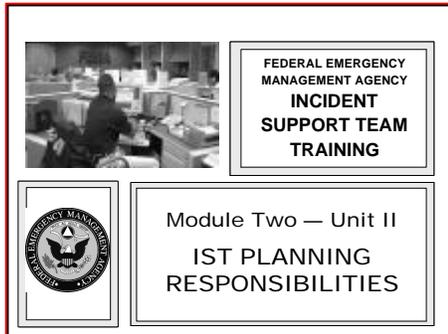


MODULE 2: UNIT II — IST PLANNING RESPONSIBILITIES



A. INTRODUCTION

- Why is planning important to the IST?

- The Planning Cycle

Introduction

- Objectives
 - Understand the Action Planning process
 - Understand how incident objectives are developed
 - Understand how operational periods are derived
 - Explain the responsibilities of IST staff in development of the AP

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Introduction

- Objectives
 - Clarify the role of Unified Command in the planning process
 - Describe other planning documents
 - Observe a demonstrated Planning Meeting

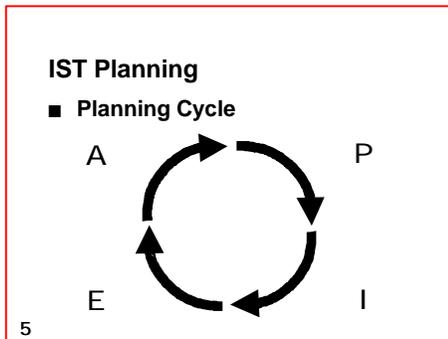
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IST Planning

- Why is planning important to IST?
 - Makes best use of resources
 - Reduces duplicative effort
 - Reduces response costs
 - Improves communication
 - Increases effectiveness
 - Enhances understanding

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MODULE 2: UNIT II — IST PLANNING RESPONSIBILITIES



IST Planning

- **Action Planning — What is it?**
 - An ordered sequence of actions created to achieve an incident objective within a specified timeframe called an operational period

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IST Planning

- **AP Includes:**
 - Sequence of actions for achieving multiple incident objectives
 - Tactical strategy/objectives
 - List of resources, overhead, and support required to accomplish each incident objective

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IST Planning

- **Action Planning — When is it necessary?**
 - When two or more jurisdictions or agencies are involved
 - When response continues over multiple operational periods
 - When a number or organizational elements have been activated
 - When required by agency policy

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B. ACTION PLANNING

- **What is it?**
 - An ordered sequence of actions created to achieve an incident objective within a specified timeframe called an Operational Period.
 - The AP displays the “sequence of actions for achieving multiple incident objectives.
 - The AP includes tactical objectives, resources, overhead, and support required to accomplish each incident objective.
- **When is it necessary?**

MODULE 2: UNIT II — IST PLANNING RESPONSIBILITIES

B. ACTION PLANNING (continued)

Since in most cases, more than one agency is involved in US&R responses. Therefore, the need for Unified Command (UC) exists.

- + What is Unified Command?
 - A team of people representing involved agencies with responsibility for the incident, which jointly provide management direction to an incident through a common set of incident objectives and strategies established at the command level.

- + Golden Rules governing UC
 - Single Action Plan developed for the incident.
 - Agencies jurisdictional authority is not compromised or neglected.
 - Participants must have authority to speak for their agency.
 - All participants collectively agree on incident objectives.

- + When would UC apply to us?

- + Who would comprise UC?

- + Why would you use UC?
 - When developed, the action plan would reflect actions being taken by both the IST and local response agency.

IST Planning

- What is Unified Command?
 - Agency reps
 - Incident responsibility
 - Joint management
 - Common objectives / strategies

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IST Planning

- UC Golden Rules
 - Single action plan
 - Jurisdictional authority
 - Agency authority
 - Collective agreement

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IST Planning

- When does Unified Command apply?

- Who would comprise UC?

- Why would you use UC?

