INCIDENT ACTION PLAN

I 300

ICS FOR EXPANDING INCIDENTS

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

ROCKLAND COUNTY
POMONA, NY
OCT 1-3, 2019
Incident Objectives (ICS 202)

1. Incident Name: ROCKLAND COUNTY I300
2. Operational Period: Date From: 10/01/19   Date To: 10/03/19
   Time From: 0800   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 I 300 class by close of class on Oct 3, 2019 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 NYSEOM for processing and certification with three working days post incident.

4. Operational Period Command Emphasis:
   This is a course about the ICS planning process and the ICS system of management. Don't get bogged down with the details and tactics of the practical exercises we will work on. The instructors don't care if you actually select the proper tactics for the practice incident you are working on. We instead want to see you using the ICS steps of the Planning P to successfully learn the ICS process.

General Situational Awareness: Weather forecast:
**Tues Oct 01**: Mostly cloudy skies early, then partly cloudy in the afternoon. High 76F. Winds SW at 5 to 10 mph. Overnight, partly cloudy. Low 67F. Winds SW at 5 to 10 mph.
**Wed Oct 02**: Partly cloudy skies in the morning will give way to cloudy skies during the afternoon. A stray shower or thunderstorm is possible. High 84F. Winds WNW at 10 to 15 mph. Overnight, showers early, becoming a steady rain late. Low 52F. Winds NNE at 5 to 10 mph. Chance of rain 70%. Rainfall around a quarter of an inch.
**Thur Oct 03**: Periods of rain. High 59F. Winds E at 5 to 10 mph. Chance of rain 90%. Rainfall around a quarter of an inch. Overnight, cloudy with showers. Low 54F. Winds SW at 5 to 10 mph. Chance of rain 80%.

5. Site Safety Plan Required? Yes ☐ No ☑
   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
   - X ☐ Activity Logs ICS 214
   - [☐] ICS 208
   - [☐] Map/Chart
   - [☐] ICS 205
   - [☐] Weather Forecast/Tides/Currents
   - [☐] ICS 205A
   - [☐] ICS 206
   - [☐] Other Attachments:

7. Prepared by: Name: Bob Panko  Position/Title: DP ICT4  Signature: 

8. Approved by Incident Commander: Name: Jim Hay  Signature: 

ICS 202 IAP Page _2_ Date/Time: 09/30/19 1100
### ORGANIZATION ASSIGNMENT LIST (ICS 203)

**1. Incident Name:** ROCKLAND COUNTY I300  
**2. Operational Period:**  
- Date From: 10/01/19  
- Date To: 10/03/19  
- Time From: 0800  
- Time To: 1630

**3. Incident Commander(s) and Command Staff:**

<table>
<thead>
<tr>
<th>IC/UCs</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Hay</td>
<td>516-313-4452</td>
<td></td>
</tr>
<tr>
<td>Deputy Bob Panko</td>
<td>305-323-1385</td>
<td></td>
</tr>
</tbody>
</table>

**4. Safety Officer**

- Staging Area

**5. Public Info. Officer**

- Task Force Leader: Bob Panko  
  - Phone: 305-323-1385

**6. Liaison Officer**

- Task Force Leader: Jim Hay  
  - Phone: 516-313-4452

**4. Agency/Organization Representatives:**

- ROCKLAND Cty OEM: Chris Jensen (845-590-8726)  
- NYS OEM: John Thomsen (518 292-2361)

**5. Planning Section:**

- Chief
- Deputy
- Resources Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit
- Technical Specialists
- Branch Director
- Division/Group
- Deputy
- Division/Group
- Division/Group

**6. Logistics Section:**

- Chief
- Deputy
- Air Operations Branch
- Director
- Support Branch: Air Ops Branch Dir.
- Supply Unit
- Facilities Unit
- Ground Support Unit
- Service Branch
- Director
- Communications Unit
- Medical Unit
- Food Unit
- Service Branch: Deputy
- Communications Unit
- Medical Unit
- Food Unit
- Comp/Claims Unit
- Cost Unit

