MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

A. SCENARIO

FEDERAL EMERGENCY
MANAGEMENT AGENCY
INCIDENT

TRAINING

Module Three
PLANNING
FUNCTIONAL

Introduction

■ **Objectives**

- **Understand the duties and responsibilities of the Planning Section.**
- **Identify and practice specific functions of the Planning Section.**
- **Develop a Demobilization Plan.**
- **Develop an Action Plan.**

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Introduction

■ **Objectives**

- **Learn how to prepare for and conduct planning meetings and briefings.**
- **Learn how to develop situation reports and after action reports.**
- **Develop the contents for a "GO" kit.**

3

■ For most of this day, all the activities we will be doing will be based on the scenario used in the IST Planning Responsibilities Unit.

MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING
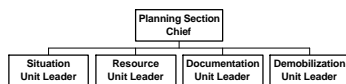
B. PLANNING ORGANIZATION

IST TRAINING

■ **Plans Section Responsibilities**
  - **Information collection, evaluation and dissemination of information**
  - **Resource status keeping**
  - **Facilitates Action Planning Process**
  - **Develops IAP**
  - **Develops supporting plans**

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IST TRAINING

Technical Specialists may be assigned as needed

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PLANNING SECTION

■ **Planning Section Chief**
  - **Manages the Planning Section**
  - **Determines resource allocation**
  - **Delegates responsibilities**
  - **Establishes the Action Planning Cycle**
  - **Facilitates the Action Planning meeting**
  - **Allocates work space**
  - **Sets work schedules**

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The Planning Section responsibilities include the collection, evaluation, dissemination, and use of information about the development of the incident and status resources. It also develops the Action Plan (AP) and other plans that may be required, i.e. Transition Plans, Contingency Plans, and Demobilization Plans. Today we will demonstrate the Action Planning process, the Demobilization Plan, resource tracking, Situation reporting, after action reporting, and developing an AP.

The Planning Section has four primary units, each with specific tasks, which lead towards accomplishing the section responsibilities. The Section may also have a number of technical specialists that provide technical expertise. Technical Specialists may be assigned wherever their services are required.
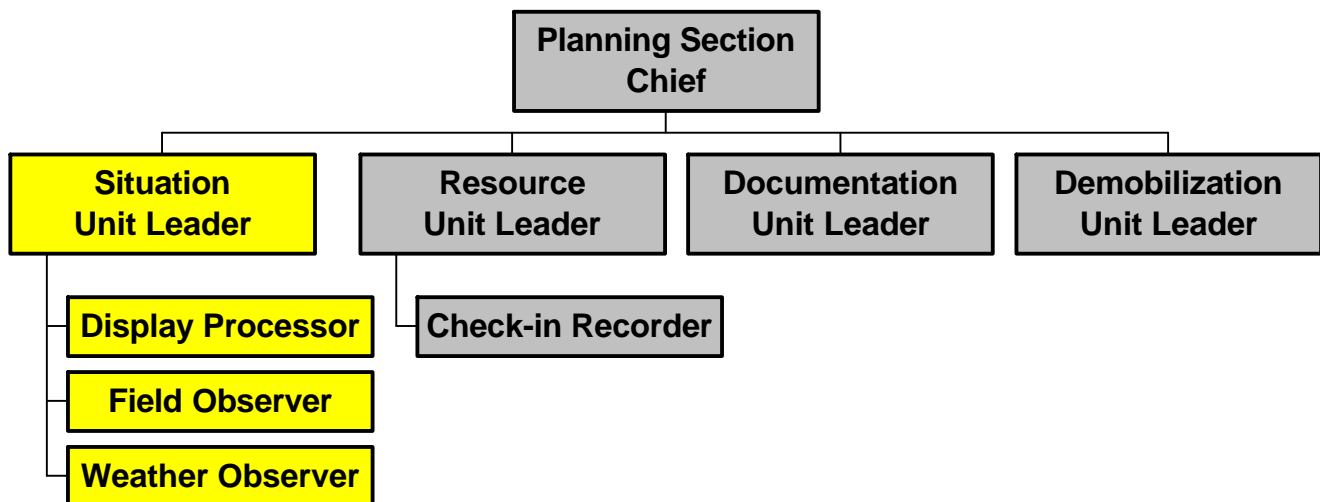
■ The Planning Section is a service organization with the Operations Section being the primary recipient and is managed by the Planning Section Chief whose duties are:
  - Manage the Planning Section.
  - Determine resource allocation.
  - Delegate responsibilities.
  - Establish the Action Planning Cycle.
  - Facilitate the Action Planning meeting.
  - Allocate workspace.
  - Set work schedules.

MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

B. PLANNING ORGANIZATION (continued)

■ Planning provides the primary support to the entire incident in demobilization.

■ A majority of the tasks you find in the description of duties of all the positions in the Planning Section lead toward supporting the Operations Section.

