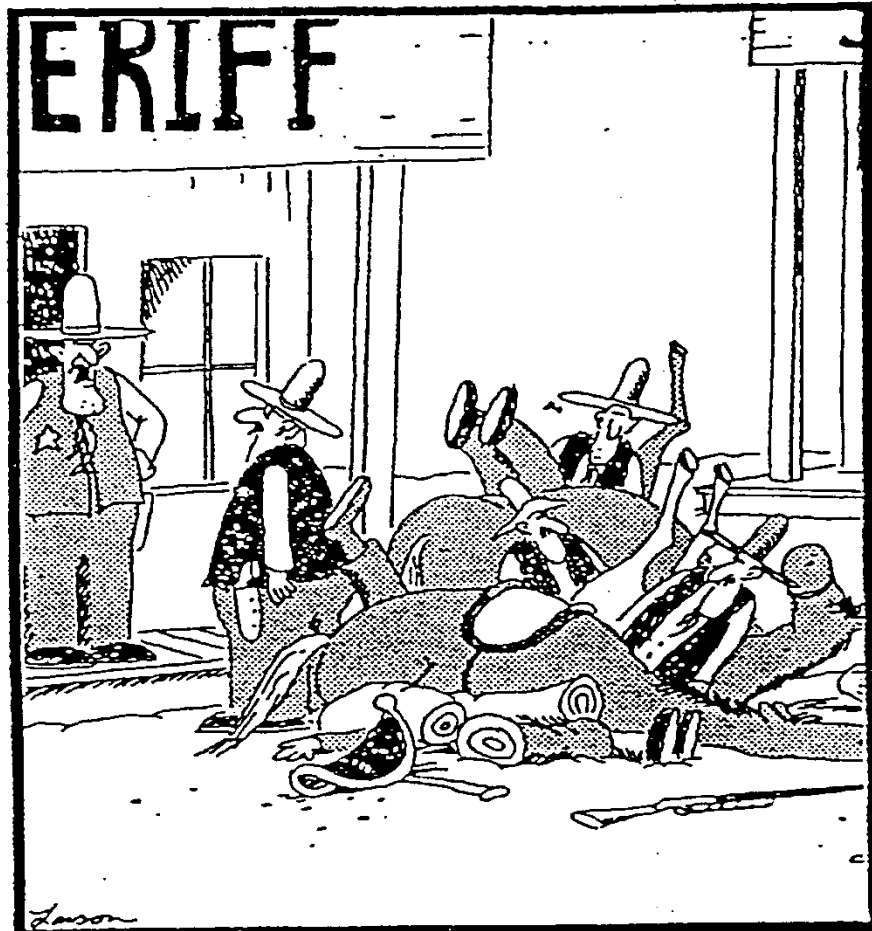


INCIDENT ACTION PLAN

All Hazard Division / Group Supervisor

L 960



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



**HYANNIS FIRE DEPARTMENT
NOVEMBER 2-4, 2022**

Scan for electronic copy IAP

Incident Objectives (ICS 202)

1. Incident Name: DIVS/GROUP SUPV	2. Operational Period: Date From 11/02/2022 Time From: 0730	Date To: 11/04/2022 Time To: 1700
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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 DIVS/GROUP SUPV class by close of class on November 05, 2022 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. The instructors like to have a lot of interaction and questions in order to pick their brains as well as share and discuss experiences that the students have had.

General Situational Awareness :

SAFETY: Follow COVID 19 pandemic precautions in effect with Hyannis Fire Dept policy.

Weather forecast:

Wednesday: Sunny. High 62F. Winds N at 10 to 15 mph. Overnight. Clear. Low 43F. Winds light and variable.

Thursday: Mainly sunny. High near 63F. Winds light and variable. Overnight, Mostly clear. Low 47F. Winds light and variable.

Friday: Generally sunny despite a few afternoon clouds. High 64F. Winds SW at 10 to 15 mph. Overnight A few clouds. Low 53F. Winds SW at 5 to 10 mph.

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):

<input checked="" type="checkbox"/> ICS 203 <input checked="" type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206	<input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents	Other Attachments: <input checked="" type="checkbox"/> Activity Logs ICS 214 <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
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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 <u>2</u>	Date/Time: <u>10/31/22 1500</u>
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ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name: DIVS/GROUP SUPV		2. Operational Period: Date From: 11/02/2022 Time From: 0730		Date To: 11/04/2022 Time To: 1730	
3. Incident Commander(s) and Command Staff:			7. Operations Section:		
IC/UCs	Bill Campbell (518-605-8941)	Chief			
Deputy	Bob Panko (305-323-1385)	Deputy			
		Staging Area			
Safety Officer					
Public Info. Officer					
Liaison Officer					
4. Agency/Organization Representatives:					
Sandwich Fire Dept	John Burke (774-313-0178)				
5. Planning Section:					
Chief					
Deputy					
Resources Unit	Bob Panko				
Situation Unit					
Documentation Unit	Bill Campbell	Branch			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
6. Logistics Section:			Division/Group		
Chief		Division/Group			
Deputy		Air Operations Branch			
Support Branch		Air Ops Branch Dir.			
Director					
Supply Unit					
Facilities Unit		8. Finance/Administration Section:			
Ground Support Unit		Chief			
Service Branch		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit			
9. Prepared by: Name: <u>Bob Panko</u>		Position/Title: <u>DPIC</u>		Signature:	
ICS 203	IAP Page <u>3</u>	Date/Time: <u>10/31/22 1500</u>			

ASSIGNMENT LIST (ICS 204)

