DEVELOPMENT OF THE INCIDENT ACTION PLAN

The Incident Command System emphasizes orderly and systematic planning and is the central tool for planning during a response to a disaster emergency. The Incident Action Plan is prepared by the Planning Section Chief with input from the appropriate sections and units of the Incident Management Team. It should be written at the outset of the response and revised continually throughout the response. The level of detail required in an Incident Action Plan will vary according to the size and complexity of the response.

The plan must be accurate and completely transmit the information generated during the planning process. The plan must be prepared and distributed prior to the Operations Shift Briefing. A plan must be prepared for each operational period. A planning process has been developed as part of the Incident Command System to facilitate the development of an Incident Action Plan in an orderly and systematic manner. The following explains the planning process required to develop an Incident Action Plan. Following the planning steps will allow for the development of an Incident Action Plan in a minimum amount of time.

The incident operational period is set by the Incident Commander with input from the section chiefs. It is typically based on the type of incident, resources available, weather, daylight, and other safety requirements.
GENERAL RESPONSIBILITIES OF THE PLANNING SECTION

SCHEDULE AND CONDUCT MEETINGS
The Planning Section schedules and conducts all meetings associated with the team with the exception of public meetings which are scheduled by the Public Information Officer. The meetings that must be scheduled and posted are:

- Pre-planning Tactics Meeting
- Planning Meeting
- Shift Briefing
- Team Command and General Staff Meeting

MAINTAIN RESOURCE TRACKING
The Planning Section maintains an up to date tracking of all resources assigned to the incident. This can be accomplished with T-cards, computer databases, or other methods that allow the team members to quickly see what resources are assigned or available on the incident. This process requires close and constant interaction between the Planning Section staff and Logistics, Finance and Operations.

MAINTAIN INCIDENT STATUS
The Planning Section maintains current information regarding the incident. This can include maps, documents, reports, intelligence information, weather, technical data, video or photos and copies of all incident documents. Typically these are displayed within the EOC as wall boards or displays.
Incident Action Plan development involves four major phases:

1. **Set Incident Objectives**

   This is done by the Incident Commander. The incident objectives are not limited to a single operational period but will consider the total incident situation.

   The Incident Commander establishes the general strategy to be used and states major policy, legal, or fiscal constraints in accomplishing the objectives and appropriate contingency considerations.

   Before finalizing the incident goals and objectives, the Incident Commander should provide a draft copy to the Operations Section Chief. The Operations Section Chief should ensure that the incident goals and objectives are understood and that they are realistic.

   After discussion, the incident goals and objectives are written on ICS Form-202 and delivered to the Operations Section Chief, Planning Section Chief, the Public Information Officer, and the Liaison Officer so they will know what the strategy for the next shift is. The Planning Section Chief then prepares for the tactics meeting.

**Guidelines for Incident Commander on Setting Goals and Objectives**

Setting or re-affirming goals and objectives at the beginning of each shift is a top priority duty of the Incident Commander.

<table>
<thead>
<tr>
<th>Here are four important guidelines:</th>
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<tbody>
<tr>
<td>1. Goals and objectives must be clearly stated and measurable so the IMT can determine how much was accomplished during the current operations shift.</td>
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<tr>
<td>2. Goals and objectives must be attainable given the people, equipment, and supplies available during that operations shift.</td>
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<tr>
<td>3. Goals and objectives must be broad and flexible enough for the Operations Section Chief to achieve them the best way possible.</td>
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<tr>
<td>4. Goals and objectives must be within the legal scope of authority and delegation of authority received by the IMT.</td>
</tr>
</tbody>
</table>
2. TACTICS MEETING

The Incident Commander will update the incident objectives, if warranted. Upon review, the Operations and Planning Section Chiefs will provide alternatives and strategy which will be necessary before the tactics meeting begins. The tactics meeting is scheduled and conducted by the Planning Section Chief, the length of the meeting usually held to 30 to 45 minutes.

The Operations Section Chief provides the direction of how resources will be deployed to the Incident Commander's objectives. This blueprint of tactical deployment for the next operational shift will be developed and revised before the planning meeting where formal deployment of resources and work assignments will be determined.

The Operations Section Chief normally determines the need for and establishes Division/Branch boundaries for geographical division assignments for the next operational period. These lines will be plotted on the incident map. After determining divisional boundaries, specific work assignments for each Division/Group will be developed for the next operational period.

