to evaluate planned progress with actual progress.

COMPONENTS OF AN IAP

DOCUMENTS INCLUDED IN AN IAP

The following forms are typically included in an IAP:

ICS Form	Description
Cover Sheet	Recommended, but not required
ICS 202	Incident Objectives
ICS 203 -or- ICS 207	Organization Assignment List -or- Incident Organization Chart
ICS 204 <i>Note: Job Action Sheets/Position Checklists can be used in place of ICS form 204)</i>	Assignment List
ICS 205A -or- ICS 205	Communication List -or- Incident Radio Communication Plan

ICS 206	Medical Plan
ICS 208	Safety Message Plan
Maps and other documents as needed	Recommended, but not required

REQUIRED ELEMENTS

- **Date(s) of the Incident**
- **Name of the Incident** – use the official name that the IC has given the incident.
- **Operational Period** - The time scheduled for executing a given set of operation actions as specified in the IAP. Most are 12-24 hours in length
- **Name and Title** of Person who prepared the IAP.
- **Incident Goals**– The goals will serve as the “big picture” items that need to be accomplished in order to effectively respond to the incident.
- **Statement of Objectives** – Answers the question, “What are we expected to achieve?” Objectives should be stated in terms of the OP, prioritized, and consistent with company policy.
- **Assignments to Accomplish the Objectives** – Answers the question, “Who will do what, when, and where?” Assignments include staff assignments necessary to perform the required functions to meet the objectives.
- **Response Strategies** – Includes approaches necessary to address the incident. This will include the necessary means, equipment and consumables needed to respond to the incident. Strategies will vary based on the type and severity of the incident.
- **Response Tactics** – Includes plans and procedures for addressing the specific incident at hand. Tactics will vary based on the type and severity of the incident.
- **ICS Chart** – The ICS structure must be made known to the responders to the incident. This will assist all responders with knowing who to report to and who their superiors are during the response. All primary roles and relationships must be included on the charts.
- **Critical Situation Updates and Assessments** – The ICS team will continually monitor the situation and provide necessary updates to the responders based on assessments conducted throughout the response. Depending on the size of the response multiple meetings may be held in order to effectively communicate critical updates to responders.
- **Logistics Plan** – The logistics officer will be responsible for developing an initial logistics plan and for updating the plan as the incident and subsequent response unfold. The plan will also include a map of the incident area, including any injured individuals, known

hazards, and any other component of the response that will be useful to a successful response effort. Additionally, the logistics officer will be responsible for developing resource status updates during each operational period. This will allow the IC to gain an understanding of the resources available, and to make the necessary purchases, should they be necessary, for the response effort.

- **Health and Safety Plan** – The IC will go over health and safety updates at the initiation of the response. As the response unfolds, the IC will provide necessary updates to the responders. Health and safety updates will be incorporated into any Just In Time training conducted during the response.
- **Responder Medical Plan** – Should any individuals be injured during the response, the IC will evaluate the conditions that caused the injury and make any necessary changes to the response effort to prevent such injuries from reoccurring. Any changes made will be communicated to the responders and incorporated into any Just In Time training conducted during the response.

Following pages provide a checklist to be used as a reference when developing an IAP for the TCHD

IAP DEVELOPMENT CHECKLIST

The following Checklist is intended to be used as a guide with the purpose of developing an Incident Action Plan (IAP) during an initial public health response to an incident or for subsequent operational periods. The IAP Development Checklist is broken down into nine (9) phases resembling the “Planning Process” characterized by the Incident Command System with slight modification to fit Public Health’s scope and operational characteristics.

- Phases in developing an IAP include:
 - Situation Awareness / Incident Management Team Briefing,
 - Incident Objective Meeting, Strategies and Tactics Meeting,
 - Planning Meeting,
 - IAP Review / Validation Meeting,
 - Status Progress Briefing(s),
 - Operational Change Preparation

The Checklist provides check boxes (to be completed by user), illustration of tasks (information of how to complete checklists), attendance (who is responsible and who can assist), timeframe (estimated timeframe of completion), and a list of what forms will be utilized for each task. Please review the below checklist to assist in the Incident Action Plan Development Process.

