

SCHOOL FIRE SCENARIO

Unit 5: Planning Process, IAP, and Operations Brief

Instructor Notes

Objective:

To complete the planning cycle by developing a written IAP, developing the Operations Briefing agenda, and conducting an Operations Briefing for a simulated incident.

This activity is divided into two components. In Part 1, students will prepare an Incident Action Plan (IAP). In Part 2, students will develop the Operations Briefing agenda and then outbrief the IAP (developed in Part 1) in an Operations Briefing.

Instructions for Part 1:

Ask the students to work in groups to complete the following activity:

1. Prepare an Incident Action Plan, using (at a minimum) ICS Forms 202, 203, 204(s), 205, 206, 207, and 208.
2. Be prepared to finish in 45 minutes.

Instructions for Part 2:

Ask the students to work in groups to complete the following activity:

1. Outline the agenda for the Operations Briefing.
2. Select a spokesperson to present your IAP as a concise 5- to 10-minute Operations Briefing. Be prepared to present in 15 minutes.
3. Provide students with blank copies of the ICS Forms located in the Appendix.

Part 1: Evaluation of IAP Required ICS Forms:

Use the following as a checklist.

Incident Objectives (ICS Form 202)

- Provides incident name _____ and uses date and 24-hour format for Operations Period.
- Provides clear, concise SMART statements of objectives in priority order
- Provides clear command emphasis (tactical priorities or weather forecast).
Example: Be aware of a specific danger/hazard.
- Provides general situational awareness like weather forecast, incident conditions, and/or general safety message approved by the Safety Officer and in alignment with the Safety Message/Plan (ICS Form 208). Checked if Site Safety Plan is required and plan location provided.
- Identifies/checks all accompanying IAP attachments. Crosscheck documents are all checked and present.
- Confirm prepared by signature and approved by IC signature.

Organization Assignment List (ICS Form 203)

- Provides incident name _____ and uses date and 24-hour format for Operations Period.
- Confirm Incident Command and Command Staff are listed as appropriate for the incident operational period.
- Confirm Agency/Organization Representatives are listed as appropriate for the incident operational period.
- Confirm Planning Section Staff are listed as appropriate for the incident operational period.
- Confirm Logistics Section/Support Branch/Service Branch Staff are listed as appropriate for the incident operational period.
- Confirm Operations Section/Branch/Air Operations Branch Staff are listed as appropriate for the incident operational period.
- Confirm Finance/Administration Staff are listed as appropriate for the incident operational period.
- Confirm prepared by signature.

Unit Assignment List (ICS Form 204(s))

- Provides incident name _____ and uses date and 24-hour format for Operations Period.
- Provides Branch, Division, Group and Staging Area as appropriate for the incident operational period.
- Identifies assigned resources as appropriate for the incident operational period.

- Identifies Operations personnel names and contact information to include unit identifier, leader's name, and total number of assigned persons. Must include leader in the total.
- Provides special notes or directions specific to assigned resource like drop off/pick up location, special equipment/supplies needed, resource briefings, and transportation needs.
- Provides a work assignment through tactical objectives to be achieved.
- Provides special instructions appropriate for the incident operational period. Keyed in on any safety problems or specific precautions to be exercised.
- Provides specific communications information.
- Confirm prepared by signature and approved by IC signature.

Communications List (ICS Forms 205 or 205A)

- Provides incident name _____ and uses date and 24-hour format for Operations Period.
- Provides communications methods assigned to personnel by their assigned ICS position as appropriate for the incident operational period.
- Confirm prepared by signature.

Medical Plan (ICS Form 206)

- Provides incident name _____ and uses date and 24-hour format for Operations Period.
- Provides information on Medical Aid Stations.
- Provides information on air and ground EMS transportation.
- Provides information on hospitals that could serve this incident.
- Provides any special emergency instructions for use by incident personnel to include procedures for how to report medical emergencies.
- Confirm prepared by signature and approved by Safety Officer signature.

Incident Organization Chart (ICS Form 207)

- Provides incident name _____ and uses date and 24-hour format for Operations Period.
- Completed incident organization chart consistent with the provided Organization Assignment List (ICS Form 203).
- Confirm prepared by signature.

Safety Message/Plan (ICS Form 208)

- Provides incident name _____ and uses date and 24-hour format for Operations Period.
- Provides a clear, concise safety message that is consistent with the key command emphasis/decisions/directions found on the Incident Objectives (ICS Form 202).
- Includes known safety hazards and specific precautions to be observed and consistent with the Unit Assignment List (ICS Form 204(s)).
- Check if Site Safety Plan is required and plan location provided.
- Confirm prepared by signature.

Part 2: Evaluation of Operations Briefing Agenda and Briefing:

Use the following as a checklist to review each group's completed Operations Briefing Agenda and provide constructive feedback on each group's Operations Briefing presentation (concise 5 to 10 minute) of their IAP. Refer students to Handout 5-1: Preparing for the Planning Meeting and Handout 5-2 Sample Planning Meeting Agenda.

- Planning Section Chief** – “Introduction” Brings briefing to order, covers ground rules, and refers to agenda.
- Incident Commander/Unified Command** – Provides opening remarks.
- Situation Unit Leader** and any needed **Technical Specialists** covers current situation, weather, and incident Projections
- Planning Section Chief** - Covers Incident Objectives and priorities for the group.
- Operations Section Chief** - Provides overview of the current operations and the proposed operations plan. This includes strategies, tactics/ work assignments, resource commitments, Operations Section organization, facilities, using the Operational Planning Worksheet (ICS Form 215).
- Logistics Section Chief** - Validates that Communications, Medical, Transportation Unit, and Supply Units concur with and capable of supporting the proposed plan.
- Finance/Administration Section Chief** - Indicates fiscal constraints and verifies the proposed plan fits with financial constraints.
- Public Information Officer** - Provides public information plan and methodologies to meet objectives and verifies that public information outreach meets objectives.
- Liaison Officer** - Confirms interagency issues are being addressed.
- Other Staff** or **Technical Specialists** as needed.
- Safety Officer** - Provides Safety Plan/Site Safety Plan using wall-sized Incident Action Plan Safety Analysis (ICS Form 215A) discusses hazards/risks, and mitigation measures employed to mitigate and manage risks.
- Planning Section Chief** - Final confirmation and support by polling Command and General Staff members to solicit their final input and commitment to the proposed plan.
- Incident Commander/Unified Command** - Approves the AIP as presented and committed to by Command and General Staff.
- Incident Commander/Unified Command** - Provides any final or closing comments.
- Planning Section Chief** - Identifies assignments and deadlines to appropriate Incident Management Team members for developing IAP components for the next operational period.
- Planning Section Chief** - Provides schedule for upcoming meetings and briefings and adjourns the meeting

Your Notes: