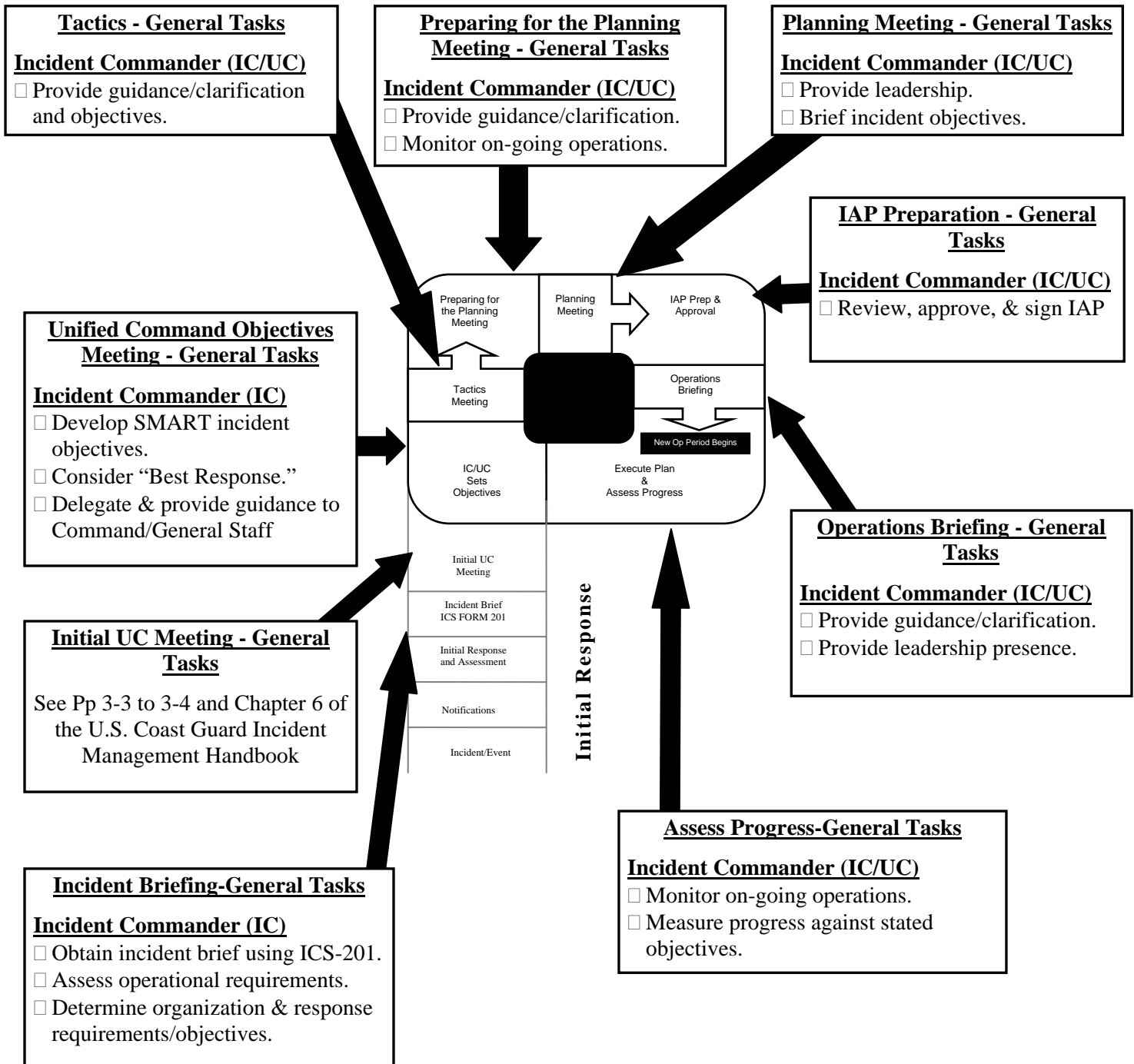


Operational Period Planning Cycle Incident Commander



Incident Briefing

- Provides incoming IC with Basic information about the situation & allotted resources
- Functions as IAP for the initial response and develops until the response ends or Planning Section generates the first IAP
- Provide assessment briefings for staff and newly assigned Command/General Staff

When: New IC/UC; staff briefing as required**Facilitator:** Current IC/UC**Attendees:** Prospective IC/UC; Command and General Staff, as required**Agenda:** Using ICS Form 201 as an outline, include

1. Situation (note territory, exposures, safety concerns, etc.; use map/charts).
2. Current priorities.
3. Strategy(s) and tactics.
4. Current organization.
5. Resource assignments.
6. Resources en-route and/or ordered.
7. Facilities established.

Initial Unified Command Meeting

See Pp 3-3 to 3-4 and Chapter 6 of the U.S. Coast Guard Incident Management Handbook

When: Prior to first meeting**Facilitator:** UC member**Attendees:** Only ICs that will comprise the UC**Unified Command Objectives Meeting**

- Identifies/reviews and prioritizes objectives for next operational period on ICS Form 202

When: Prior to tactics meeting**Facilitator:** UC member**Attendees:** UC members; Command and General Staff as appropriate**Agenda:**

1. Review/identify objectives for the next operational period (clearly stated & attainable with available resources, yet flexible to allow members to chose tactics).
2. Review any open agenda items from initial/previous meetings

Tactics Meeting

- In preparation for this meeting: PSC and OPS review the first stage of response operations or current IAP situation status information as provided by Situation Unit to assess work progress against IAP objectives
- Creates blueprint for tactical deployment during the next operational period
- OPS/PSC develop primary/alternate strategies to meet objectives for next Planning Meeting

When: Prior to planning meeting**Facilitator:** PSC**Attendees:** PSC, OSC, LSC, RUL**Agenda:**

1. Review the objectives for the next operational period & develop strategies.
2. Prepare ICS Form 215 draft to identify resources to be ordered through Logistics.

Preparation for the Planning Meeting

- Sections and staff begin preparing for the Planning Meeting.
- Each Section Chief is responsible for ensuring the planning responsibilities are met
- PSC facilitates to ensure material, information, resources, etc. to be used or discussed is organized and prepared
- Ensures no surprises in the Planning Meeting

When: After tactics meeting**Facilitator:** PSC**Planning Meeting**

- Defines incident objectives, strategies, and tactics and identifies resource needs for the next operational period.
- Fine tunes and defines objectives/priorities, identifies and solves problems, defies work assignments and responsibilities on ICS-215
- Displays include ICS-202, large maps or charts with date/time, poster-size ICS-215, current resource inventory prepared by Resource Unit, and current situation status displays prepared by the Situation Unit.
- After completion, ICS-215 is used by LSC to prepare off-incident tactical and logistical resource orders and by PSC to develop IAP assignment lists

When: After Tactics Meeting**Facilitator:** PSC**Attendees:** Determined by IC/UC. Generally includes IC/UC, Command Staff, General Staff, RUL, SO, and Technical Specialists as required.**Agenda:**

- | | |
|--|-----------------------------|
| 1. State incident objectives & policy issues | Resp. Party
IC/UC |
| 2. Briefing of situation, critical & sensitive areas, weather forecast, & resource status/availability | SUL |
| 3. State primary & alternatives strategies to meet objectives | OSC |
| 4. Designate Branch, Division, & Group boundaries & functions as appropriate using maps & ICS-215 | OSC |
| 5. Specify tactics for each Division, note limitations | OSC |
| 6. Specify resources needed by Divisions/Groups | OSC |
| 7. Specify operations facilities and reporting locations & plot on map | OSC/LSC |
| 8. Develop resources, support, & overhead order(s) | LSC |
| 9. Consider support: communications, traffic, safety, medical, etc. | LSC |
| 10. Contributing organization/agency considerations regarding work plan | LO |
| 11. Safety considerations regarding work plan | SO |
| 12. Media considerations regarding work plan | IO |
| 13. Report on expenditures & claims | F/ASC |
| 14. Finalize & approve work plan for the next operational period | IC/UC |

IAP Preparation

- Attendees prepare assignments for the IAP to meet the PSC deadline for assembling IAP components.
- Deadline will be early enough to permit IC/UC approval and duplication of sufficient copies for Operations Briefing and for overhead.

When: Immediately following the Planning Meeting, the PSC assigns the deadline**Facilitator:** PSC**Common Components**

- | Common Components | Responsibility |
|---------------------------------------|-----------------------|
| Incident Objectives (ICS-202) | RU |
| Organization List/Chart (ICS-203/207) | RU |
| Assignment List (ICS-204) | RU |
| Communications Plan (ICS-205) | Communications Unit |
| Medical Plan (ICS-206) | Medical Unit |
| Incident Map | SU |
| Safety Plan | SO |
| Decontamination Plan | Technical Specialist |
| Waste Management or Disposal Plan | Technical Specialist |
| Demobilization Plan (optional) | Demobilization Unit |

Operations Briefing

- Presents the IAP to oncoming shift of the response organization
- After this meeting, off-going supervisors should be interviewed by their relief and by OPS to confirm or adjust the course of the oncoming shift's IAP. Shifts in tactics or reallocation of resources may be made by the Division/Group supervisor.

When: About an hour prior to each shift change**Facilitator:** PSC**Attendees:** IC/UC, Command Staff, General Staff, Branch Directors, Division/Group Supervisors, Task Force/Strike Team Leaders (if possible), Unit Leaders, others as appropriate**Agenda**

- | Agenda | Responsibility |
|---|-----------------------|
| Review IC/UC objectives and changes to IAP | PSC |
| Discuss current response actions and last shift's accomplishments | OPS |
| Review weather conditions forecast | SUL |
| Division/Group assignment | OPS |
| Trajectory analysis | SUL |
| Transport, communications, and supply updates | LSC |
| Safety message | SO |
| IAP approval and motivational remarks | IC/UC |

Assess Progress

Following operation brief, all Section Chiefs will review the incident response progress and make recommendations to the IC/UC in preparation for the next UC Objective Meeting for the next operational period. This feedback/information is gathered from various sources including Field Observers, responder debriefs, stakeholders, etc.