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MODULE 2: UNIT II — IST PLANNING RESPONSIBILITIES

IST Planning

- **Action Planning — Who is involved?**
 - Command
 - Command Staff
 - General Staff
 - Task Force Leaders

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IST Planning

- **Command**
 - Establishes the operational period
 - Sets incident objectives
 - Approves the plan
 - Participates in operational briefing

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IST Planning

- **Command Staff**
 - Develops Safety Plan / Risk Assessment

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B. ACTION PLANNING (continued)

- Who is involved?

- **Command:**
 - Establishes the Operational Period.
 - Sets incident objectives.
 - Approves the Plan.
 - Participates in Operational Briefing.

- **Command Staff:**
 - Develops Safety Plan/Risk Assessment.
 - Participates in the Operational Briefing.

MODULE 2: UNIT II — IST PLANNING RESPONSIBILITIES

IST Planning

- **General Staff (Logistics)**
 - Identifies service and support requirements
 - Provides Communications Plan
 - Provides Medical Plan
 - Participates in operational briefing

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IST Planning

- **General Staff (Operations)**
 - Develops tactical strategy/objectives to meet incident objectives
 - Determines resource needs and makes assignments
 - Identifies facility requirements
 - Participates in operational briefing

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IST Planning

- **General Staff (Planning)**
 - Determines Planning schedule/timeline
 - Prepares for the Planning Meeting
 - Facilitates the Planning Meeting
 - Prepares the AP
 - Facilitates and participates in operational briefing

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B. ACTION PLANNING (continued)

- **Logistics:**
 - Identifies service and support requirements for planned and expected actions.
 - Provides Communications Plan.
 - Provides Transportation Plan.
 - Provides Medical Plan.
 - Participates in Operational Briefing.

- **Operations:**
 - Develops tactical strategy/objectives to meet incident objectives.
 - Determines resource needs and makes assignments.
 - Identifies facility requirements.
 - Participates in Operational Briefing.

- **Planning:**
 - Determines Planning schedule/timeline.
 - Prepares for the Planning Meeting.
 - Facilitates the Planning Meeting.
 - Prepares the AP.
 - Facilitates and participates in the Operational Briefing.

MODULE 2: UNIT II — IST PLANNING RESPONSIBILITIES

IST Planning

- **General Staff (Finance/Admin)**
 - Prepares cost analysis based on tactical strategy and incident objectives.

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IST Planning

- **Common Terms**
 - Operational period
 - Planning schedule/timeline
 - Incident objectives
 - Tactical objectives

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IST Planning

- **Operational Period**
 - Defined as an established time period, either clock hours or calendar days that specific actions are to be taken and accomplished

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IST Planning

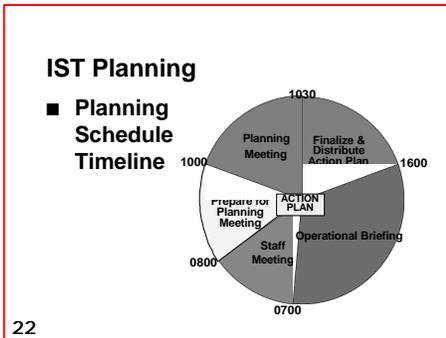
- **Ops Period affected by:**
 - time available/needed to achieve tactical objectives
 - Availability of resources
 - Future involvement of additional jurisdictions and/or agencies
 - Safety considerations
 - Environmental considerations
 - Ops period set by IST Leader

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B. ACTION PLANNING (continued)

- **Finance & Administration:**
 - Prepares cost analysis based on tactical strategy and incident objectives.
- **Common Terms:**
 - Operational Period.
 - Planning schedule/Timeline.
 - Incident objectives.
 - Tactical Objectives.
- **Operational Period:**
 - Defined as an established time period, either clock hours or calendar days that specific actions are to be taken and accomplished.
 - Decisions on the length of the Operational Period is affected.
 - Operational Period vs. hours of operation.
 - Operational Period is set by the IST Leader.