Tactics must be specific and within the boundaries set by the Incident Commander's general control objectives (strategies). Following the tactics meeting, the Operations Section Chief completes the Operational Planning Worksheet (ICS Form-215) with assistance from the Resource Status Unit Leader. This form should be completed at least one hour prior to the planning meeting.

At this time the Operations Section Chief may consider the need for any alternative or back-up tactics and have these noted on the Incident Objectives (ICS Form-202) and Division/Group Assignment List (ICS Form-204).

3. THE PLANNING MEETING

Prepare for the Planning Meeting

- Establish operational planning period with the Incident Commander.
- Determine planning meeting participants with the Incident Commander.

**It should be emphasized that only key personnel should attend the planning meeting to facilitate an orderly and brief exchange of information.**

- Establish and post the location and time for the planning meeting.

**Meeting area should be free from distractions.**

- Ensure that planning maps, forms, resource and situation status are available and up to date.
- Use large sketch maps or charts for planning and briefing.
- Display the Planning Matrix (ICS Form-215).
- Have the Resource Status Unit prepare a current resource inventory.
- Have the Situation Status Unit update displays and summarize current intelligence gathered.
Conduct the Planning Meeting

The Planning Section Chief is responsible for conducting the planning meeting and ensuring that the flow of information is brief and to the point. Most of the groundwork for the plan should have been done by all parties involved prior to the meeting. This prevents the group from diverging from the subject at hand.

- Brief on current situation and resource status.
- The Planning Section Chief and/or Resources and Situation Unit Leaders should provide a briefing on the situation as it currently exists. Information for this briefing may come from any or all of the following sources:
  - Initial response Incident Commander.
  - Incident Briefing Form (ICS Form-201).
  - Field observations.
  - Operations reporting.
  - Resource and situation reports.
- Specify resources needed by Divisions-Groups.
  - The Operations Section Chief, after specifying tactics for each Division or Group, and in conjunction with the Planning Section Chief, determines the resource needs by group to accomplish the work assignment. The resource needs will be recorded on the Planning Matrix. Resource needs should be considered on basis of the type of resource required to do the job.
  - The Planning Section Chief should also ensure that the Air Operations Summary (ICS Form-220) is being developed by the Operations Section Chief or Air Operations Branch Director as appropriate. The Air Operations Summary Worksheet (ICS Form-220) brings together in one place all tactical and logistical air assignments with information on kinds and numbers of resources required, as well as reporting locations, and designation of resources assigned.
- Specify operations facilities and reporting facilities.
  - The Operations Section Chief, in conjunction with the Logistics Section Chief and the Planning Section Chief, will specify any facility locations needed to accomplish the work assignments. These will normally be staging areas, shelters, and others.
- Place resource and personnel orders.
  - The Planning Section Chief should identify resource needs based on the needs provided by the Operations Section Chief and resource data available from the Resource Status Unit. Using the Planning Matrix (ICS Form-215), it will be possible to determine how many of the resources required for the next operational period are already available at the incident or are en-route.
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- By matching resource needs with those resources available for the operational period, the resources that must be ordered can be determined. With this new assessment, new resource orders can be put together and shown to the Incident Commander for his/her approval, and then ordered through normal ordering channels by the Logistics Section.
- Make sure that a system of confirming resource orders and their ETA's are established with logistics to enable the Resource Status Unit to complete the Division-Group Assignment Lists.

- Consider Communications, Medical, Safety, and Transportation Plan requirements.
  - The Incident Action Plan will normally consist of the Incident Objectives (ICS Form-202), Division/Group Assignment List (ICS Form-204), Organizational Assignment List (ICS Form-203), an Incident Map (ICS Form-225), Communications Plan (ICS Form-205), a Medical Plan (ICS Form-206), a Transportation Plan, an Air Operations Summary (ICS Form-220), a Safety Message (ICS Form-223), and an Environmental Plan if appropriate.
- The Planning Section Chief must determine the need for these attachments to any written Incident Action Plan and ensure that they are prepared by the appropriate units.