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                        ┌──────────────────────┐
                        │  Planning Section    │
                        │      Chief           │
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┌───────────────┐ ┌──────────────┐ ┌────────────────┐ ┌────────────────┐
│  Situation    │ │  Resource    │ │ Documentation  │ │ Demobilization │
│  Unit Leader  │ │  Unit Leader │ │  Unit Leader   │ │  Unit Leader   │
└───────────────┘ └──────────────┘ └────────────────┘ └────────────────┘
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┌───────────────────┐ ┌─────────────────────┐
│ Display Processor  │ │ Check-in Recorder   │
└───────────────────┘ └─────────────────────┘
   │
┌───────────────────┐
│  Field Observer    │
└───────────────────┘
   │
┌───────────────────┐
│ Weather Observer   │
└───────────────────┘
```

MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

B. PLANNING ORGANIZATION (continued)

Situation Unit

> **SITUATION UNIT**
>
> ■ **Responsibilities**
> • **Collect, process and organize situation information**
> • **Prepare situation summaries**
> • **Develop projections and forecasts of future events**
> • **Prepare maps and intelligence information for use in the Action Plan**
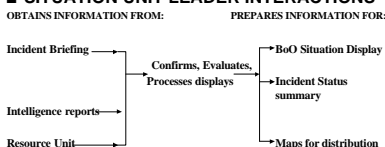> • **Prepare and post situation status displays**
>
> 8

■ Managed by a Situation Unit Leader. Responsibilities include:

  • Collect, process and organize situation information.

  • Prepare situation summaries.

  • Develop projections and forecasts of future events.

  • Prepare maps and intelligence information for use in the Action Plan.

  • Select the appropriate base map including scale and workability of the map.

  • Trim and post maps on incident displays and in the Situation area.

    - Prepare and use mylar overlay material to depict predictions or evolving activities on the incident.
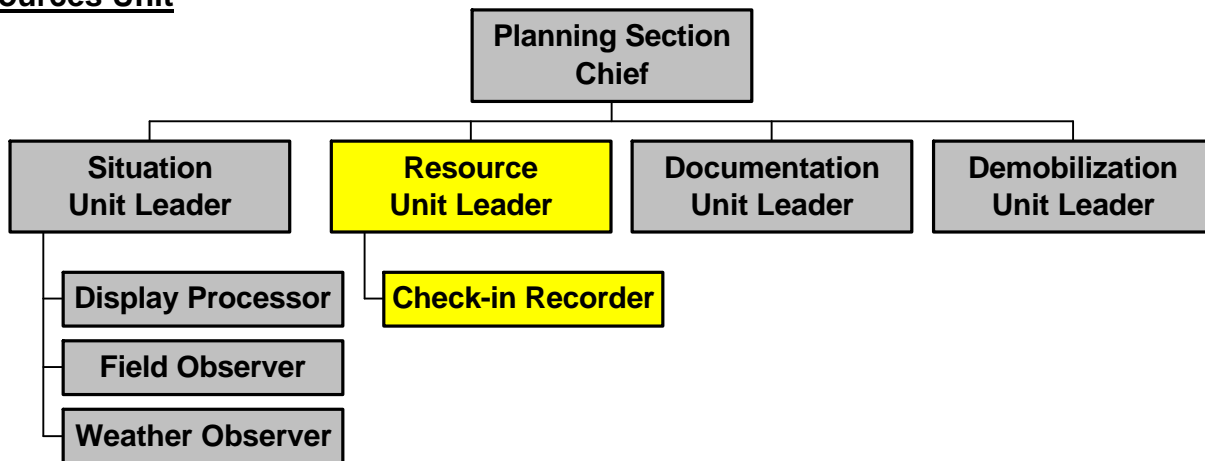
> **PLANNING**
>
> ■ **INCIDENT MAP**
> • **Select the appropriate base map including scale and workability**
> • **Must show enough detail to allow operational personnel:**
>   – **Identify assigned work areas.**
>   – **Identify other factors that may be important to the assignment, e.g., staging areas, etc.**
>   – **Use accepted and appropriate map symbols.**
>
> 9

Situation Unit Leader Interactions

■ Where would information be obtained from?

■ Confirm, evaluate, and process displays.

> **PLANNING**
>
> ■ **SITUATION UNIT LEADER INTERACTIONS**
> OBTAINS INFORMATION FROM: PREPARES INFORMATION FOR:
>
> Incident Briefing ⟶   ⟶ BoO Situation Display
>   **Confirms, Evaluates,**
>   **Processes displays**   ⟶ Incident Status summary
> Intelligence reports ⟶
>
> Resource Unit ⟶   ⟶ Maps for distribution
>
> 10

MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

B. PLANNING ORGANIZATION (continued)

Resources Unit

