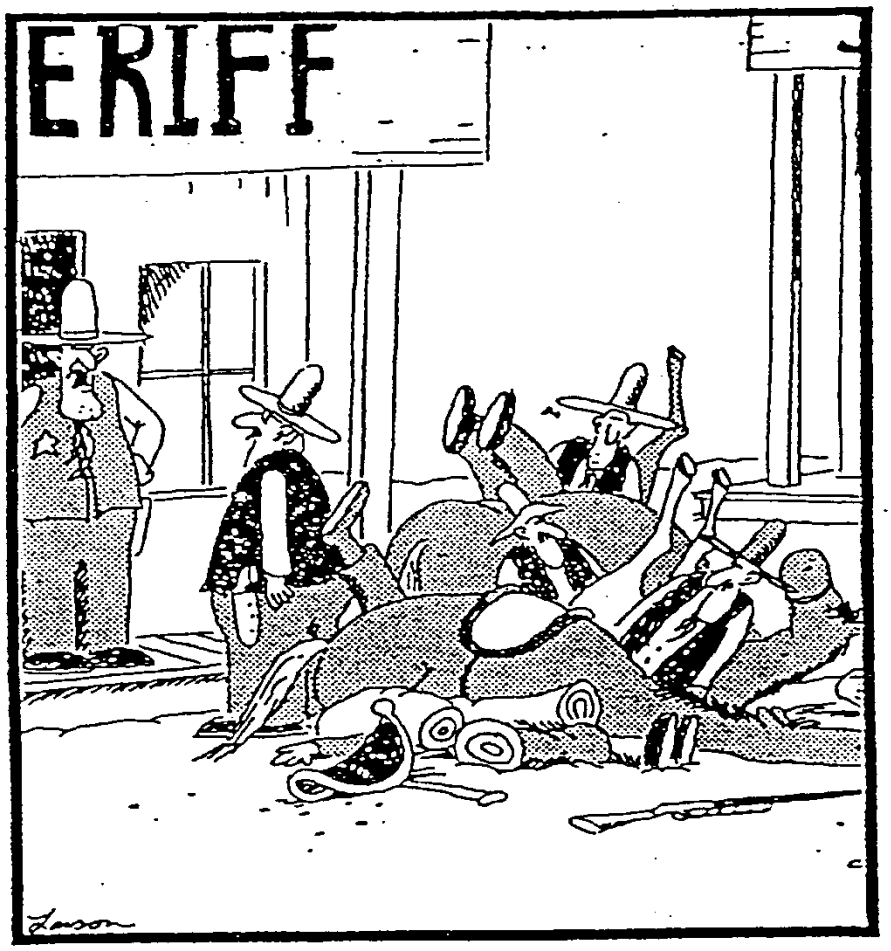
# *INCIDENT ACTION PLAN*

## *All Hazard Planning Section Chief*

## ***L 962***




"And so you just threw everything together? ... Mathews, a posse is something you have to *organize.*"

SANDWICH POLICE DEPARTMENT
NOVEMBER 15-18, 2021

**Scan for electronic copy IAP**

# Incident Objectives (ICS 202)

| 1. Incident Name: PLANNING SECTION CHIEF | 2. Operational Period: Date From 11/15/21 Time From: 0730 | Date To: 11/18/21 Time To: 1730 |
|---|---|---|

**3. Objective(s):**

- **Provide a safe and comfortable classroom environment, and ensure there is accountability for all students during any emergency situation that impacts the classroom or training facility.**
- **Meet all Unit instructional objectives for the Planning Section Chief class by close of class on November 18, 2021 as indicated by students successfully passing final exam.**
- **Return Incident Facilities to clean and orderly condition at completion of the incident**
- **Ensure proper completion of registration and testing forms for all students and submit to John Burke within three working days post incident for submission to FEMA for processing and certification.**

**4. Operational Period Command Emphasis:**

There are a lot of electronic diversions to students in this class; electronic student reference guides, handouts, examples, exercise references and additional real world electronic examples provided by the instructors. But this is an in-class course so let's not let these diversions distract us from the classroom communications and information available at hand and take advantage of this opportunity.

**General Situational Awareness :**

**SAFETY:** Follow COVID 19 pandemic precautions regardless of vaccination status. Social distancing, masking when needed, and good hygiene are all steps to follow.

**Weather forecast:**

**Monday:** Becoming partly cloudy after some morning rain. High 53F. Winds W at 10 to 15 mph. Chance of rain 70%. Overnight, some clouds early will give way to generally clear conditions overnight. Low 34F. Winds WNW at 10 to 20 mph.

