
Unit 7: Resources Unit Products and Outputs

STUDENT GUIDE

Objectives

By the end of this unit, students will be able to:

- Complete the required documents to support the incident
- Describe the Resources Unit Leader's responsibilities in the preparation of the Incident Action Plan (IAP)
- Respond to requests for information about resources
- Develop an IAP for a given scenario

Methodology

This unit uses lecture, exercises, and discussion.

Knowledge of unit content will be evaluated through practical exercises or simulations and the administration of the Course Final upon completion of the course.

Time Plan

A suggested time plan for this unit is shown below. More or less time may be required based on the experience level of the group.

Topic	Time
Lesson	1 hour 30 minutes
Exercise 6	40 minutes
Exercise 7	1 hour 20 minutes
Total Time	3 hours 30 minutes

TopicResources Unit Products and Outputs

**Key Points**


Scope Statement

This unit describes the purpose and structure of the IAP. At the end of the unit, students will understand the documents that the Resources Unit Leader is responsible for providing, as well as the Resources Unit Leader's role in creating the IAP and responding to requests for information. In a closing exercise, students will assemble a complete IAP.

Topic Unit Terminal Objective

Unit Terminal Objective

Complete required documents to support the incident.



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Visual 7-2

Key Points

Unit Terminal Objective

Complete the required documents to support the incident.

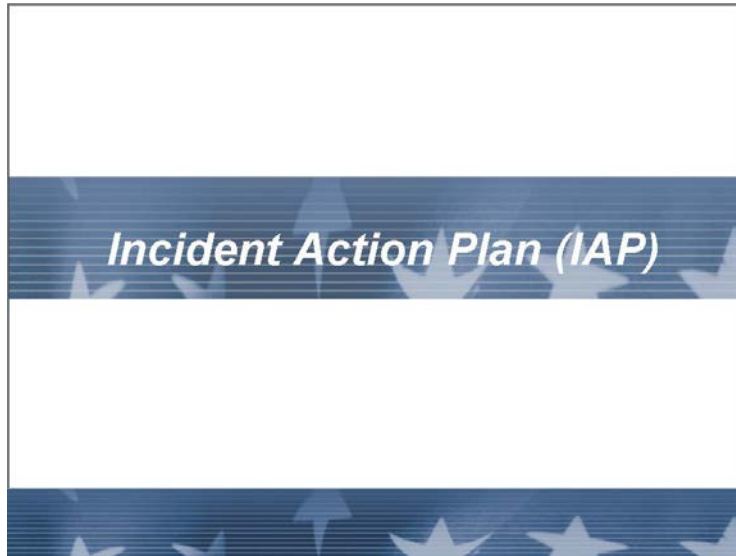
Remind students that the Course Final questions are based on the Unit Enabling Objectives.

Unit Enabling Objectives

- Complete the required documents to support the incident
- Describe the Resources Unit Leader's responsibilities in the preparation of the IAP
- Respond to requests for information about resources
- Develop an IAP for a given scenario

Topic

Incident Action Plan (IAP)



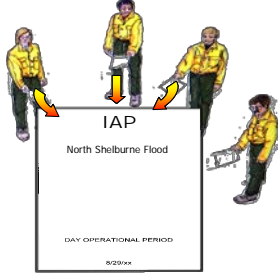
Key Points

Incident Action Plan (IAP):

Topic Incident Action Plan (IAP)

Incident Action Plan (IAP)

- IAP documents the actions developed during the Planning Meeting
- Comprehensive document that contains incident objectives, operational strategies, and tactics



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Key Points

The IAP is the written document which ensures that all personnel have a common understanding of the approved incident objectives, operational strategies, and tactics.

The Planning Cycle was developed to facilitate the development of an IAP in an orderly and systematic manner.

An IAP is completed following each formal Planning Meeting conducted by the Incident Commander and the Command and General Staff. The plan must be approved by the Incident Commander prior to distribution. Sufficient copies of the IAP will be reproduced and given to all supervisory personnel at the Section, Branch, and Leader levels.

An IAP must be prepared for each operational period and distributed prior to the Operational Period Briefing.

The level of detail required in an IAP will vary according to the size and complexity of the incident response. The plan must be accurate and completely transmit the information generated during the planning process.

Topic Purpose of the IAP

Purpose of the IAP

- Safety of personnel
- Effectiveness of response operations
- Operational direction for incident personnel (who, what, when, where, and how)
- What are some other intended purposes?