```
                    Planning Section
                         Chief
    ┌──────────────┬──────────────┬──────────────┐
  Situation     Resource     Documentation   Demobilization
 Unit Leader   Unit Leader   Unit Leader     Unit Leader
    │             │
 Display       Check-in Recorder
 Processor
 Field Observer
 Weather Observer
```

RESOURCES UNIT
■ **Duties and Responsibilities**
  • Establish check-in functions
  • Prepare ICS-203, 207 and 204's
  • Prepare Incident Command Post displays
  • Maintain and currently post the status of all assigned resources
  • Record pertinent parts of the planning meeting
  • Assist in demobilization planning

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ON-GOING RESPONSIBILITIES
■ Scribe — Action Planning Meeting
■ Attend / participate in briefings:
  • Information about resource commitment
  • Characteristics and location of incident
  • Interact with the Ops / Log Sections
  • Display resource status information
  • Maintain status cards
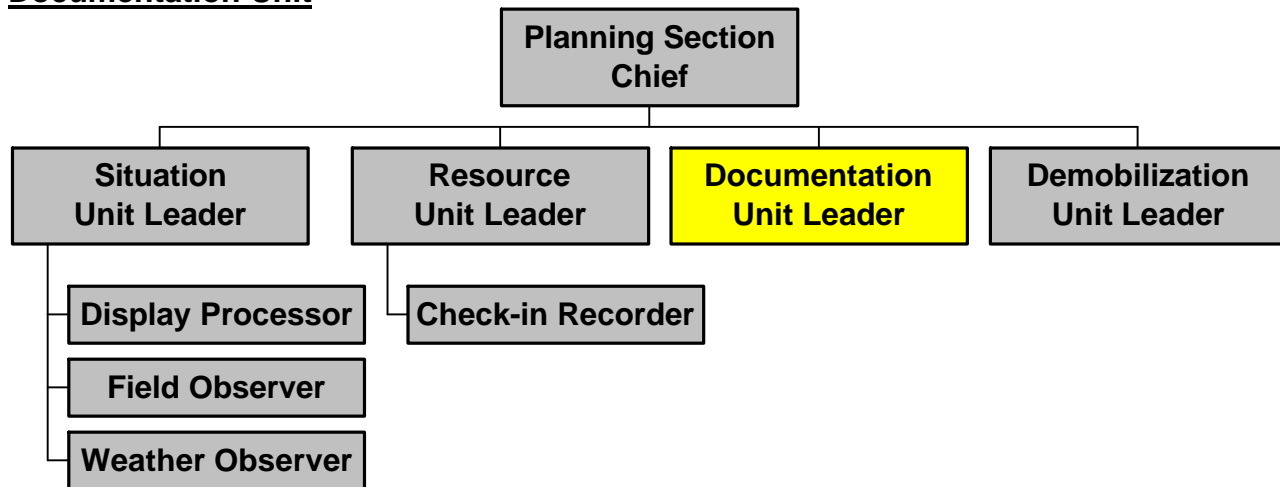 • Retrieve resource status information

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■ Managed by a Resources Unit Leader. Responsibilities include:
  • Make certain all assigned personnel and resources have checked in at the incident.
  • Maintain current status on all resources:
    - Assigned
    - Available
    - Out of service
  • Maintain the status of all assigned resources at an incident.
  • Establish check-in functions at incident locations and ensure that all incoming personnel resources complete the check-in process.
  • Prepare ICS-203 and appropriate portions of the ICS–204 for the Action Plan.
  • Prepare and maintain Incident Command Post displays including the ICS–207, Incident Organization Chart, resource allocation and deployment.
  • Maintain and currently post the status of all assigned resources including the status and location.
  • Participate in Planning Meetings to record pertinent parts of the meeting.
  • Assist in the demobilization planning and implementation.

MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

B. PLANNING ORGANIZATION (continued)

Documentation Unit

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                        ┌─────────────────────┐
                        │  Planning Section   │
                        │       Chief         │
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      ┌───────────────┬──────────────┴───────────────┬───────────────┐
┌───────────┐  ┌───────────┐  ┌───────────────┐  ┌───────────────┐
│ Situation │  │ Resource  │  │ Documentation │  │ Demobilization│
│Unit Leader│  │Unit Leader│  │  Unit Leader  │  │  Unit Leader  │
└───────────┘  └───────────┘  └───────────────┘  └───────────────┘
      │              │
┌──────────────┐ ┌──────────────────┐
│Display Processor│ │Check-in Recorder│
└──────────────┘ └──────────────────┘
      │
┌──────────────┐
│Field Observer│
└──────────────┘
      │
┌──────────────┐
│Weather Observer│
└──────────────┘
```

DOCUMENTATION UNIT

■ **RESPONSIBILITIES**

  • **Maintain Incident Files**

  • **Provide duplicating Services**

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FILING SYSTEM

■ **Normally include:**
  • **ICS-201 through ICS-222**
  • **Agency forms**
  • **IST Leader documents**
  • **Documents organized by:**
    − **Ops Period**
    − **Date**
    − **Time**

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■ Managed by a Documentation unit Leader. Responsibilities include:
  • Maintain accurate and complete incident files.
  • Provide duplication services.
  • Maintain file system.