**Tuesday**: A mainly sunny sky. High 48F. Winds WNW at 15 to 25 mph. Overnight, mostly clear sky. Low 34F. Winds W at 10 to 15 mph.

**Wednesday:** Intervals of clouds and sunshine. High around 55F. Winds SW at 10 to 20 mph. Overnight. Partly cloudy. Low 49F. Winds SW at 10 to 20 mph.

**Thursday:** Mainly cloudy. High 61F. Winds SW at 15 to 25 mph. Overnight, Considerable cloudiness. Low 39F. Winds W at 10 to 20 mph.

**5. Site Safety Plan Required?** Yes ☐ **No X☐**

**Approved Site Safety Plan(s) Located at:**

**6. Incident Action Plan** (the items checked below are included in this Incident Action Plan)**:**

| | | |
|---|---|---|
| **X☐ ICS 203** | ☐ ICS 207 | Other Attachments: |
| **X☐ ICS 204** | ☐ ICS 208 | **X☐ Activity Logs ICS 214** |
| ☐ ICS 205 | ☐ Map/Chart | ☐ _____ |
| ☐ ICS 205A | ☐ Weather Forecast/Tides/Currents | ☐ _____ |
| ☐ ICS 206 | | ☐ _____ |

**7. Prepared by:** Name: Bob Panko Position/Title: DPIC Signature: Robert A Panko

**8. Approved by Incident Commander:** Name: Bill Campbell Signature: (Electronic Approval)

| ICS 202 | IAP Page 2 | Date/Time: 11/12/21 1300 |
|---|---|---|

# ORGANIZATION ASSIGNMENT LIST (ICS 203)

| 1. Incident Name: PLANNING SECTION CHIEF | 2. Operational Period: Date From: 11/15/21 Date To: 11/18/21 Time From: 0730 Time To: 1730 |
|---|---|

| 3. Incident Commander(s) and Command Staff: | |
|---|---|
| IC/UCs | Bill Campbell (518-605-8941) |
| Deputy | Bob Panko (305-323-1385) |
| | |
| | |
| Safety Officer | |
| Public Info. Officer | |
| Liaison Officer | |

| 4. Agency/Organization Representatives: | |
|---|---|
| Sandwich Fire Dept | John Burke (774-313-0178) |
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| 5. Planning Section: | |
|---|---|
| Chief | |
| Deputy | |
| Resources Unit | Bob Panko |
| Situation Unit | |
| Documentation Unit | Bill Campbell |
| Demobilization Unit | |
| Technical Specialists | |
| | |
| | |
| | |

| 6. Logistics Section: | |
|---|---|
| Chief | |
| Deputy | |
| **Support Branch** | |
| Director | |
| Supply Unit | |
| Facilities Unit | |
| Ground Support Unit | |
| **Service Branch** | |
| Director | |
| Communications Unit | |
| Medical Unit | |
| Food Unit | |

| 7. Operations Section: | | |
|---|---|---|
| Chief | | |
| Deputy | | |
| | | |
| Staging Area | | |
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| | | |
| **Branch** | | |
| Branch Director | | |
| Deputy | | |
| Division/Group | | |
| Division/Group | | |
| Division/Group | | |
| Division/Group | | |
| Division/Group | | |
| **Air Operations Branch** | | |
| Air Ops Branch Dir. | | |
| | | |
| | | |

| 8. Finance/Administration Section: | |
|---|---|
| Chief | |
| Deputy | |
| Time Unit | |
| Procurement Unit | |
| Comp/Claims Unit | |
| Cost Unit | |

**9. Prepared by:** Name: Bob Panko Position/Title: DPIC Signature: Robert A Panko

| ICS 203 | IAP Page 3 | Date/Time: 11/12/21 1300 |
|---|---|---|

# ASSIGNMENT LIST (ICS 204)

| 1. Incident Name: PLANNING SECTION CHIEF | 2. Operational Period: Date From: 01/15/21 Time From: 0730 Date To: 11/15/21 Time To: 1700 | 3. Branch: Division: Group: Staging Area: |
|---|---|---|

**4. Operations Personnel:** Name / Contact Number(s)

Operations Section Chief: _____

Branch Director: _____

Division/Group Supervisor: _____

**5. Resources Assigned:**

| Resource Identifier | Leader | # of Persons | Scheduled Times | Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information |
|---|---|---|---|---|
| Unit 1 – Course Overview | Bob Panko | 2 | 0830-1030 | DP1- |
| Unit 2- Overview of the Planning Section | Bob Panko | 2 | 1045-1100 | DP1 |
| Unit 3- Overview of the Resources Unit | Bill Campbell | 2 | 1115-1600 | DP1 |
| | | | | |
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**6. Work Assignments:**