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Visual 7-5

Key Points

The IAP changes the incident response from reactive to proactive. It documents what is and is not currently occurring and projects what can be expected in the next operational period.

Topic

When Do You Need an IAP?


When Do You Need an IAP?

Incidents that generally require written IAPs:

- Involve large number of resources
- Exceed one operational period

Or if an IAP is:

- Requested by IC
- Required by Agency



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Visual 7-6

Key Points

Although every incident has an Action Plan, not all have them written down in an IAP. Particularly on shorter duration incidents, there is not enough time to produce an IAP.

The Incident Commander or the Agency Administrator ultimately decides whether or not there will be an IAP.

Topic Resources Unit Leader and the IAP

RESL and the IAP

The Resources Unit Leader is responsible for:

- Collecting data and assembling the IAP
- Completing ICS Forms 203, 204, and 207
- Communicating input responsibilities to other units or sections
- Providing input to Planning Section Chief regarding IAP timeline, format, and method of production

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Visual 7-7

Key Points

The Planning Section Chief will generally announce input responsibilities for the IAP at the end of the Planning Meeting, but it is the Resources Unit Leader's job to track down all of the pieces.

Topic

IAP Components



Key Points

IAP Components:

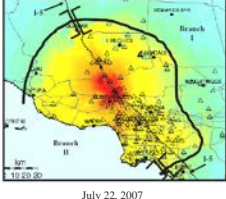
Topic

IAP Cover

IAP Cover

What must be included on the cover?

CENTURY CITY EARTHQUAKE
Incident Action Plan
FFMS-1215-00-CA
Operational Period: July 22, 0001 to 2400 hrs



July 22, 2007

See Handout 7-1

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Visual 7-9

Key Points

The incident name, date, and operational period all need to be on the cover of the IAP. Check with the agency for any other policies regarding the cover or contents of the IAP. For example, there are different policies regarding cover art.

Be careful because sometimes cover art can add to the digital size of the document, making it hard to transfer files.

Some cover pages have space for a signature block (especially for Unified Command).

ICS Form 203 – Organization Assignment List

Organization Assignment List:

- Defines key ICS positions and names of personnel currently activated on the incident by operational period
- Prepared and maintained by the Resources Unit Leader under the supervision of the Planning Section Chief

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Visual 7-11

Key Points

ICS Form 203, Organization Assignment List, provides ICS personnel with information on the Units that are currently activated and the names of the personnel staffing each position or Unit. It is used to complete ICS Form 207, Incident Organization Chart, which is posted at the Incident Command Post.

The Resources Unit Leader needs to pay attention to detail. For example, it is important that the incident name is consistent across all forms. Operational period dates and resource numbers must also remain consistent.

Topic ICS Form 205 – Incident Radio Communications Plan

ICS Form 205 – Radio Communications Plan

Incident Radio Communications Plan:

- Provides all radio frequency assignments for one operational period in one location
- Prepared by the COML and given to the PSC

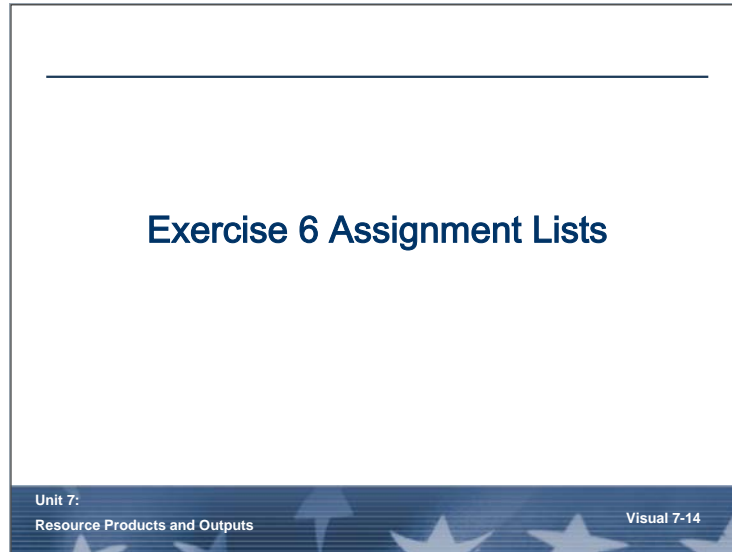
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Visual 7-13

Key Points

ICS Form 205, Incident Radio Communications Plan, provides all radio frequency assignments for one operational period in one location. This plan is a summary of the information obtained from ICS Form 216, Radio Requirements Worksheet, and ICS Form 217, Radio Frequency Assignments Worksheet. Frequency assignments on the Incident Radio Communications Plan are typically placed on the appropriate ICS Form 204, Assignment List.