Establish Filing System

■ Establishing a file system and collecting and filing documents. These normally include:
  • ICS Forms 201 through 222.
  • Agency specific forms (non-ICS).
  • Other forms or documents required by the IST Leader.
  • Material in each file is organized by:
    - Operational period
    - Date
    - Time

MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

B. PLANNING ORGANIZATION (continued)

Filing Documents

- For ease of filing, retrieval, and refilling, here are some recommendations:
  - Develop a file for each ICS form or document.
  - File in chronological order with the most recent in front.
  - Place time, date and your initials in upper right hand corner.
  - Time is written using 24-hour clock.
  - Date is 3 letter abbreviation of the month.
  - Example: (1730 OCT 3, 1999 SG).

- This system will make refilling easier. It will also help when you are looking for a specific document in a file.

Providing Duplicating Services

You can expect your heaviest workload period to be prior to and following the planning meeting. You will be required to reproduce, collate and staple the AP that may contain numerous pages.

FILING RECOMMENDATIONS
- **Develop file for each ICS document**
- **File in chronological order by:**
  - **Operational period**
  - **Date**
  - **Time**
- **Place time/date/initials on document**
  - **Use 24-hour time**
  - **Use 3-letter month abbreviation**
  - **Example [1730 Oct 3, 2000 SG]**

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MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

<table>
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PLANNING

- **Most important functions**
  - **Resource tracking**
  - **AP Development**
  - **Documentation**
  - **Demobilization**
  - **Situation status**
  - **Developing alternatives**

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B. PLANNING ORGANIZATION (continued)

Technical Specialists

■ Technical Specialists assigned to the Planning Section may report directly to the Planning Section Chief or within an existing unit. An example might be a meteorologist who could be made part of the Situation Unit.
- Structural Engineer
- Explosive experts for grain elevator explosion
- EPA for pesticide hazards in grain

■ Throughout this course you will perform some of the responsibilities of each of these units.

■ Resource tracking, development of the AP, documentation, situation status, developing alternatives and demobilization are the 6 most important functions the Planning Section accomplishes.

Planning Timeline

■ Once the Operational Period is established, Planning needs to develop an Action Planning Timeline
- Shift Change – 1 hour
- Prepare for Planning Meeting – 1 hour
- Conduct Planning Meeting – 1 hour
- Prepare AP – 3 hours
- Review and finalize AP – ½ hour
- Approve AP – ½ hour
- Prepare for Operations Briefing – ½ hour
- Operations Briefing – 1 hour
- Finalize Reports – 1 hour

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ACTION PLANNING

- **Timeline**
  - **Shift Change – 1 hour**
  - **Prepare for Planning Meeting – 1 hr**
  - **Conduct Planning Meeting – 1 hour**
  - **Prepare AP – 3 hours**
  - **Review and finalize AP – ½ hour**
  - **Approve AP – ½ hour**
  - **Prepare for Ops Briefing – ½ hour**
  - **Operations Briefing – 1 hour**
  - **Finalize Reports – 1 hour**

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MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

B. PLANNING ORGANIZATION (continued)

Resource Tracking

- Responsibility of Resource Unit:
  - Begins with check-in.
  - Check-in normally done at ICP or BoO.
  - Can be done by POA/MOB Specialist for task forces.
  - Status information on arriving resources is especially critical during the initial build up phase on an incident. Information missed in this phase may never catch up with the complete incident records.

- EXERCISE

- Next step in resource tracking is posting information from ICS 211 to ICS 219 — T cards color coding:
  - Gray — Header card for Sections, functions and locations
  - Blue — Local US&R responders
  - Green — Task Forces
  - Taupe — Specialized equipment
  - Orange — Helicopters
  - Rose — Vehicles
 - Yellow — Law enforcement or security resources
  - T cards are displayed in a T Card Rack

- EXERCISE

PLANNING

- **Resource tracking**
  - **Begins with check-in**
    - **Check-in normally done at ICP or BoO**
    - **Can be done by POA/MOB Specialist for Task Forces**

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RESOURCE TRACKING

■ ICS 219 - 'T' CARDS

Gray	Header card for sections, functions or locations
Blue	Local US&R Responders
Green	Task Forces
Taupe	Specialized equipment
Orange	Helicopters
Rose	Vehicles
Yellow	Law enforcement or security resources

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RESOURCE TRACKING

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MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

INTERACTIONS

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MEETING PHASES

Action Planning Meeting
PREPARATION

Action Planning Meeting
PRODUCTION
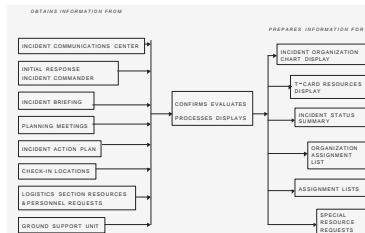
24

THINGS TO CONSIDER

■ **Room requirements**

■ **Physical arrangement**

■ **Location**

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ROOM REQUIREMENTS

■ **Quiet**
■ **Single room**
■ **Well-lighted**
■ **No phones/radios/pagers**
■ **Comfortable as possible**
■ **Designated exclusively for this use during posted meeting time**

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B. PLANNING ORGANIZATION (continued)

Resource Unit Interactions

■ Obtains information.