	Check	Task:	Attended By:	Time:	Form Utilized:
<p>Phase 1</p>	<input type="checkbox"/>	<p>INITIAL RESPONSE / INCIDENT BRIEF</p> <p><u>Initial Response</u></p> <p><input type="checkbox"/> Initial response to the incident. Current Incident Commander completes the initial response objectives, strategies, or tactics, identifies resources, and assigns the initial response organization.</p> <p><input type="checkbox"/> Initial Incident Commander completes an ICS 201 “Briefing Form” and briefs the incoming Incident Commander / Unified Commanders on the current response efforts taking place (under normal operations).</p> <p>- Note: The ICS 201 is a <u>briefing form</u> and is <u>not included in the Incident Action Plan.</u></p> <p><u>Continued Response</u></p>	<p><u>Initial:</u> Initial Incident Commander to Incoming Incident Commander / Unified Commanders</p> <p><u>Initial:</u> Current Incident Commander / Unified</p>	<p>20 min. or less</p>	<p><u>Initial:</u> ICS 201 (Incident Brief Form)</p> <p><u>Next Period:</u> Review previous IAP and ICS 209</p>

		<input type="checkbox"/> Incident Commander (or Planning Section) completes an ICS 209 "Situation Report" and assembles current / revised Incident Action Plan to brief the incoming Incident Command / Unified Commanders.	Commanders to Incoming Incident Commander / Unified Commanders		(Situation Report Form)
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	Check	Task:	Attended By:	Time:	Form Utilized:
Phase 2	<input type="checkbox"/>	<p>INCIDENT MANAGEMENT TEAM (IMT) MEETING</p> <p><input type="checkbox"/> Incoming Incident Commander / Unified Commanders discuss the current incident response (briefed in Phase 1), identifying overarching incident management requirements to be implemented during the incoming operational period.</p> <ul style="list-style-type: none"> - May be attended by the Planning Section Chief and Operations Section Chief if appointed. - May be attended by local elected officials, community/response stakeholders (leadership), subject matter experts, etc. (Note: The above officials/stakeholders may represent the Multi Agency Coordination Group if not already activated). - Discussion points include but is not limited to the following: <ul style="list-style-type: none"> • Identify recommendations for Incident Objectives / Prioritization. 	Incident Commander / Unified Commander	30 - 60 min.	ICS 200 (Blank Form) – Notes May start using ICS 202 (Incident Objective Form)

		<ul style="list-style-type: none">• Clarify roles and responsibilities for the incident.• Determine the incoming ICS Organization requirements (assign Command, General Staff, and Deputy Positions as applicable).• Identify overarching information sharing initiatives (standard briefing times with stakeholders, situation reports, modalities of information sharing, etc.)• Clarify public information coordination initiatives.• Clarify and/or define the resource ordering process.• Clarify the fiscal authority for the response.• Determine/Revise the operation period.			
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	Check	Task:	Attended By:	Time:	Form Utilized:
Phase 3	<input type="checkbox"/>	<p>INCIDENT OBJECTIVES MEETING</p> <p><u>Step 1:</u></p> <p><input type="checkbox"/> Incoming Incident Commander / Unified Commanders develops or updates (if applicable) the Incident Objectives for the upcoming operational period.</p> <ul style="list-style-type: none"> - Incident Commander / Unified Commanders may utilize the assigned Planning Section Chief and Operations Section Chief to assist. - Input for the Incident Objectives should be provided from the Multi Agency Coordination (MAC) Group (Policy, Strategic Guidance, etc.) or via Subject Matter Expert (SME) – See Phase 2 potential attendees. - <u>Objective Development should follow the SMART model:</u> <ul style="list-style-type: none"> • <u>S</u>pecific – is the wording precise and measurable? 	<p><u>Step 1 - 3:</u></p> <p>Incident Commander / Unified Commander</p> <p>Assistance from the Command and General Staff and if applicable, the previous</p>	<p><u>Step 1 - 3:</u></p> <p>30 min. or less</p>	<p><u>Step 1 - 3:</u></p> <p>ICS 202 (Incident Objectives Form)</p>