**8. Finance/Administration Section:**

- Chief
- Service Branch: Deputy
- Service Directors
- Communications Unit: Time Unit
- Medical Unit: Procurement Unit
- Food Unit: Cost Unit

**9. Prepared by:**  
- Name: Bob Panko  
- Position/Title: DPIC  
- Signature:  
- Date/Time: 09/29/19 1100
**ASSIGNMENT LIST (ICS 204)**

1. **Incident Name:** ROCKLAND COUNTY I300

2. **Operational Period:**
   - Date From: 10/01/19
   - Date To: 10/01/19
   - Time From: 0800
   - Time To: 1700

3. **Branch:**

4. **Operations Personnel:**
   - Name
   - Contact Number(s)
   - Operations Section Chief:
   - Branch Director:
   - Division/Group Supervisor:

5. **Resources Assigned:**

<table>
<thead>
<tr>
<th>Resource Identifier</th>
<th>Leader</th>
<th># of Persons</th>
<th>Scheduled Times</th>
<th>Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1 – Course Overview</td>
<td>Bob Panko</td>
<td>2</td>
<td>0800-0930</td>
<td>DP1</td>
</tr>
<tr>
<td>Unit 2- ICS Fundamentals Review</td>
<td>Jim Hay</td>
<td>2</td>
<td>0940-1200</td>
<td>DP1 Use Teterboro Plane Crash Exercise</td>
</tr>
<tr>
<td>Unit 3- Initial Actions for Unified Command</td>
<td>Bob Panko</td>
<td>2</td>
<td>1300-1600</td>
<td>DP1 Use CC I201 – 08/04 0920</td>
</tr>
</tbody>
</table>

6. **Work Assignments:**
   Task Force Leaders to provide 10 min break each hour.
   Lunch break to be determined.
   Students will prepare Activity Logs at end of the day.

7. **Special Instructions:**
   IC / TFLD will prep room and ensure all av equipment is functional and course materials are on hand starting at 0730.

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: DP ICT4
   - Signature: __________

ICS 204 | IAP Page __4__ | Date/Time: 09/29/19 1105
**ASSIGNMENT LIST (ICS 204)**

<table>
<thead>
<tr>
<th>1. Incident Name: ROCKLAND COUNTY I300</th>
<th>2. Operational Period: Date From: 10/02/19 Date To: 10/02/19</th>
<th>3. Branch:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Time From: 0800 Time To: 1700</td>
<td>Division:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Group:</td>
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<td></td>
<td></td>
<td>Staging Area:</td>
</tr>
</tbody>
</table>

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<tr>
<th>Operations Section Chief:</th>
<th>Branch Director:</th>
<th>Division/Group Supervisor:</th>
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5. **Resources Assigned:**

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<thead>
<tr>
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<tbody>
<tr>
<td>OP Briefing</td>
<td>Bob Panko</td>
<td>2</td>
<td>0900-0920</td>
<td>DP1</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
| Unit 4- Implementing An Operational Planning Process | Jim Hay | 2 | 0920-1145 | DP1  
Do the Winter Storm 215 mid-session; Use CC I201 08/04 0920 for end practical  
Use CC I201 – 08/04 0920 |
|                     |                 |              |                 |                                                                                 |
| Unit 5- Planning Process, IAP, and Operations Brief | Bob Panko | 2 | 1245-1630 | DP1 |
|                     |                 |              |                 |                                                                                 |

6. **Work Assignments:**

- Special Note: announce during OP Briefing that there will be no formal lunch break during class tomorrow.
- Task Force Leaders to provide 10 min break each hour.
- Lunch break from 1130-1230.
- Students will prepare Activity Logs at end of the day.

7. **Special Instructions:**

- IC & TFLD will prep room and ensure all av equipment is functional and course materials are on hand starting at 0800.