■ Confirms and evaluates the information and processes displays.

■ Prepares information for:
   • Incident Organization chart display

   • T-Card Resource display

   • Incident Status Summary — ICS-209

   • Organization Assignment List — ICS-203

   • Assignment List   — ICS-204

   • Special resource requests

C. PREPARING FOR AND CONDUCTING THE PLANNING MEETING

■ Things to consider in preparing for the Meeting
   • Room requirements

   • Quiet

   • Single room

   • Well lighted

   • No phones/radios/pagers

   • Designated exclusively for this use during meeting times

MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

C. PREPARING FOR AND CONDUCTING THE PLANNING MEETING (continued)

SEATING ARRANGEMENT
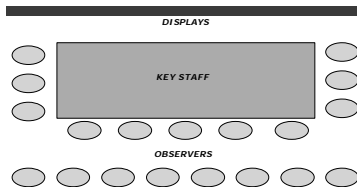
DISPLAYS

KEY STAFF

OBSERVERS

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- Physical arrangement
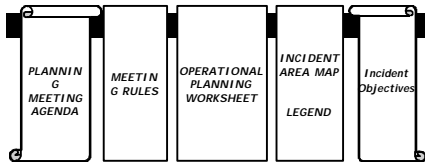
  - Seating

- Location

  - Away from distractions

  - Could be external to BoO

  - Preferred location – close to or adjacent to BoO

- Mandatory Attendance:

  - Command

  - Command staff

  - General Staff

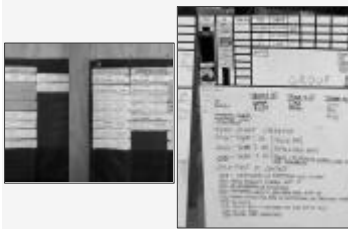 - Situation UL

  - Recorder(s)

LOCATION

- **Away from distractions**

- **Could be external to BoO**

- **Preferred location - close to or adjacent to BoO**

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ATTENDANCE

- **Mandatory attendance includes:**
  - **Command**
  - **Command Staff**
  - **General Staff**
  - **Situation UL**
  - **Recorder(s)**

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MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

DISPLAY ARRANGEMENT

PLANNING MEETING AGENDA | MEETING RULES | OPERATIONAL PLANNING WORKSHEET | INCIDENT AREA MAP LEGEND | Incident Objectives

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DISPLAYS

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MEETING IMPERATIVES

■ **All participants must come prepared**

■ **Strong leadership must be evident**

■ **Adhere to the meeting guidelines**

■ **Eliminate distractions** (cell phones, radios, etc.)

■ **Strong facilitation**

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DEVELOPING THE AP

■ **After Planning Meeting:**

   • **Staff members complete AP**

   • **Compilation of ICS Forms**

      – **ICS-202**   **ICS-203**

      – **ICS-204**   **ICS-205**

      – **ICS-206**   **ICS-220**

      – **Inc map**   **Transportation plan**

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C. PREPARING FOR AND CONDUCTING THE PLANNING MEETING (continued)

■   Display Arrangement:
   • Agenda

   • Meeting rules

   • ICS-215

   • Incident map

   • Incident objectives

■   Planning Meeting Imperatives:
   • All participants must come prepared.

   • Strong leadership must be evident.

   • Adhere to the meeting guidelines.

   • Eliminate distractions (cell phones, radios, etc.).

   • Strong facilitation.

D. DEVELOPING THE AP

Once the Planning meeting has concluded and the ICS-215 and other documents have been completed, staff members complete the various portions of the AP. This plan is nothing more than a compilation of ICS forms 202, 203, 204, 205, 206, 220, an Incident Map, Transportation Plan and other documents required.

MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

OBJECTIVES — ICS-202
- ■ IST Leader's incident objectives
- ■ Weather briefing
- ■ Safety briefing
- ■ Attachments

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ORGANIZATION — ICS-203
- ■ **Position assignments**
- ■ **Identified for specific Ops period**

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ASSIGNMENT LIST — ICS-204
- ■ **Completed for each division/group**
- ■ **Assigned Ops personnel**
  - • **Leader name**
  - • **# of personnel**
  - • **Transportation/reporting time**
- ■ **Assignments**
- ■ **Special instructions**
- ■ **Communications plan**

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DEVELOPING THE AP
- ■ **Divisions = geographic area**
- ■ **Groups = functional responsibility**
- ■ **Personnel listed in Block 5**
  - • **Leaders' name**
  - • **# of people assigned**
  - • **Transportation requirements**
  - • **Reporting location / time**

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D. DEVELOPING THE AP   (continued)

■ These forms are put in the following sequential order:
- • Cover page
- • ICS-202, Objectives
- • ICS-203, Organizational Assignment List
  - - This form tells all on the Incident who is assigned to the various positions listed.
  - - List personnel who will be assigned during the Operational Period.
- • ICS-204, Assignment List(s)
  - - One ICS-204 must be completed for each Division or Group assigned.