		<ul style="list-style-type: none"> • Measurable – How will achievement be measured? • Action Oriented – Is an action verb used to describe expected accomplishments? • Realistic – Is the outcome achievable with give available resources? • Time Sensitive – What is the timeframe? <p><u>Step 2:</u></p> <p><input type="checkbox"/> Once developed, <u>prioritize</u> the Incident Objectives based on the following elements (including but not limited to):</p> <ul style="list-style-type: none"> - Required to protect Life, Property, and the Environment (in this order). - Strategic Priority (Policy, Public Opinion, Political Considerations, etc.) - Time Sensitive - Utilization of available resources. <p><u>Step 3:</u></p> <p><input type="checkbox"/> Incident Commander / Unified Commanders review the completed and prioritized Incident Objectives and approve for continued use in the IAP development process.</p>	Incident Commander		
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		<input type="checkbox"/> Approve ICS 202(s)	<input type="checkbox"/> Revise ICS 202(s)			
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	Check	Task:	Attended By:	Time:	Form Utilized:
Phase 4	<input type="checkbox"/>	<p>COMMAND AND GENERAL STAFF MEETING / BRIEFING</p> <p><input type="checkbox"/> Planning Section Chief facilitates the briefing and meeting to the incoming Command and General Staff (including deputies). Discussion points include but is not limited to:</p> <ul style="list-style-type: none"> - Review and discuss Incident Objectives / Prioritization set by the IC/UCs. - Brief on Direction and Control requirements and responsibilities - Clarify roles and responsibilities for the incident. - Identify restrictions and limitations of response. - Discuss coordination requirements / issue with other agencies. - Identify information sharing requirements (standard briefing times, situation reports, modalities of information sharing, etc.) - Set guidance for Public Information Officers / Joint Information Center and response personnel. - Clarify and/or define the resource ordering process. - Clarify the fiscal authority, requirements, and limitations for the response. 	<p><u>Step 1 - 3:</u></p> <p>Incident Commander / Unified Commander and Command and General Staff (including Deputies)</p> <p>Facilitated by Planning Section Chief</p>	<p><u>Step 1 - 3:</u></p> <p>30 min</p>	<p><u>Step 1 - 3:</u></p> <p>ICS 202</p>

		<ul style="list-style-type: none">- Provide any existing work guidance, direction, and policies to assist in the response (i.e., review EOP, etc.)			
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	Check	Task:	Attended By:	Time:	Form Utilized:
Phase 5		<p>STRATEGIES AND TACTICS PREPERATION AND MEETING</p> <p><u>Step 1 (Preparation):</u></p> <p><input type="checkbox"/> Develop Strategies and Tactics for <u>each</u> Incident Objective (identified on the ICS 202) which meets the criteria below:</p> <ul style="list-style-type: none"> - Use ICS 234 – Work Analysis Matrix - Review plans and procedures for pre-developed strategies and tactics. - Strategy should be developed based on the following criteria below: <ul style="list-style-type: none"> • Is within acceptable safety norms • Makes good common sense (practical) • Legal • Feasible • Consistent with sound environmental practices • Meets political considerations <p><u>Step 2 (Operational Planning):</u></p>	<p><u>Step 1 - 2</u></p> <p>Command and General Staff</p> <p>(as applicable to scope of work – including deputies and Unit personnel)</p> <p>Incident Commander / Unified Commanders (optional)</p>	<p><u>Step 1 - 2</u></p> <p>1 – 2 hours</p>	<p><u>Step 1</u></p> <p>Record Strategies and Tactics on blank ICS 202(s) forms</p> <p>Utilize ICS 234 – Work Analysis Matrix</p>