TopicExercise 6: Assignment Lists

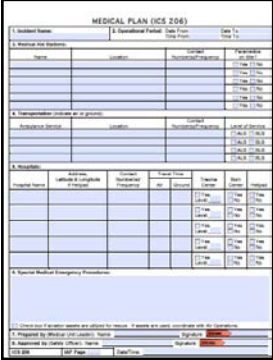
**Key Points**

The purpose of Exercise 6 is to provide the participants with the opportunity to practice creating ICS Form 204 - Assignments List.

ICS Form 206 – Medical Plan

Medical Plan:

- Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures
- Prepared by the MEDL and reviewed by the SOFR

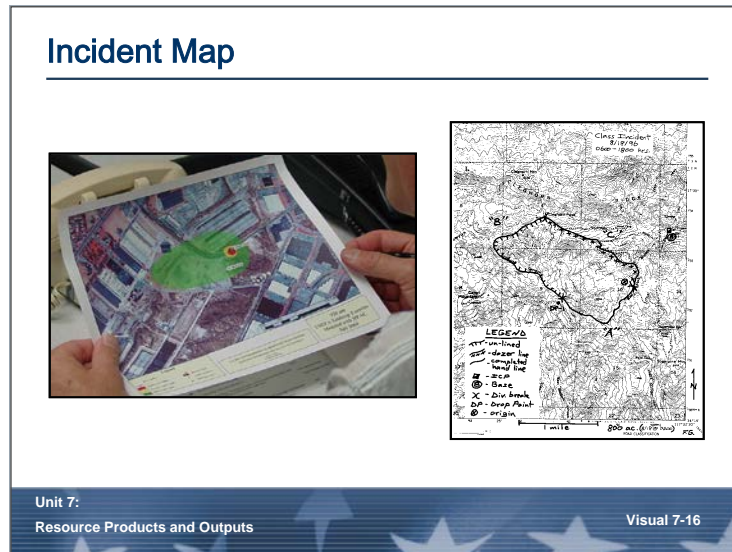


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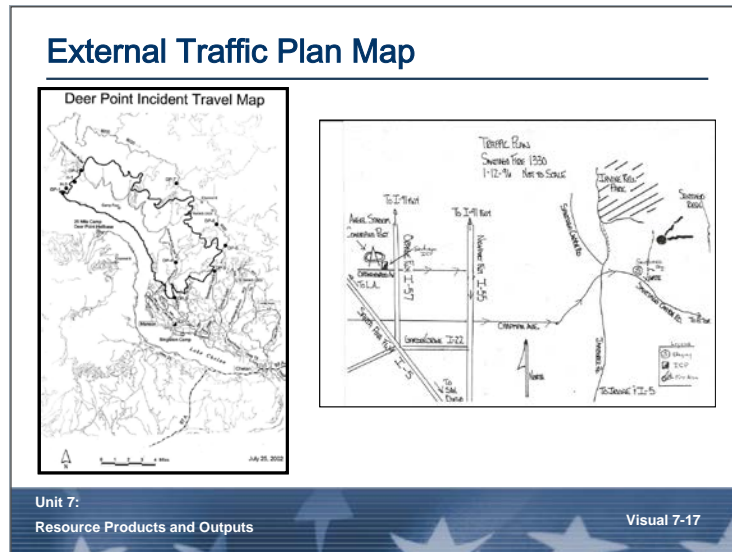
Key Points

ICS Form 206, Medical Plan, provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Topic Incident Map**Key Points**

The IAP map is prepared by the Situation Unit Leader, the Display Processor (DPRO), or the GIS Technical Specialist (GISS). It provides detailed incident intelligence, which may include:

- Areas of impact
- Clean-up process
- Recovery
- Areas sampled
- Areas being monitored and their status
- Restoration status
- Search status
- Debris removal status
- Reoccupation status
- Plume dispersion

Topic External Traffic Plan Map**Key Points**

The Ground Support Unit Leader prepares the Traffic Plan, which describes routes of travel. The Situation Unit often prepares a map based on this information.