■ Divisions are geographical

■ Groups are functional areas of responsibility that may cross Division Boundaries.

■ List Operations personnel assigned in Block 5 of the form.

■ List specific personnel assigned, the Leaders name, number of people assigned, transportation needs, reporting location and pick up time.

MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

DEVELOPING THE AP

■ **Assignment listed**

■ **Special instructions**

■ **Communications issues**

- **Appropriate portions summarized**

- **Applicable to Divisions / Groups**

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PLANNING

■ **ICS-205 — Comm Plan**

- **Command frequencies**

- **Support frequencies**

- **Tactical frequencies**

- **Contact information**

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MEDICAL PLAN — ICS-206

■ **Position assignments**

■ **List medical resources**

■ **Instructions**

■ **MUL completes**

■ **Safety reviews**

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D. DEVELOPING THE AP   (continued)

■ List specific assignments (objective format – completion promotes accountability) for all Division resources assigned.

■ List any special instructions that are applicable to the work assigned.

■ Summarize the appropriate portions of the Communications Plan applicable to personnel assigned to this Division or Group.

■ ICS-205 — Incident Radio Communications Plan
- Needed to communicate all radio frequencies and systems used on the incident. Consider the following as a minimum of frequencies.
- Command frequencies.
- Support frequencies.
- Tactical frequencies.
- Include specific information on who would be contacted on the various frequencies assigned.
- Completed by the Communications Unit Leader or Logistics Section Chief.

■ ICS-206 — Medical Plan
- This form is designed for personnel assigned to the incident and not personnel injured because of the incident.
- List incident medical aid stations.
- List ambulance services that are available in the incident area.
- List incident assigned ambulances including the location.
- List hospitals in the incident area including address and travel times by ground and air.
- Provide specific instructions to personnel on the incident what procedures should be used in case of injury.
- Completed by the Medical Unit Leader or Logistics Section Chief and reviewed and approved by the Safety Officer.

MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

ACTION PLAN

■ **Considerations in developing the AP**
  • **In multiple operational periods, stay with the same format in the plan.**
  • **Do not change terminology from plans developed in different operational periods.**
  • **Leave personnel assigned in the same management unit (i.e., do not change Division or Group from day to day).**

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ACTION PLAN

■ **Finalization/approval/implementation**
  • **Set completion time for attachments.**
  • **Obtain all Plan attachments.**
  • **Obtain approval of completed Plan.**
  • **Determine numbers of IAPs required.**
  • **Arrange with Doc Unit to reproduce.**
  • **Review Plan prior to briefing.**
  • **Select Briefing location.**
  • **Attend the Briefing**

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EXERCISE

■ **AP — Ground Rules**
  • **Develop cover page**
  • **Develop**
    – **ICS-202**
    – **ICS- 203**
    – **ICS- 204(s)**

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D. DEVELOPING THE AP   (continued)

Other Considerations in Developing the AP

■ In multiple operational periods, stay with the same format in the plan.

■ Do not change terminology from plans developed in different Operational Periods.

■ Leave personnel assigned in the same management unit, i.e., do not change Division or Group from day to day.

■ Finalization, approval and implementation:
  • Set completion time for attachments.
  • Obtain all Plan attachments.
  • Obtain approval of the completed Plan.
  • Determine numbers of APs required.
  • Arrange with Documentation Unit to reproduce.
  • Review Plan prior to briefing and distribution.
  • Select Briefing location.
  • Attend the Briefing.

■ EXERCISE

MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

D. DEVELOPING THE AP   (continued)

Situation Report 209

ICS-209 — Incident Status Summary. The primary responsibility for completion lies with the Situation Unit but assistance in completing the form will be required by the Resource Unit and Finance Section personnel. Once completed the form is submitted to the Documentation Unit for duplication and distribution to the Command and General Staffs.

- The ICS-209 provides a concise and complete summary of all activities that have occurred on the incident. This can be best completed following an analysis of the debriefing information received. Required by many agencies.