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

<table>
<thead>
<tr>
<th>Name/Function</th>
<th>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</th>
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<tbody>
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9. **Prepared by:**

- Name: Bob Panko
- Position/Title: DP ICT4
- Signature: 

- ICS 204
- IAP Page 5
- Date/Time: 09/29/19 1107
# ASSIGNMENT LIST (ICS 204)

## 1. Incident Name:
ROCKLAND COUNTY I300

## 2. Operational Period:
- Date From: 10/03/19
- Date To: 10/03/19
- Time From: 0800
- 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:

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<td>Bob Panko</td>
<td>2</td>
<td>0900-0920</td>
<td>DP1</td>
</tr>
<tr>
<td>Unit 5 - Planning Process, IAP, and Operations Brief</td>
<td>Bob Panko</td>
<td>2</td>
<td>0920- 1030</td>
<td>DP1 Use I201- 08/04 1100 for end of unit practical</td>
</tr>
<tr>
<td>Unit 6 - Incident Resource Management</td>
<td>Jim Hay</td>
<td>2</td>
<td>1040-1330</td>
<td>DP1</td>
</tr>
<tr>
<td>Unit 7 - Demobilization, Transfer of Command, Closeout, and Transition to Recovery</td>
<td>Bob Panko</td>
<td>2</td>
<td>1340-1500</td>
<td>DP1</td>
</tr>
<tr>
<td>Unit 8 – AAR &amp; Exam</td>
<td>Jim Hay</td>
<td>2</td>
<td>1500-1630</td>
<td>DP1</td>
</tr>
</tbody>
</table>

## 6. Work Assignments:
- Task Force Leaders to provide 10 min break each hour.
- No formal lunch break period. Student teams will make own arrangements to have lunch during the Unit 5 practical exercise.
- Instead of the ICS214 Activity Log, students will complete NYOEM overall course evaluation form and submit before final exam.

## 7. Special Instructions:
- IC and Task Force Leader will prep room and ensure all av equipment is functional and course materials are on hand starting at 0800.

## 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: DP ICT4
- Signature: _

ICS 204 IAP Page 6 Date/Time: 09/29/19 1110
**ACTIVITY LOG (ICS 214)**

1. Incident Name: ROCKLAND COUNTY I300

2. Operational Period: Date From: Date To: Time From: Time To:

3. Name: 

4. ICS Position: STUDENT

5. Home Agency (and Unit):

6. Resources Assigned:

<table>
<thead>
<tr>
<th>Name</th>
<th>ICS Position</th>
<th>Home Agency (and Unit)</th>
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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:

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Notable Activities</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>SUMMARIZE IN YOUR OWN WORDS</strong></td>
</tr>
<tr>
<td></td>
<td>1-INSTRUCTOR EFFECTIVENESS</td>
</tr>
<tr>
<td></td>
<td>2-USE OF VISUAL AIDS</td>
</tr>
<tr>
<td></td>
<td>3-COURSE MATERIAL</td>
</tr>
<tr>
<td></td>
<td>4-EFFECTIVENESS OF PRACTICAL EXERCISES</td>
</tr>
<tr>
<td></td>
<td>5-CLASSROOM SETTING</td>
</tr>
<tr>
<td></td>
<td>6-OTHER COMMENTS</td>
</tr>
</tbody>
</table>

(YOU ARE NOT OBLIGATED TO SIGN THE FORM IF YOU WANT TO BE ANONYMOUS)

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

ICS 214, Page 7
ACTIVITY LOG (ICS 214)

1. Incident Name: ROCKLAND COUNTY I300

2. Operational Period:
   Date From: 
   Date To: 
   Time From: 
   Time To:

3. Name: 

4. ICS Position: STUDENT

5. Home Agency (and Unit):

6. Resources Assigned:

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<td>3-COURSE MATERIAL</td>
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<tr>
<td></td>
<td>4-EFFECTIVENESS OF PRACTICAL EXERCISES</td>
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<td></td>
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(YOU ARE NOT OBLIGATED TO SIGN THE FORM IF YOU WANT TO BE ANONYMOUS)

8. Prepared by:
   Name: ___________________ Position/Title: ___________________ Signature: ___________________

ICS 214, Page 8