4. Finalize, Approve, and Implement Incident Action Plan

- The Planning Section Chief is responsible for seeing that the Incident Action Plan is complete and accurate. The following sequence of steps to accomplish this are:
  - Set a time when Incident Action Plan attachments are required to be completed.
  - Obtain plan attachments and review for completeness and approvals.
  - Obtain Incident Commander or Unified Command approval of complete plan package.
  - Prepare for operations shift briefing.
- This is a period of time in which the Planning Section Chief and staff finish last minute matters and prepare for the operations shift briefing.
  - Determine the number of Incident Action Plans required.
  - Arrange for Documentation Unit to reproduce plan.
  - Review Incident Action Plan to ensure it is up to date and complete prior to the operation briefing and distribution of Incident Action Plan.
- Select operations shift briefing location.
  - Large enough to accommodate personnel.
  - Select quiet place.
  - Set up display map.
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- Attend the operation shift briefing.
  - Hand out the Incident Action Plan to all pertinent personnel.
  - Give a brief rundown on incident as of current time. Orient to display map.
  - Current weather report read and explained.
  - Planning Section Chief may finalize briefing with any missing data, and ask/answer questions.

- Finalize operational plans and prepare agency specific reports.
  - Document any changes to the Incident Action Plan made during the briefing.
  - Revise Incident Status Summary (ICS Form-209).
  - Prepare agency specific forms and reports.
  - Set up procedure to debrief operational personnel.
  - Revise resource status board to show current shift status.
  - Submit all forms, reports, plans, and miscellaneous written information to Documentation Unit for filing.
NOTE: The cycle above assumes two daily 12-hour shifts but can be adjusted to operational shifts of any duration.
# Incident Action Plan Components

<table>
<thead>
<tr>
<th>Section</th>
<th>Prepared By</th>
<th>Provides</th>
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<tbody>
<tr>
<td>Action Plan Cover Page (ICS Form-200)</td>
<td>Resource Status Unit Leader</td>
<td>Incident Name, Time-Date plan is valid.</td>
</tr>
<tr>
<td>Incident Objectives (ICS Form-202)</td>
<td>Incident Commander</td>
<td>Overall objectives for the incident.</td>
</tr>
<tr>
<td>Organization Assignment List (ICS Form-203)</td>
<td>Resource Status Unit Leader</td>
<td>Organization of the incident by position.</td>
</tr>
<tr>
<td>Division/Group Assignment List (ICS Form-204)</td>
<td>Operations Section Chief</td>
<td>• Location of assignments with Resource Status</td>
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<tr>
<td></td>
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<td>• Operational personnel</td>
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<td>• Unit Leader assigned.</td>
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<td>• Nature of operation.</td>
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<td>• Special instructions</td>
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<td></td>
<td></td>
<td>• Group communications summary</td>
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<tr>
<td>Incident Radio Communications Plan (ICS Form-205)</td>
<td>Communications Unit Leader</td>
<td>Basic radio channel utilization and assignments.</td>
</tr>
<tr>
<td>Medical Plan (ICS Form-206)</td>
<td>Medical Unit Leader</td>
<td>• Medical aid stations.</td>
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<td>• Ambulance services.</td>
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<td>• Hospitals.</td>
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<td>• Emergency Procedures.</td>
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<tr>
<td>Transportation Plan</td>
<td>Transportation Unit Leader</td>
<td>• Vehicle assignments.</td>
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<td>• Aircraft transportation assignments.</td>
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<td>• Pick-up and drop-off points and times.</td>
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<td>• Personnel transport assignments.</td>
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<tr>
<td>Air Operations Summary (ICS Form-220)</td>
<td>Air Operations Director</td>
<td>• Air operations needs for the incident.</td>
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<td>• Assignment of Aircraft.</td>
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<td>• Management of the Aircraft.</td>
</tr>
<tr>
<td>Health and Safety Message (ICS Form-223)</td>
<td>Safety Officer</td>
<td>• Advisory of major hazards and risks associated with the incident.</td>
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<tr>
<td></td>
<td></td>
<td>• Safety procedures and policy.</td>
</tr>
<tr>
<td>Environmental Plan</td>
<td>Environmental Unit Leader</td>
<td>Environmental issues and priorities for mitigating environmental impacts.</td>
</tr>
</tbody>
</table>
INCIDENT RADIO COMMUNICATIONS PLAN DEVELOPMENT

GENERAL

The preparation of the Incident Radio Communications Plan (ICS Form-205) is accomplished by the Communications Unit Leader, in the sequence of steps as described:

- Attend planning meeting.
- Obtain Division-Group Assignment Lists (ICS Form-204).
- Determine radio requirements. Use ICS Form-216 as necessary.
- Establish required radio nets.
- Develop Radio and Frequency Assignment Worksheet (ICS Form-217).
- Prepare Incident Radio Communications Plan (ICS Form-205) for inclusion into the incident action plan.
- Complete radio frequency portion of Division/Group Assignment Lists (ICS Form-204).