Unit 1- Pretest; Activity 1.1;ICS214
Unit 2- Handouts Position Checklist; Expectations of IMT Members; Planning P; ICS202
Unit 3- Activity 3.1; Handouts = RESL Position Checklist, Operational Period Planning Cycle, ICS Forms Responsibility & Distribution, ICS Form 211 Incident Check-in List, ICS T-Card System, ICS Form 203, ICS Form 204, ICS Form 207, ICS Form 219

ICS Form 219 T-Card Activity (includes 15 ICS form files: ICS Form 210, 2 pages ICS Form 215, and 12 ICS Form 219)
Provide 10 min break each hour.
Lunch break to be determined.
Students will prepare Activity Logs at end of the day.

**7. Special Instructions:**

The links below will connect students to materials for each unit:

http://riskybusinessincidentmanagement.com/ftp/Planning_Section_Chief_Course/Unit1_Access/
http://riskybusinessincidentmanagement.com/ftp/Planning_Section_Chief_Course/Unit2_Access/
http://riskybusinessincidentmanagement.com/ftp/Planning_Section_Chief_Course/Unit3_Access/

**8. Communications** (radio and/or phone contact numbers needed for this assignment)**:**

| Name/Function | Primary Contact: indicate cell, pager, or radio (frequency/system/channel) |
|---|---|
| / | |
| / | |
| / | |
| / | |

**9. Prepared by:** Name: Bob Panko Position/Title: DPIC Signature: Robert A Panko

| ICS 204 | IAP Page 4 | Date/Time: 11/12/21 1300 |
|---|---|---|

# ASSIGNMENT LIST (ICS 204)

| 1. Incident Name: PLANNING SECTION CHIEF | 2. Operational Period: Date From: 11/16/21 Time From: 0730 Date To: 11/16/21 Time To: 1700 | 3. Branch: Division: Group: Staging Area: |
|---|---|---|

**4. Operations Personnel:** Name / Contact Number(s)

Operations Section Chief: _____

Branch Director: _____

Division/Group Supervisor: _____

**5. Resources Assigned:**

| Resource Identifier | Leader | # of Persons | Scheduled Times | Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information |
|---|---|---|---|---|
| OP Briefing | Bob Panko | 1 | 0830-0850 | DP1 |
| Unit 4- Overview of the Situation Unit | Bill Campbell | 2 | 0850-1200 | DP1 |
| Unit 5- Initial Response | Bob Panko | 2 | 1230-1600 | DP1 |
| | | | | |
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**6. Work Assignments:**

Unit 4- Activity 4.1;
Handouts: Situation Unit Leader Position Checklist, Operational Period Planning Cycle (Planning P), Verbal Situation Briefing Outline, ICS Form 209 with Instructions, Sample ICS Form 209, SITL Map Products for Meetings & Briefings, Map Request Form

Unit 5- Activity 5.1
Handouts: All-Hazards Complexity Analysis, Essential Elements of an Agency Administrator Briefing, Agency Administrator Briefing Checklist Template, Delegation of Authority Example, Return of Delegation of Authority Example Incident Transition Plan Sample

**7. Special Instructions:**

The links below will connect students to materials for each unit:

http://riskybusinessincidentmanagement.com/ftp/Planning_Section_Chief_Course/Unit4_Access/
http://riskybusinessincidentmanagement.com/ftp/Planning_Section_Chief_Course/Unit5_Access/

**8. Communications** (radio and/or phone contact numbers needed for this assignment)**:**

| Name/Function | Primary Contact: indicate cell, pager, or radio (frequency/system/channel) |
|---|---|
| / | |
| / | |
| / | |
| / | |

**9. Prepared by:** Name: Bob Panko Position/Title: DPIC Signature: Robert A Panko

| ICS 204 | IAP Page 5 | Date/Time: : 11/12/21 1300 |
|---|---|---|

# ASSIGNMENT LIST (ICS 204)

| 1. Incident Name: PLANNING SECTION CHIEF | 2. Operational Period: Date From: 11/17/21 Time From: 0800 Date To: 11/17/21 Time To: 1700 | 3. Branch: |
|---|---|---|