		<p><input type="checkbox"/> Begin the operational planning requirements for the response. Operations Section Chief is responsible for running the meeting with the Planning Section Chief facilitating. Actions include but is not limited to the following per Command / General Staff Position:</p> <ul style="list-style-type: none"> - Public Information Officer <ul style="list-style-type: none"> • Identify and define Public Information requirements and protocols (approval process, media policy for response staff) <input type="checkbox"/> • Establish the necessary public information support structure / personnel requirements (i.e., Media Monitoring, Research and Development, Social Media Monitoring, Media Coordination, etc.). Develop Incident Assignment List as applicable (ICS 204). • Prepare ICS 213RR as applicable • Maintain documentation - Safety Officer <ul style="list-style-type: none"> • Review the completed ICS 215 (Operational Planning Worksheet) developed by Operations and assess for safety hazards, identifying mitigation recommendations, via the ICS 215A (Safety Analysis Worksheet). <input type="checkbox"/> • Identify overarching safety concerns for the incident and identify on ICS 208 (Safety Plan) and incorporate into ICS 204 (Assignments). Information may 	<p><i>Step 2</i></p> <p>Public Information Officer</p> <p><i>Step 2</i></p> <p>Safety Officer</p>		<p><i>Step 2</i></p> <p>ICS 204 ICS 213RR</p> <p><i>Step 2</i></p> <p>ICS 204 ICS 206</p>
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		<p>include but not limited to (weather, required PPE, possible hazards, etc.).</p> <ul style="list-style-type: none"> • Develop the Medical Plan using the ICS 206 (Medical Plan). • Prepare ICS 213RR as applicable • Maintain documentation <p>- Liaison Officer</p> <ul style="list-style-type: none"> • Identify the participating / supporting, and coordinating agencies and identify contact information for all responsible parties (including redundant contact information). This will be included in the ICS 205A Communication List. • Coordinate with the Incident Commander / Unified Commanders on other coordination requirements. • Prepare ICS 213RR as applicable • Maintain documentation <p>- Operation Section Chief</p> <ul style="list-style-type: none"> • Identify required organizational elements (and scope of work) necessary to meet the objectives using the ICS 215 (Operational Planning Worksheet) • Identify resources (personnel, equipment, and supplies) necessary to meet the objectives using the ICS 215 (Operational Planning Worksheet) 	<p style="text-align: center;"><u>Step 2</u></p> <p style="text-align: center;">Liaison Officer Officer</p>		<p>ICS 208 ICS 213RR ICS 215A</p> <p style="text-align: center;"><u>Step 2</u></p> <p>ICS 205A ICS 213RR</p>
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		<ul style="list-style-type: none"> • Develop the applicable organizational elements 204 (Incident Assignment List) for each identified organizational element under the Operations Section. • Prepare ICS 213RR as applicable • Maintain documentation <p>- Planning Section Chief</p> <ul style="list-style-type: none"> • Obtain information from Command and General Staff and complete ICS Forms 203 (Organizational Assignment List) and 207 (Incident Organizational Chart) identifying response personnel and organizational elements. • Coordinate with OSC and LSC to identify and develop Communications Plan using ICS 205 (Radio Communication Plan) and ICS 205A (Communication List). • Coordinate with the SO to identify and develop the Medical (ICS 206) and Safety (ICS 208) Plans. • Prepare ICS 213RR as applicable • Compile the draft version of the IAP and coordinate the printing of the IAP and associated implementing instructions. • Maintain documentation <p>- Logistics Section Chief</p>	<p><u>Step 2</u></p> <p>Operations Section Chief</p>		<p><u>Step 2</u></p> <p>ICS 215 ICS 204 ICS 213RR</p>
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					ICS 215 ICS 215A
			<u>Step 2</u> Finance / Admin Section Chief		<u>Step 2</u> ICS 213RR

Check	Task:	Attended By:	Time:	Form Utilized:
<p>Phase 6</p>	<p>PLANNING MEETING</p> <p><u>Step 1 (Preparation):</u></p> <p><input type="checkbox"/></p> <p>Prepare for the Planning Meeting.</p> <ul style="list-style-type: none"> - Planning Section Chief develops and prints draft IAPs. - Planning Section Chief (with the support of Operations and Logistics) develops and prints draft incident generated implementing instructions (for meeting participants only). - Planning Section Chief develops IC/UC opening comments and identifies and preps speakers (Command and General Staff). - Identification of additional task in progress or not completed / initiated. <p><u>Step 2 (Planning Meeting):</u></p>	<p><u>Step 1</u></p> <p>Planning Section Chief</p> <p>Assisted by Command and General Staff</p>	<p><u>Step 1</u></p> <p>30 min</p>	<p><u>Step 1 - 2</u></p> <p>All IAP Forms (and associated implementing instructions as applicable)</p>