DISCUSSION

Attend Planning Meeting

The Communications Unit Leader can provide specific information regarding communications capabilities which will have an impact on the preparation of the Incident Action Plan. It is desirable for the Communications Unit Leader to attend the initial briefing and the incident planning meetings. By so doing, the Unit Leader will have knowledge of overall incident management strategy as well as the specific Incident Action Plan for the next operational period. Knowledge of the action plan and overall strategy will assist in making decisions regarding the location of repeaters, determination of coverage patterns, potential distribution points for personnel portable radios, etc.

Obtain Division/Group Assignment Lists from Planning Section Chief

Division/Group Assignment Lists (ICS Form-204) are prepared at the planning meeting to indicate the specific allocations of personnel and equipment for each line division or group. The division assignment list will indicate the identification and type of resource, leader, and number of personnel and has space available to provide specific radio channel assignments for the division/group.

The Communications Unit Leader will complete applicable portions of the division assignment lists after radio frequency planning is completed.
Determine Personal Portable Radio Requirements

The personal portable radio requirements for each Division/Group and Branch can only be accurately decided after the specific resource assignments are made and designated on the division assignment lists.

A Radio Requirements Worksheet (ICS Form-216) allows for a tabulation of information taken from the Division/Group Assignment Lists. It provides space to list all units assigned to each Division/Group, and thus show total incident radio needs for the operational period. On smaller incidents, the number of radios required may be determined directly from the Division/Group Assignment Lists without completing this worksheet.

If resources from other agencies are assigned into the Branch/Division/Group which is made up mostly of resources from one agency, it will be necessary to supply those resources with radios to ensure their ability to function properly.

Establish Required Radio Nets

The determination of required radio nets is best accomplished in the incident planning meeting. The decision on the number of nets is determined by:

- Number of resources assigned.
- Special tactical requirements.
- Size of air program.
- Terrain considerations.
- Logistics support requirements.
- Repeater availability.

The following nets may be utilized:

- **Command Net** - General Staff, Command Staff, Branch Directors, Division-Group Supervisors, and Air Operations.
- **Support Net** - Used from Division level up to make requests for logistic needs and to change status of assigned, available, and out of service resources.
- **Ground to Air** - A special channel which may be established for tactical ground to air coordination.
- **Tactical Nets** - To be established around branch or division-group organizations.

Provide a separate tactical frequency for each line Division/Group, if possible. The minimum should be a separate tactical frequency for each branch.

Tactical resources of one agency should be placed within the same division or branch where possible to avoid problems of frequency incompatibility.
Prepare Radio Assignments Worksheets

List frequencies to be used on the Radio Frequency Assignment Worksheet (ICS Form-217). All frequencies available to the incident should be listed. Major agency frequencies assigned for this incident should be added in the space provided at the bottom of the worksheet.

Establish channel/frequency functional assignments considering the numbers of radios needed and the number of nets required. Use the following guidelines:

- Command and support nets which tie the incident line organizations with Command, General Staff, and EOC elements may require repeaters. Use only frequencies that have repeater capability for this purpose.
- If only one repeater frequency is available, it should be designated as Command, and support requests from line branches/divisions/groups to the EOC, will be made over the Command frequency.

Designate functional assignments in appropriate column.

Allocate radios to organizational units. Place a number in the appropriate row/column intersection to indicate assignment of a radio and radio frequency to that unit or resource. Indicate the actual number of radios required as derived from radio requirements worksheet. Use the following as guidelines:

- Normally, operations personnel should be required to monitor no more than the Command and assigned tactical frequencies at any time. If the radios lack a scanning capability, these should be on separate radios.
- There is no requirement for routine monitoring of the support net by operations personnel.
- If you find operations personnel are required to have three radios, try to adjust downward where possible. This is one of the advantages of this particular worksheet (ICS Form-217), in that it allows you to see over the entire radio plan/user plan.
- After all designated organizational units are covered by cache or agency owned personal portable or mobile radios, total columns to determine the total number of radios any organizational unit will be required to have.
- To determine total number of users of a specific frequency, total the rows. The users may be classed in two categories, passive, (i.e., those who will normally only be monitoring the frequency), and active, (i.e., those who will be active transmitters on the channel).
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Prepare Incident Radio Communications Plan

When satisfied with frequency assignments and radio allocations to incident units, prepare the Incident Radio Communications Plan (ICS Form-205). This summary will indicate the assigned use for all frequencies for the next operational period.