Topic Additional Components of the IAP

Additional Components of the IAP

- Predictions, assessments, and analysis
- Weather forecast
- Expanded safety message
- Human resource message
- ICS Form 214 – Activity Log
- Optional attachments

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Visual 7-18

Key Points

A blank ICS Form 214 is often the last page of the IAP.

TopicApproval, Distribution, and Revision of IAP

**Key Points**

Approval, distribution, and revision of the IAP:

Topic Finalize, Produce, Distribute

Finalize, Produce, Distribute

- Identify WHO is responsible for each component
- Identify and communicate WHEN they are due
- Identify WHO will receive completed components
- Complete final review of the completed IAP

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Visual 7-20

Key Points

The Planning Section Chief, with the approval of the Incident Commander, determines what components will be included in the IAP during each operational period. The Planning Section Chief is then responsible for the completion and distribution of the IAP. This task is generally delegated to the Resources Unit Leader.

Review the IAP prior to the Operational Briefing for:

- Completeness
- Last-minute changes
- Up-to-date information
- Dropped pages
- Other errors

Topic Gaining Approval for the IAP

Gaining Approval for the IAP

- Assemble documents in order as directed by Planning Section Chief
- Allow Operations Section Chief to review the ICS Form 204s - Assignment Lists to ensure compliance with their intent
- Have at least two other people proofread the document
- Provide completed original for approval by the Planning Section Chief
- Planning Section Chief gives IAP to Incident Commander for final approval

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Visual 7-21

Key Points

There is a general outline for the order of the component parts, but different Planning Section Chiefs may vary on how they want it assembled.

It is necessary to have several reviewers, usually the Planning Section Chief and the Operations Section Chief, to ensure the accuracy of the entire IAP. The Operations Section Chief, at least, reviews all ICS Form 204s, Assignment Lists. The Incident Commander approves the IAP. Be aware of the time that it will take the Planning Section Chief, the Operations Section Chief, and the Incident Commander to review and approve the IAP and plan accordingly.

The IAP is generally assembled according to the numerical order of the forms, with the ICS Form 214 at the back. Some teams put the Safety Message in the front to emphasize its importance.

Topic Early Distribution of IAP

Early Distribution of IAP

Distribute IAP as soon as it is produced, if possible, to allow preparation time to the following:

- Ground Support Unit
- Food Unit
- Supply Unit
- Air Operation
- Agency Ordering Point
- Medical Unit
- Communications Unit



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Visual 7-22

Key Points

Some people need a copy of the IAP earlier so that they can get aligned with the plan, anticipate issues, gather what they need, prepare, and so forth.

The Logistics Section needs advance notice about who, what, and how they have to move. Most of the document is operational.

Topic Distribute IAP for Operational Briefing

Distribute IAP for Operational Briefing

- Approach varies with situation and number of personnel and copies
- Consider bundling for certain functions or groups
- Limited IAP numbers will require controlled distribution
- Keep an original copy and corrected copy for documentation



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Visual 7-23

Key Points

Remember to keep an original copy and a corrected copy for the Documentation Unit.

Once the IAPs have been distributed, evaluate the procedures with your staff. Make improvements or adjustments as necessary.

It is possible to fax the IAP to remote locations if necessary. You can also do a briefing by conference call.

Topic Maintaining a Corrected IAP

Maintaining a Corrected IAP

The corrected IAP is an official master document that notes all changes made to the IAP distributed at the Operational Period Briefing.



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Visual 7-24

Key Points

In conjunction with the Operations Section Chief, gather all corrections and additions to the IAP at the Operational Period Briefing. Use an editing method that allows users to view the original material. Any subsequent resources who need an IAP throughout the operational period must be given a copy with all of the corrections.

Topic Information Requests

Information Requests

- The Resources Unit Leader is responsible for responding to requests for information about resources.
- Who might ask for information and what might they want to know?