		<p><input type="checkbox"/> Planning Section Chief initiates and facilitates the meeting. Goal is to review the draft IAP and Implementing Instructions. Meeting includes but is not limited to:</p> <ul style="list-style-type: none"> - Opening remarks from the Incident Commander / Unified Commanders - Command and General Staff provide a briefing on response actions (strategies and tactics) providing an overview of the organizational structure, general roles and responsibilities, and major resource requirements. Order of presentation includes: <ul style="list-style-type: none"> • Planning Section Chief • Operations Section Chief • Safety Officer • Public Information Officer • Logistics Section Chief • Finance and Admin Section Chief • Liaison Officer / Agency Representatives as applicable • Subject Matter Experts as applicable <p>Note: Incident Commander / Unified Commanders responsibility is to identify the conformity to establish objectives,</p>	<p><u>Step 2</u></p> <p>Incident Commander / Unified Commanders</p> <p>Attended by Command and General Staff (including deputies).</p>	<p><u>Step 2</u></p> <p>30 – 60 min</p>	
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		<p>identify safety issues which have been overlooked are needs to be addressed, and review to ensure contingencies have been identified or planned for.</p> <p><input type="checkbox"/> Tacit Approval IAP <input type="checkbox"/> Revise IAP</p>			
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Check	Task:	Attended By:	Time:	Form Utilized:
<p>PHAS E 7</p>	<p>IAP DRAFT REVIEW MEETING</p> <p><i>(Modified for Public Health)</i></p> <p><u>Step 1:</u></p> <p><input type="checkbox"/> The Incident Action Plan (draft version) is provide to the Incident Commander / Unified Commanders for review and tacit approval.</p> <p><input type="checkbox"/> - Standard IAP Content includes but is not limited to:</p> <ul style="list-style-type: none"> • ICS 202(s) • ICS 203 • ICS 204(s) • ICS205(s) • ICS 205a(s) • ICS 206 • ICS 207 • ICS 208 • Additional Attachments as deemed necessary (i.e., maps, pictures, etc.) 	<p><u>Step 1</u></p> <p>PSC</p>	<p><u>Step 1</u></p> <p>Incident Dependent</p> <p>20-30 min</p>	<p><u>Step 1</u></p> <p>Now referred to as "IAP"</p>

		<p><u>Step 2:</u></p> <p><input type="checkbox"/> <u>Meeting:</u> The IAP is reviewed by the Incident / Unified Commander(s) for Approval</p> <p><input type="checkbox"/> Approve / <input type="checkbox"/> Revise</p> <ul style="list-style-type: none"> - Incident Commander must approve and sign (Approval Section of 202) - Incident Commanders define the operational briefing time (before the operational period) <ul style="list-style-type: none"> - If a Revision is in order, repeat applicable steps 	<p><u>Step 2</u></p> <p>Incident Commander / Unified Commanders</p> <p>Planning Section Chief</p>	<p><u>Step 2</u></p> <p>20 min</p>	<p><u>Step 2</u></p> <p>IAP</p>
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	<u>Step 3:</u>	<u>Step 3</u>	<u>Step 3</u>	<u>Step 3</u>
	<p data-bbox="470 240 533 289"><input type="checkbox"/></p> <p data-bbox="604 261 1020 293">Operational Briefing Preparation</p> <ul style="list-style-type: none"> <li data-bbox="653 363 1255 464">- The Planning Section Chief, assisted by the Logistics Section Chief, prints copies of the approved IAP for Supervisory Positions. <li data-bbox="653 472 1255 721">- All resources identified (personnel, equipment, supplies, etc.) are ordered by the Logistics Section Chief, assisted by the Finance / Administrative Section Chief. <ul style="list-style-type: none"> <li data-bbox="747 618 1255 721">• Incident resource information conveyed to Planning Section Chief and Resource Unit. <li data-bbox="653 818 1255 1448">- The Planning Section Chief, assisted by the Command and General Staff, develops the Operational Briefing Agenda. Topics include but are not limited to: <ul style="list-style-type: none"> <li data-bbox="747 967 1146 1000">• Opening remarks by IC/UC <li data-bbox="747 1008 1146 1040">• Review Incident Objectives <li data-bbox="747 1049 1178 1114">• Discuss Safety Issues / Requirements (Safety Officer) <li data-bbox="747 1122 1230 1222">• Identify Public Information Requirements (Public Information Officer) <li data-bbox="747 1230 1230 1370">• Identify Organizational Structure and main objectives and strategies of Operations (Operations Section Chief) <li data-bbox="747 1378 1209 1448">• Identify Resource Order process (procurement, distribution, 	<p data-bbox="1314 250 1497 386">Command and General Staff (applicable Units)</p>	<p data-bbox="1549 250 1692 315">Incident Dependent</p> <p data-bbox="1539 412 1707 883">(contingent on a potential revision and briefing deadline – most briefings occur the next day or before the operational period begins)</p>	<p data-bbox="1749 250 1934 386">IAP (and associated implementing instructions)</p>