- Provides a document the Information Officer can use to provide media releases. Provides sufficient information to answer the majority of questions political representatives may have regarding the incident:
  - Current situation
  - Critical issues
  - Casualty report
  - Accomplishments
  - Resources assigned
  - Planned activities
  - Additional information
  - Signed by IST Leader

- EXERCISE

PLANNING

- **INCIDENT STATUS SUMMARY — ICS-209**
  - **Provides a concise and complete summary of all activities that have occurred on the incident**
  - **Provides a document the DFO Media Affairs can use to provide releases**

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PLANNING

- **ICS-209**
  - **Summary of all activities**
  - **Based on analysis of debriefing information**
  - **Required by many agencies**

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PLANNING

- **ICS-209**
  - **Answers political questions:**
    - **Current situation**
    - **Critical issues**
    - **Casualty report**
    - **Accomplishments**
    - **Resources assigned**
    - **Planned activities**

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MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

PLANNING

■ **Supporting Plans**

- **Demobilization Plan**

- **Transition Plan**

- **Contingency Plan**

- **Long Range Plan**

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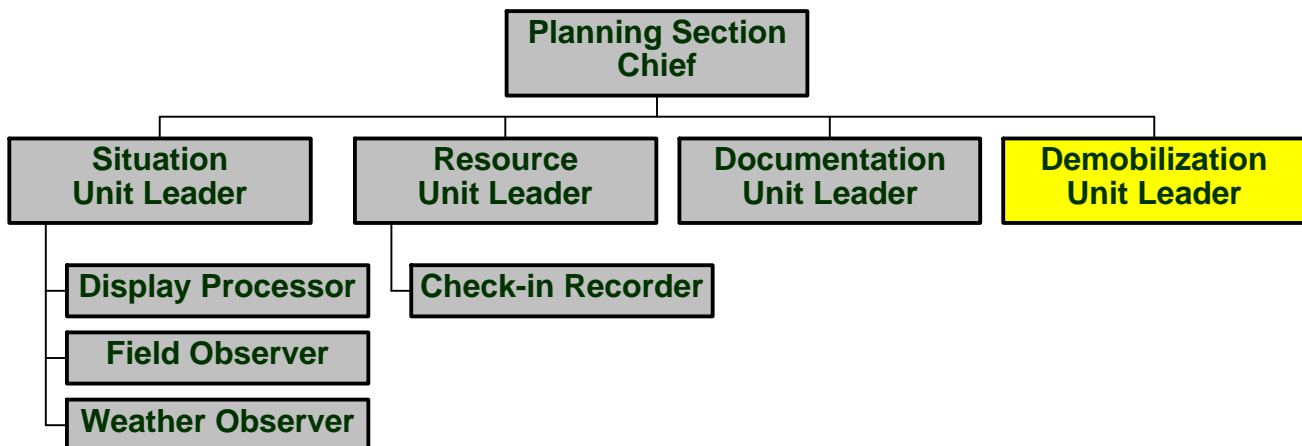
E. SUPPORTING PLANS

■   Examples of Supporting Plans are:
  - Demobilization Plan
  - Transition Plan
  - Contingency Plan
  - Long Range Plan

■   For the rest of the day we will concentrate on only the Demobilization Plan and Contingency Plan.