MODULE 2: UNIT II — IST PLANNING RESPONSIBILITIES

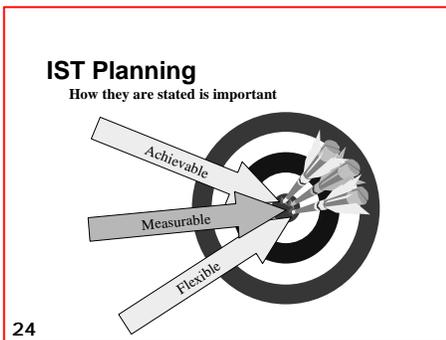


IST Planning

■ **Incident Objectives**

- Developed by IST Leader
- Short broad statements on what is to be achieved
- Reflects meeting direction and/or action the FCO and/or ERT ESF-9 Leader wants accomplished

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IST Planning

■ **Tactical Strategy / Objectives**

- Developed by Ops Chief
- Reflect specific actions taken to meet incident objectives

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B. ACTION PLANNING (continued)

- **Planning Schedule/Timeline** — once the Operational Period is established, an Action Planning schedule is agreed to that identifies specific times that the following will occur:
 - IST staff meeting – IST Leader reviews their incident objectives and determines their adequacy. May modify, add or determine some incident objectives are met.
 - Timeframe for preparing for the Planning Meeting.
 - Timeframe for conducting the meeting.
 - Timeframe for preparing and approving AP.
 - Timeframe for conducting Operational Briefing on AP.
- **Incident objectives:**
 - Developed by the IST Leader.
 - Short broad statement on what is to be achieved.
 - Reflects management direction and/or action the FCO and/or ERT ESF-9 Leader wants accomplished.
- **How they are stated is important. They must be:**
 - Achievable
 - Measurable
 - Flexible
- **You make the call! Good or bad!**
- **Tactical Strategy/Objectives:**
 - Developed by the Operations Chief.
 - Reflect specific actions to be taken to meet incident objectives.
- **Examples**

MODULE 2: UNIT II — IST PLANNING RESPONSIBILITIES

C. PLANNING PROCESS

Five primary steps must be considered in sequential order to ensure a comprehensive AP.

- Step One – Understand the situation.
- Step Two – Establish incident objectives and strategy.
- Step Three – Develop the Plan.
- Step Four – Prepare the Plan.
- Step Five – Evaluate Plan effectiveness.

Planning Meeting

- The Planning Meeting:
 - Facilitated by the Plans Chief.
 - Mandatory attendance:
 - Command
 - Command Staff
 - General Staff
 - Plans recorder
 - Situation Unit Leader

IST Planning

- Planning Process
 - 5 primary steps in sequential order
 - Step one - understand the situation
 - Step two - establish incident objectives
 - Step three - develop the plan
 - Step four - prepare the plan
 - Step five - evaluate plan effectiveness

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IST Planning

- Planning Meeting
 - Facilitated by Plans Chief
 - Mandatory Attendance
 - Command
 - Command Staff
 - General Staff
 - Recorder
 - Situation Unit Leader

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MODULE 2: UNIT II — IST PLANNING RESPONSIBILITIES

IST Planning

- Meeting Agenda
 - Bring meeting to order
 - Cover ground rules
 - Role call
 - Opening remarks
 - Situation briefing
 - Develop tactical strategy and objectives
 - Determine resource needs

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IST Planning

- Meeting Agenda (continued)
 - Identify facility locations
 - Closing comments
 - Adjourn meeting

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IST Planning

- Ground Rules
 - Pagers off or on vibrate
 - Cell phones off
 - Stick to the agenda
 - No side conversations

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IST Planning

- ICS-215
 - Primary worksheet used during Planning Meeting
 - Basis for the AP
 - Displays tactical strategy and objectives
 - Input provided by Ops Chief

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C. PLANNING PROCESS (continued)

- Meeting Agenda:
 - Bring Meeting to order.
 - Cover ground rules.
 - Role call.
 - Opening remarks by IST/ESF-9 Leader.
 - Situation briefing.
 - Develop Tactical strategy and objectives.
 - Determine resource needs.
 - Identify facility locations.
 - Closing comments.
 - Adjourn meeting.
- Ground Rules:
 - Pagers off or on vibrate.
 - Cell phones off.
 - Stick to the agenda.
 - No side conversations.
- ICS-215:
 - Primary worksheet used during Planning Meeting.
 - Basis for AP development.
 - Displays Tactical Strategy/Objectives.
 - Input provided by OPS Chief.