**4. Operations Personnel:** Name / Contact Number(s)

Operations Section Chief: _____

Branch Director: _____

Division/Group Supervisor: _____

**Division:**

**Group:**

**Staging Area:**

| 5. Resources Assigned: Resource Identifier | Leader | # of Persons | Scheduled Times | Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information |
|---|---|---|---|---|
| OP Briefing | Bob Panko | 2 | 0830-0850 | DP1 |
| Unit 6 – Operational Period Planning Cycle | Bill Campbell / Bob Panko | 2 | 0850-1600 | DP1 |
| | | | | |
| | | | | |
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| | | | | |

6. Work Assignments:

Unit 6: Activity 6.1: The Planning Meeting, Planning P video – Planning Meeting segment

Activity 6.2: IAP Preparation

Activity 6.3: ICS Form 209 Preparation

Handouts: Sample Planning Meeting Agenda, Sample Incident Action Plan, IAP Assembly Checklist, Sample Operational Briefing Agenda

**7. Special Instructions:**

The link below will connect students to materials for this unit:

http://riskybusinessincidentmanagement.com/ftp/Planning_Section_Chief_Course/Unit6_Access/

**8. Communications** (radio and/or phone contact numbers needed for this assignment)**:**

| Name/Function | Primary Contact: indicate cell, pager, or radio (frequency/system/channel) |
|---|---|
| / | |
| / | |
| / | |
| / | |

**9. Prepared by:** Name: Bob Panko Position/Title: DPIC Signature: Robert A Panko

| ICS 204 | IAP Page __6___ | Date/Time: |
|---|---|---|

# ASSIGNMENT LIST (ICS 204)

| 1. Incident Name: PLANNING SECTION CHIEF | 2. Operational Period: Date From: 11/18/21 Time From: 0800 Date To: 11/18/21 Time To: 1700 | 3. Branch: |
|---|---|---|

**4. Operations Personnel:** Name / Contact Number(s)

Operations Section Chief: _____

Branch Director: _____

Division/Group Supervisor: _____

**Division:**

**Group:**

**Staging Area:**

| 5. Resources Assigned: Resource Identifier | Leader | # of Persons | Scheduled Times | Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information |
|---|---|---|---|---|
| OP Briefing | Bob Panko | 2 | 0830-0850 | DP1 |
| | | | | |
| Unit 7- Interactions | Bob Panko | 1 | 0850-1050 | DP1 |
| Unit 8 –Overview of Documentation & Demobilization Units | Bill Campbell | 2 | 1100-1200 | DP1 |
| AAR & Exam | Cadre | 2 | 1230-1600 | DP1 |
| | | | | |

**6. Work Assignments:**

**Unit 7:** Activity 7.1

Handouts: ICS Form 225, PSC Self Evaluation, Indicators of IMT Success

**Unit 8:** Handouts: Documentation Unit Leader Position Checklist, All-Hazards Documentation Unit Leader Filing System. Demobilization Unit Leader Position Checklist, Sample Demobilization Plan, Demobilization Plan Template, ICS Form 221 Demobilization Checklist Handout 8-6:

Provide 10 min break each hour.
Instead of the ICS214 Activity Log, students will complete FEMA overall course evaluation form and submit before final exam.

**7. Special Instructions:**

The links below will connect students to materials for each unit:

http://riskybusinessincidentmanagement.com/ftp/Planning_Section_Chief_Course/Unit7_Access/
http://riskybusinessincidentmanagement.com/ftp/Planning_Section_Chief_Course/Unit8_Access/

**8. Communications** (radio and/or phone contact numbers needed for this assignment)**:**

| Name/Function | Primary Contact: indicate cell, pager, or radio (frequency/system/channel) |
|---|---|
| / | |
| / | |
| / | |
| / | |

**9. Prepared by:** Name: Bob Panko Position/Title: DPIC Signature: Robert A Panko

| ICS 204 | IAP Page 7 | Date/Time: : 11/12/21 1300 |
|---|---|---|

# ACTIVITY LOG (ICS 214)

| 1. Incident Name: PLANNING SECTION CHIEF | 2. Operational Period: Date From: 11/15/21 Time From: | Date To: 11/15/21 Time To: |
|---|---|---|
| **3. Name:** | **4. ICS Position:** **STUDENT** | **5. Home Agency** (and Unit)**:** |

**6. Resources Assigned:**

| Name | ICS Position | Home Agency (and Unit) |
|---|---|---|
| NOTE: THIS FORM IS BEING USED | | |
| SOLELY AS A METHOD OF | | |
| GATHERING STUDENT INPUT | | |
| INTO THE PRESENTATIONS. | | |
| PLEASE LET US KNOW WHAT YOU | | |
| THINK. THESE INPUTS ARE ONLY | | |
| FOR THE INSTRUCTORS! | | |
| | | |