		<p>accountability, etc.) – Logistics Section Chief</p> <ul style="list-style-type: none">• Identify cost reporting, time, etc. (Finance Section Leader)• Identify documentation requirements and reporting requirements (situation reports, etc.) – Planning Section Chief)• Presentation time for VIP, Subject Matter Experts, etc.• Planning Section Chief provides closing remarks and dismisses.			
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Check	Task:	Attended By:	Time:	Form Utilized:
<p style="text-align: center;">PHASE 8</p>	<p style="text-align: center;">OPERATONAL BRIEFING</p> <p><u>Operational Briefing:</u></p> <p><input type="checkbox"/> Operational Briefing</p> <ul style="list-style-type: none"> - The Planning Section Chief facilitates. - Briefing includes supervisory positions (organizational elements) - Agenda topics includes: <ul style="list-style-type: none"> • Opening remarks by IC/UC • Review Incident Objectives (Planning Section Chief) • Identify Organizational Structure and main objectives and strategies of Operations (Operations Section Chief) • Discuss Safety Issues / Requirements (Safety Officer) • Identify Public Information Requirements (Public Information Officer) • Identify Resource Order process (procurement, distribution, accountability, etc.) – Logistics Section Chief • Identify documentation requirements and reporting 	<p style="text-align: center;"><u>Briefing</u></p> <p style="text-align: center;">Incident Commander / Unified Commanders</p> <p style="text-align: center;">Command and General Staff</p> <p style="text-align: center;">Incident Supervisory Positions</p> <p style="text-align: center;">Optional includes VIP, Elected Officials, MAC Group, etc.</p>	<p style="text-align: center;"><u>Briefing</u></p> <p style="text-align: center;">20-60 min</p>	<p style="text-align: center;"><u>Briefing</u></p> <p style="text-align: center;">IAP and associated implanting instructions</p>
	<p><input type="checkbox"/></p>			

		<p>requirements (situation reports, etc.) – Planning Section Chief</p> <ul style="list-style-type: none">• Identify cost reporting, time, etc. (Finance Section Leader)• Presentation time for VIP, Subject Matter Experts, etc.• Planning Section Chief or Incident Commander / Unified Commanders provides closing remarks and dismisses.			
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Check	Task:	Attended By:	Time:	Form Utilized:
<p style="text-align: center;">PHASE 9</p>	<p>PREPERATION FOR NEXT OPERATIONAL PERIOD (SHIFT CHANGE)</p> <p><u>Current IAP / 209 Situation Report</u></p> <p><input type="checkbox"/> The Incident Commander / Unified Commanders assess incident progress (objective completion, changes in response priority, issues, etc.), changes as needed throughout operational period and prepares to brief relief Incident Commander / Unified Commanders.</p> <p><input type="checkbox"/> The current Incident Commander is responsible for preparing the current IAP for review and brief (incoming Incident Commander / Unified Commanders.</p> <p style="padding-left: 40px;">- The current IAP will be utilized as a briefing form for incoming Command and General Staff.</p> <p>Planning Section Chief prepares a ICS 209 (Situation Report)</p>	<p style="text-align: center;"><u>UPDATE</u></p> <p style="text-align: center;">Incident Commander / Unified Commander</p> <p style="text-align: center;">Intended for incoming IC/UC</p> <p style="text-align: center;">Planning Section Chief</p>	<p style="text-align: center;"><u>UPDATE</u></p> <p style="text-align: center;">Incident Dependent</p>	<p style="text-align: center;"><u>UPDATE</u></p> <p style="text-align: center;">IAP ICS 209</p>

		<ul style="list-style-type: none">- The 209 contains detailed information pertaining to the incident in a report format. <p><u>REPEAT PHASE 1</u> (FOR NEXT SHIFT)</p> <p>END OPERATIONAL PERIOD</p>			
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