Submit the Incident Radio Communications Plan to the Service Branch Director/Logistics Section Chief for review, then to the Planning Section Chief for inclusion into the Incident Action Plan.

Allocate Channel Assignments on Division/Group Assignment List

Indicate on the Division/Group Assignment Lists (ICS Form-204), channel assignments in the location provided using the information from the worksheet. It may be necessary on the Division/Group Assignment Lists to provide instructions on radio distribution and other specific instructions.

NOTE: See COMMUNICATIONS UNIT LEADER position description and checklist, LOGISTICS SECTION, THIS VOLUME as well as VOLUME TWO, EMERGENCY OPERATIONS GUIDE, SECTION FIVE, COMMUNICATIONS, for additional direction on developing a total incident communications plan including other forms of communications (e.g., telephone, fax, e-mail, computers, satellite, messenger, etc.).
DEMOBILIZATION PLAN

The demobilization plan should include the following sections.

General Information
Include orientation information and general discussion of the demobilization procedure to be followed. May include overall situation information.

Responsibilities
Establishes the responsibility for plan initiation and specific responsibility by name for various implementation activities. May include the responsibilities and procedures for payments, non-expendable supplies and equipment accountability, incident and facilities rehabilitation, performance rating requirements, agency dispatch, and demobilization center agreements, etc.

Release Priorities
Release priority for resources and personnel will be established based upon the following.

- On-going incident resource requirements.
  - The Incident Commander and Section Chiefs will determine incident resources and personnel needs. Section Chiefs may have preferences based on special tasks to be completed, physical or mechanical conditions, performance, etc. Contractors involved may also have requirements or needs that would influence priority setting.

- Off-incident requirements.
  - Agency contractor representatives and dispatch centers should provide specific information on resource needs and available work assignments off the incident. Company representatives, under contract, can provide priorities for the release of their equipment.

- Safety needs of resources and rest needs of personnel.
  - Technical specialist, crews, and finance section should provide information on previous assignments. The physical status of personnel and the mechanical condition of equipment is important in determining release priority.

- Cost and transportation considerations.
  - Finance section and agency contractor representatives can provide costs of equipment and personnel under contract. In addition, the size and availability of aircraft, buses, and other transportation may affect priorities. Technical specialists, crews, and agency dispatch centers can provide information on grouping resources consistent with destinations, aircraft, and aircraft limitations.
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Release Procedures
Establish list and order of check-out stops (may vary depending on kind of resource). Check-out stops should be in proper order and could include:

- Demobilization Unit - release check-out notice.
- Documentation Unit - turn-in of any incident related documentation.
- Medical Unit - injury records.
- Communications Unit - radios.
- Supply Unit - non-expendable equipment.
- Transportation Unit - transportation equipment, rental equipment, equipment inspection.
- Finance Section - personnel and equipment time recordings, claims, contract terms fulfilled.

Travel Restrictions
Include requirements for rest prior to travel, travel time, and/or distance limitations in one day, restrictions for heavy equipment movement, accountability procedures for tracking resources from the incident to their home base, and other guidance as provided by the Incident Commander and agencies.
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PLAN IMPLEMENTATION

The Demobilization Unit must rely on a number of elements of the IMT to carry out implementation of the plan. The responsibility of the Demobilization Unit Leader is to coordinate and support these efforts to ensure an orderly and safe demobilization is carried out.

Resource Unit

Resource Unit will identify and describe resources at the incident which are no longer required and provide that information to the Demobilization Unit. Provide:

- Kind/type of resource.
- Locations.
- Names of supervisory personnel.
- Home locations and method of travel to the incident.
- Grouping of resources in accordance with demobilization plan priority listing.

Most of the above information should be available on ICS Form-219 (T-Card) or from ICS Form-211 (Check-in List).

Supply Unit

Supply Unit will prepare orders for release of particular resources and provide copies to the demobilization unit. Orders will reflect agreements with agency dispatch on:

- Specific resources involved.
- Destinations.
- Estimated departure time from incident.
- Route of travel - coordinate as necessary with Transportation Unit
- Transportation - coordinate as necessary with Transportation Unit
- ETA’s
- Obtain non-expendable equipment and initial check-out form.

Demobilization Unit

Initiate check-out procedures.

- Obtain release orders from supply.
- Notify personnel of pending release.
- Provide resources ready for release with a copy of their orders and check-out form.
- Describe check-out procedures to involved personnel.
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Documentation Unit
- Obtain any incident related documents and initial check-out form.

Medical Unit
- Finalize any injury reports and initial check-out form.