**7. Activity Log:**

| Date/Time | Notable Activities |
|---|---|
| | **SUMMARIZE IN YOUR OWN WORDS** |
| | |
| | 1-INSTUCTOR EFFECTIVENESS |
| | |
| | |
| | 2-USE OF VISUAL AIDS |
| | |
| | |
| | 3-COURSE MATERIAL |
| | |
| | |
| | |
| | 4-EFFECTIVENESS OF PRACTICAL EXERCISES |
| | |
| | |
| | 5-CLASSROOM SETTING |
| | |
| | |
| | |
| | 6-OTHER COMMENTS |
| | |
| | |
| | |
| | (YOU ARE NOT OBLIGATED TO SIGN THE FORM IF YOU WANT TO BE ANONYMOUS) |

**8. Prepared by:** Name: _____ Position/Title: _____ Signature: _____

 Date/Time: _____

# ACTIVITY LOG (ICS 214)

| 1. Incident Name: PLANNING SECTION CHIEF | 2. Operational Period: Date From:11/16/21 Time From: | Date To: 11/16/21 Time To: |
|---|---|---|
| **3. Name:** | **4. ICS Position:** **STUDENT** | **5. Home Agency** (and Unit)**:** |

**6. Resources Assigned:**

| Name | ICS Position | Home Agency (and Unit) |
|---|---|---|
| NOTE: THIS FORM IS BEING USED | | |
| SOLELY AS A METHOD OF | | |
| GATHERING STUDENT INPUT | | |
| INTO THE PRESENTATIONS. | | |
| PLEASE LET US KNOW WHAT YOU | | |
| THINK. THESE INPUTS ARE ONLY | | |
| FOR THE INSTRUCTORS! | | |
| | | |

**7. Activity Log:**

| Date/Time | Notable Activities |
|---|---|
| | **SUMMARIZE IN YOUR OWN WORDS** |
| | |
| | 1-INSTUCTOR EFFECTIVENESS |
| | |
| | |
| | 2-USE OF VISUAL AIDS |
| | |
| | |
| | 3-COURSE MATERIAL |
| | |
| | |
| | |
| | 4-EFFECTIVENESS OF PRACTICAL EXERCISES |
| | |
| | |
| | 5-CLASSROOM SETTING |
| | |
| | |
| | |
| | 6-OTHER COMMENTS |
| | |
| | |
| | |
| | (YOU ARE NOT OBLIGATED TO SIGN THE FORM IF YOU WANT TO BE ANONYMOUS) |

**8. Prepared by:** Name: _____ Position/Title: _____ Signature: _____



Date/Time: _____

# ACTIVITY LOG (ICS 214)

| 1. Incident Name: PLANNING SECTION CHIEF | 2. Operational Period: Date From:11/7/21 Time From: | Date To: 11/17/21 Time To: |
|---|---|---|
| **3. Name:** | **4. ICS Position:** **STUDENT** | **5. Home Agency** (and Unit)**:** |

**6. Resources Assigned:**

| Name | ICS Position | Home Agency (and Unit) |
|---|---|---|
| NOTE: THIS FORM IS BEING USED | | |
| SOLELY AS A METHOD OF | | |
| GATHERING STUDENT INPUT | | |
| INTO THE PRESENTATIONS. | | |
| PLEASE LET US KNOW WHAT YOU | | |
| THINK. THESE INPUTS ARE ONLY | | |
| FOR THE INSTRUCTORS! | | |
| | | |

**7. Activity Log:**

| Date/Time | Notable Activities |
|---|---|
| | **SUMMARIZE IN YOUR OWN WORDS** |
| | |
| | 1-INSTUCTOR EFFECTIVENESS |
| | |
| | |
| | 2-USE OF VISUAL AIDS |
| | |
| | |
| | 3-COURSE MATERIAL |
| | |
| | |
| | |
| | 4-EFFECTIVENESS OF PRACTICAL EXERCISES |
| | |
| | |
| | 5-CLASSROOM SETTING |
| | |
| | |
| | |
| | 6-OTHER COMMENTS |
| | |
| | |
| | |
| | (YOU ARE NOT OBLIGATED TO SIGN THE FORM IF YOU WANT TO BE ANONYMOUS) |

**8. Prepared by:** Name: _____ Position/Title: _____ Signature: _____

 Date/Time: _____