1. Incident Name: DIVS/GROUP SUPV		2. Operational Period: Date From: 11/02/22 Date To: 11/02/22 Time From: 0730 Time To: 1700		3. Branch:
4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____			Division:	
Operations Section Chief: _____			Group:	
Branch Director: _____			Staging Area:	
Division/Group Supervisor: _____				
5. Resources Assigned:		# of Persons	Scheduled Times	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
Resource Identifier	Leader			
Unit 1 – Course Overview	Bob Panko	2	0830-1030	DP1
Unit 2- Overview of the Operations Section	Bill Campbell	2	1040-1330	DP1
Unit 3- Overview of the Task Force & Strike Team Leader Positions	Bob Panko	2	1340-1430	DP1
Unit 4- Division Management & Personnel Management	Bill Campbell	2	1440-1530	DP1
AAR / Expectations	Bob Panko	2	1530-1600	DP1
6. Work Assignments: Unit 1- Pretest; Activity 1.1; ICS214 example review Unit 2- Handouts include Operations Section Examples Unit 3- Activity 3.1 Compare & Contrast Positions Unit 4- Activity 4.1 Identify Span of Control Issues Provide 10 min break each hour. Lunch break to be determined. Students will prepare Activity Logs at end of the day.				
7. Special Instructions: Electronic files are on the flash drives given each student and can also be accessed at http://riskybusinessincidentmanagement.com/ftp/DIVS_Cape_Cod/				
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:  _____				
ICS 204	IAP Page <u> 4 </u>	Date/Time: <u>10/31/22 1530</u>		

ASSIGNMENT LIST (ICS 204)

1. Incident Name: DIVS/GROUP SUPV		2. Operational Period: Date From: 11/03/22 Date To: 11/03/22 Time From: 0730 Time To: 1700		3. Branch:
4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____			Division:	
Operations Section Chief: _____			Group:	
Branch Director: _____			Staging Area:	
Division/Group Supervisor: _____				
5. Resources Assigned:		# of Persons	Scheduled Times	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
Resource Identifier	Leader			
OP Briefing	Bob Panko	1	0830-0850	DP1
Unit 4- Division Management & Personnel Mngt (cont)	Bill Campbell	2	0900-1040	DP1
Unit 5- Information Gathering and Briefings	Bob Panko	2	1050-1500	DP1
Unit 6- Role in the Planning Process	Bill Campbell	2	1510-1600	DP1
AAR / Expectations	Bob Panko	2	1600-1615	DP1
6. Work Assignments:				
Unit 4- Activity 4.1; Identify Span of Control Issues				
Handouts: Handout 4-1 DIVS Leadership Handout 4-2 DIVS DOCS				
Unit 5- Activity 5.1 Identify Information in an IAP / Activity 5.2 Conduct a Simulated Division/Group Resource Briefing				
<ul style="list-style-type: none"> • Handout 5-1: The Division/Group Supervisor Checklist • Handout 5-2: Division/Group Briefing Topics • Handout 5-3: Division/Group Operational Briefing Form • Handout 5-4: Central City Unrest IAP • Handout 5-5: Central City Train Derailment 				
Unit 6- Handouts: The Planning P, DIVS Planning Worksheet Form				
7. Special Instructions:				
Electronic files are on the flash drives given each student and can also be accessed at:				
http://riskybusinessincidentmanagement.com/ftp/DIVS_Cape_Cod/				
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: 				
ICS 204	IAP Page <u>5</u>	Date/Time: : 10/31/2022 1530		

ASSIGNMENT LIST (ICS 204)

1. Incident Name: DIVS/GROUP SUPV		2. Operational Period: Date From: 11/04/22 Date To: 11/04/22 Time From: 0800 Time To: 1700		3. Branch: Division: Group: Staging Area:										
4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____														
5. Resources Assigned:			# of Persons	Scheduled Times	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information									
Resource Identifier	Leader													
OP Briefing	Bob Panko	2	0830-0850	DP1										
Unit 7 – Risk Management and Safety	Bill Campbell	2	0850-1115	DP1										
Unit 8- Coordination & Communications	Bob Panko	2	1130-1330	DP1										
AAR & Course Expectations Review	Bob Panko		1345-1415	DP1										
Final Exams	Bill Campbell		1420-1600	DP1										
<p>6. Work Assignments: Unit 7: Activity 7.1 Practice Identifying Hazards and Risks Activity 7.2: Perform a Hazard and Risk Assessment Unit 8: Practical Scenarios Handouts Review the Enabling Objectives for the final exam. Perform class AAR <u>Administer & Grade Final Exams</u></p> <p>Instead of the ICS214 Activity Log, students will complete FEMA overall course evaluation form and submit before final exam.</p>														
<p>7. Special Instructions: Electronic files are on the flash drives given each student and can also be accessed at: http://riskybusinessincidentmanagement.com/ftp/DIVS_Cape_Cod/</p>														
<p>8. Communications (radio and/or phone contact numbers needed for this assignment):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Name/Function</td> <td style="width: 70%; border-bottom: 1px solid black;">Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">/</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">/</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">/</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">/</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>					Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	/		/		/		/	
Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)													
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/														
/														
<p>9. Prepared by: Name: Bob Panko Position/Title: DPIC Signature: </p>														
ICS 204	IAP Page <u>6</u>	Date/Time: 10/31/22 1540												

ACTIVITY LOG (ICS 214)

1. Incident Name: DIVS/GROUP SUPV		2. Operational Period: Date From: 11/03/22 Time From:		Date To: 11/03/22 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			
		<u>SUMMARIZE IN YOUR OWN WORDS</u>			
		1-INSTRUCTOR 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: _____					
ICS 214, Page 9				Date/Time: _____	