MODULE 2: UNIT II — IST PLANNING RESPONSIBILITIES

C. PLANNING PROCESS (continued)

IST Planning

■ **Planning Meeting Demo**

- **Demonstrate a Planning Meeting given a response scenario**

- Refer to large ICS-215 Form.
- Planning Meeting Demo:
 - Select students, brief on script and demo meeting.
 - Critique meeting.
 - Hand out school solution AP from meeting.

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MODULE 2: UNIT II — IST PLANNING RESPONSIBILITIES

IST Planning

- **Demobilization Plan**
 - Planning Section develops Demob Plan
 - Who provides information for Demob Plan?
 - IST Leader/ESF-9
 - Logistics
 - Finance/Admin
 - OPS Chief

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IST Planning

- **Indicators to start the Demobilization Process**
 - No new resource orders
 - End of incident is in sight
 - Unassigned resources

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IST Planning

- **Release Procedure**

Employees scheduled for release MUST clear through IST Logistics/Supply to return all accountable equipment or supplies issued during assignment. Admin Section clearance is required to ensure all necessary reports, per diem claims, and other requirements have been submitted/met.	
Administration Section _____	Signature of Clearing Official _____
Logistics/Supply Section _____	Signature of Clearing Official _____
Debriefing	
Assigned Function _____	Final Reports Submitted _____
	After-Action Report Input _____
	Transportation Arranged _____
Released: Date _____ Time _____	
IST Leader Signature _____	

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D. OTHER PLANNING DOCUMENTS

- Demobilization Plan:
 - Defined as a plan that assures a controlled, efficient, and cost-effective process for releasing resources as soon as possible.
- Who develops the Demob Plan?
- Who provides information for the Demob Plan?
- Demobilization planning should begin well within the first half of the incident. This may be required to deal with personnel who have to suddenly leave because of work or family related emergencies.
- Indicators to start implementing the demobilization planning:
 - No new resource orders.
 - End of incident is in sight.
 - Unassigned resources.
- Release procedures specifies specific steps in the release process.

MODULE 2: UNIT II — IST PLANNING RESPONSIBILITIES

IST Planning

- **Contingency Plan**
 - Developed to meet needed requirements
 - Event(s) not yet certain to happen
- **Addresses “What If”**

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IST Planning

- **Contingency Plan (continued)**
 - Assessment of incident intelligence
 - Predictions of incident potential
 - Planning cooperates with Operations Section in Plan development

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IST Planning

- **Actions Component**
 - Organization
 - Briefing
 - Resource Staging
- **Thorough Briefing Mandatory**

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D. OTHER PLANNING DOCUMENTS (continued)

- **Contingency Plans:**
 - Contingency Plans are those plans developed to meet needed requirements for an event not yet certain to happen.
- In other words, it addresses the question, **WHAT IF?**
- One of the functions of the Planning Section is to assess all available incident intelligence and to provide periodic predictions on incident potential. This is why Planning is the logical section to develop the plan in cooperation with Operations.
- A contingency Plan is essentially an Action Plan based on a ‘what if’ scenario.
- Contingency Plans include an actions component which addresses:
 - The Organization required to meet the contingency.
 - Brief those resources to be assigned.
 - Stage anticipated needed resources if necessary.
- Contingency Plans require a thorough briefing, the same as an Action Plan.

MODULE 2: UNIT II — IST PLANNING RESPONSIBILITIES

IST Planning

■ **Closing**

- Action Plan
- Demobilization Plan
- Contingency Plan
- Situation Report
- After Action Plan

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E. CLOSING

- All functions on the IST contribute some way in the development of nearly every product your Planning Section is required to produce:
 - Action Plan
 - Demobilization Plan
 - Contingency Plan
 - Situation Report
 - After Action Report
- The Plans Section provides a service to the rest of the IST organization, but it is the least understood and often misused.
 - They are not an administrative section or a pool of typists and clerks.