Demobilization Plan

Demobilization of resources on an incident is a very important part of incident operations.

```
                      ┌───────────────────┐
                      │  Planning Section  │
                      │       Chief        │
                      └─────────┬─────────┘
        ┌──────────────┬────────┴────────┬──────────────┐
┌───────────────┐ ┌───────────────┐ ┌───────────────┐ ┌───────────────┐
│   Situation   │ │   Resource    │ │ Documentation │ │ Demobilization│
│  Unit Leader  │ │  Unit Leader  │ │  Unit Leader  │ │  Unit Leader  │
└───────┬───────┘ └───────┬───────┘ └───────────────┘ └───────────────┘
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 │Display Processor│ │ Check-in Recorder │
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 ┌───────────────┐
 │ Field Observer │
 └───────────────┘
 ┌───────────────┐
 │Weather Observer│
 └───────────────┘
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MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

E. SUPPORTING PLANS

DEMOBILIZATION

■ **PLANNING**
  • **Demob Planning should start early**
  • **Recognize the indicators**
    – **No new resource orders**
    – **End of incident in sight**
    – **Unassigned resources**
  • **A demobilization meeting is held as soon as the indicators tell you it is time to consider releasing resources**

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PLAN CONTENT

■ **General information**

■ **Responsibilities**

■ **Release priorities**

■ **Release procedures**

■ **Directory**

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Demobilization Plan (continued)

■ 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 demobilization planning:
  • No new resource orders
  • End of incident is in sight
  • Unassigned resources

■ The following elements need to be covered, regardless of the medium used for the plan:
  • General information that includes broad orientation information on the procedures to be used in the demobilization process.
  • Spells out the responsibilities for initiating the plan and specific responsibility by function for various implementation activities. Establishes a chain of command and outlines the activities at specific locations.

MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

E. SUPPORTING PLANS

Demobilization Plan (continued)

- Release priorities. The IST Leader, in conjunction with the Incident Commander, and depending on the incident situation and logistical arrangements or constraints, establishes release priorities.
  - Critical resources
  - Local
  - First-in, first-out
  - Other agency
  - Cost

- Directory lists emergency contact names and numbers that personnel can contact in case of problems enroute to their home base

- Preparation of Plan
  - Prepared by Demob Unit Leader
  - Reviewed by Planning Section Chief
  - Approved by IST Leader

Functional Responsibilities

- IST Leader
  - Sets release priorities.
  - Manages the meeting and process.

- Planning Section Chief
  - Prepares transportation manifests - must be done in close effort with the Logistics Section.
  - Notify personnel to be released of the specific times for release.
  - Provide team leaders and individual personnel with the ICS-221 — Demobilization Checkout
  - Transportation manifests
  - Briefings on travel arrangements.
  - Ensure all incident documents are submitted to the Documentation Unit.
  - Collect individual performance evaluations.

RELEASE PRIORITIES

- **Critical resources**
- **Local**
- **First-in, First-out**
- **Other agency**
- **Cost**

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DEMOB RESPONSIBILITIES

- **Prepared by the Demobilization Unit Leader**
- **Reviewed by the Planning Section Chief**
- **Approved by the Incident Commander**

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DEMOB RESPONSIBILITIES

- **IST Leader**
  - **Sets release priorities**
  - **Manages the meeting and process**

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DEMOB RESPONSIBILITIES

- **Planning Section Chief**
  - **Prepares transportation manifests**
  - **Notify personnel to be released**
  - **Provide Demobilization Checkout, ICS – 221**
  - **All incident documents are submitted**
  - **Collect performance evaluations**

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MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

E. SUPPORTING PLANS

Functional Responsibilities (continued)

- Logistics Section Chief
  - Return of all accountable property and non-expendable equipment issued.
  - Transportation arrangements if needed.

- Finance/Administrative Section Chief:
  - Complete personnel time records
  - Complete injury reports
  - Complete Claims reports

- EXERCISE

Contingency Plan

- Definition:
  - 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?

Slide boxes (left column):

DEMOB RESPONSIBILITIES
- Logistics Section Chief
  - Property accountability
  - Transportation arrangements

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DEMOB RESPONSIBILITIES
- Finance/Administrative Section Chief
  - Personnel time records
  - Complete injury reports
  - Complete Claims reports

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CONTINGENCY PLAN
- Definition
  - Contingency plans are those plans developed to meet needed requirements for an event not yet certain to happen

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WHAT IF . . .
- What if we have to relocate the BoO?
- What if we encounter severe weather?
- What if we encounter toxic chemicals?
- What if we get a severe after-shock?

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MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

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CONTINGENCY ELEMENTS

■ **Problem statement**

■ **Objectives**

■ **Pre-planning**

■ **Actions**

■ **Appendix**

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CONTINGENCY PLAN

■ **Pre-planning**

• **Floor plans**

• **Meetings**

• **Safety issues / hazards**

• **Plan organization**

• **Deployment of resources**

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CONTINGENCY PLAN

■ **Actions**

• **Develop the organization**

• **Brief resources**

• **Stage anticipated resources**

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CONTINGENCY PLAN

■ **Appendix**

• **Range of alternatives**

• **Maps**

• **Resource listing**

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E. SUPPORTING PLANS

Contingency Plan (continued)

Elements of a Contingency Plan

■   Problem Statement

■   Objectives

■   Pre-Planning — Examples:
   • Obtain floor plans of the affected building.
   • Hold meetings to assure all agency/personnel aware of their responsibilities.
   • Identify safety issues/hazards.
   • Plan the organization.
   • Clearly define the deployment of resources.

■   Actions
   • Develop the Organization
   • Brief resources to be assigned
   • Stage anticipated needed resources
   Note: Not all contingency plans would require an Actions component. It is dependent on what contingency the plan is addressing. Decision- makers may want to stage response resources i.e. response teams or response equipment (in case the uncertain event happens).

■   Appendix:
   • Range of alternatives
   • Maps
   • Resource listing

MODULE 3: UNIT IV — PLANNING FUNCTIONAL TRAINING

F. AFTER ACTION DEBRIEFING

AFTER ACTION DEBRIEFING

■ **IST format**

■ **Comments in writing**

■ **Recommendations**

■ **Not a gripe report**

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AFTER ACTION DEBRIEFING

■ **Completed by each TF and IST**

■ **ESF-9 will collect / After Action report developed**

■ **GO Kits**

■ **Information checklist**

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■ Use the US&R IST After Action Debriefing format.

■ The intent is not to simply check off the items listed but to provide written comment on what went well and what did not go well.
  • Provide recommendations where appropriate.

■ Don't let the Debriefing be a gripe report.

■ Each task force and the IST will complete an After Action Debriefing.

■ ESF-9 will collect and write an After Action Report based on the Debriefings.

■ GO Kit contents

■ Develop checklist of information needed when activated.