Communications Unit
- Obtain radios and initial check-out form.

Transportation Unit
- Inspect contract and rental equipment.
- Inform as to the transportation mode and initial check-out form.
- Provide transportation as needed.
- Notify demobilization unit of ETD’s and ETA’s.

Finance Section
Processing of legal and financial matters and ensures check-out forms are complete.
- Collect check-out forms and ensure necessary initialing.
- Collect individual and crew performance ratings.
- Time records up to date.
- Contract terms fulfilled.
- Ensure that “agency specific” requirements are being met.
- No claims action pending.
HOW TO CONDUCT A PLANNING MEETING

Participants
The Incident Commander will determine who is to attend. Don’t fall into the trap of having too many people. The Command Staff, General Staff, technical specialists, plus appropriate personnel will generally suffice.

Purpose
To identify all pieces of information on the disaster emergency and the development of a course of action for incident management.

Method
Set time for the meeting and hold to it. The planning meeting should start one to two hours after the tactics meeting and should be completed within 45 minutes.

Get verbal presentations from all functions on accomplishments and problem areas. The Operations Section Chief usually makes the first presentation and presentations from others follow, such as Situation Status Unit Leader, Resource Status Unit Leader, and technical specialists.

The Operations Section Chief then presents the Tactical Plan utilizing ICS Form-215. The Tactical Plan is formulated at least one hour before the planning meeting by the Incident Commander, Planning Section Chief, and Operations Section Chief.

The Incident Commander must give verbal approval of the plan of action (when the Incident Action Plan is finalized, the Incident Commander must sign and approve it). The original signed copy is filed with the Documentation Unit Leader.

The Safety Officer sometimes makes a final presentation at the meeting to present observations for the day and recommendations.

Close meeting on time.

Information Sharing
Planning Section Chief should conduct, facilitate, and control the meeting.

General Picture
- Plan and present information gathered:
  - Maps and charts (incident location, affected areas).
  - History (history of incident up to now, control status, etc.).
  - Situation (damage, weather, life threatening).
  - Control action now in effect. Present methods, type, rate, and actions in progress.
  - Resource, both en-route and available.
  - Critical environmental issues affecting emergency personnel.
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Input from Logistics Section
- Can this section support the Tactical Plan as written?
- Transportation - all types. What is available to transport resources identified in the tactical plan?
- Critical communications equipment, supply arrangements, present and future.

Input from Finance Section
- Financial management considerations.
- Purchase authority limits.

Input from Operations Section
- Review actions in effect and report on progress.

General Information Considerations
Planning Section assimilates this information from responsible command and general staff.

- Local problems.
- Specialized equipment.
- Manpower sources.
- Political considerations.
- Size and location of incident and its effects.
- Method of operation.
- How safety and medical concerns are handled, precautions, specific dangers.
- Critical resource assignments (e.g., personnel, equipment, communications, etc.).
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HOW TO CONDUCT AN OPERATIONS SHIFT BRIEFING

Objectives
- Disseminate and clarify information.
- Review incident objectives.
- Identify problem areas and solutions.
- Identify work progress.
- Identify additional resource needs.
- Distribute Incident Action Plan.

Meeting Time and Place
- Emergency Operations Center or other large meeting room.
- Shortly before shift change.

Participants

Command
- Incident Commander/Unified Commanders
- Public Information Officer
- Liaison Officer
- Safety Officer
- Legal Officer

Operations
- Operations Section Chief
- Air Operations Director
- Division and Group Supervisors
- Strike Team/Task Force Leaders

Planning
- Planning Section Chief
- Unit Leaders
- Weather Forecaster

Logistics
- Logistics Section Chief
- Unit Leaders

Finance
- Finance Section Chief

Who is in Charge
Planning Section Chief

Recommended Duration
No more than one half hour.
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Order of Speakers

1. Call to order by Planning Section Chief.

2. Planning Section Chief reviews the incident objectives and strategy of the Incident/Unified Commander.

3. Operations Section Chief reviews current actions and the last shift's accomplishments.

4. Meteorologist forecasts weather conditions.

5. Operations Section Chief presents Division/Group Assignments and Air Operations.

6. Situation Unit Leader provides incident analysis.

7. Logistics Section Chief gives updates.

8. Safety Officer delivers safety message.

9. Technical Specialist presentations.

10. Finance Section Chief gives financial report.

11. Public Information Officer gives media report.

12. Liaison Officer provides update.

13. Incident Commander gives Incident Action Plan approval and motivational remarks.