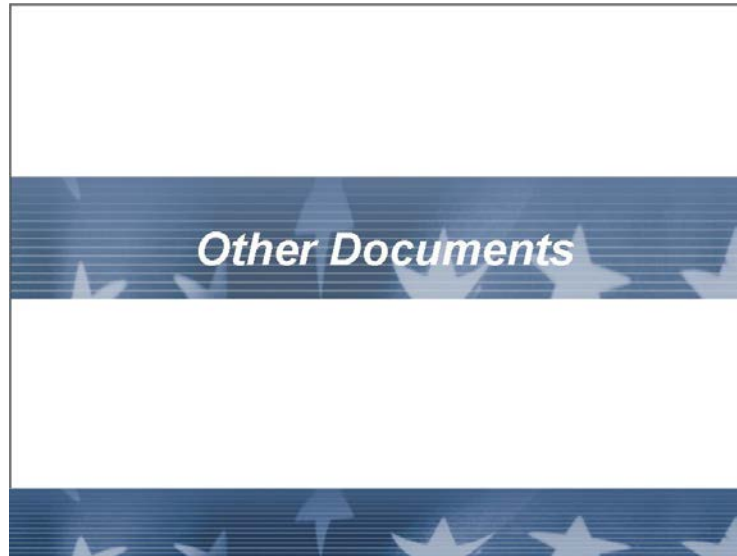
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Visual 7-25

Key Points

Handling requests for information:

TopicOther Documents

**Key Points**

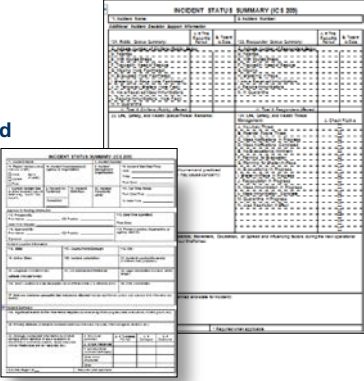
Other documents that the Resources Unit Leader should be aware of:

Topic ICS Form 209 – Incident Status Summary

ICS Form 209

- Incident Status Summary
- Prepared by the Situation Unit
- Resources Unit completes section on currently assigned resources

See Handout 7-2



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Key Points

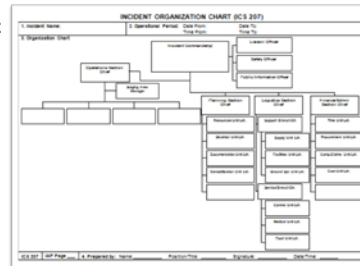
ICS Form 209 is a way to communicate up the chain to personnel who are in control and to notify them of risks and expected containment or control. This helps them to make informed decisions.

Topic ICS Form 207 – Incident Organization Chart

ICS Form 207

- Incident Organization Chart
- Prepare initially and update as necessary
- Include names of overhead personnel down to Unit Leader
- Information provided by Section Chiefs
- Post in Incident Command Post
- Prepared by Resources Unit

See Handout 7-3



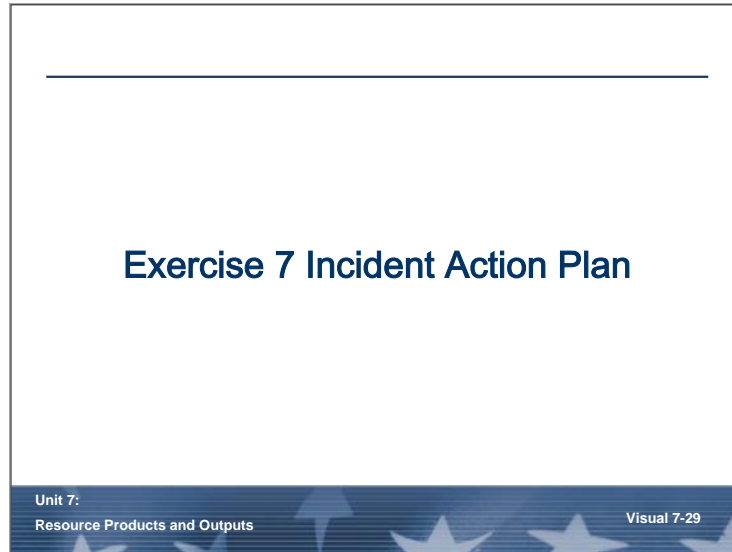
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Visual 7-28

Key Points

ICS Form 207:

TopicExercise 7: Incident Action Plan

**Key Points**

The purpose of Exercise 7 is to provide the participants with the opportunity to practice assembling a completed IAP.

Objectives Review

1. *What documents are the Resources Unit Leader responsible for contributing to the IAP?*
2. *What is the Resources Unit Leader's role in creating the IAP?*
3. *What information must the Resources Unit Leader be prepared to provide to other IMT members?*

Key Points

What documents is the Resources Unit Leader responsible for contributing to the IAP?

What is the Resources Unit Leader's role in creating the IAP?

What information must the Resources Unit Leader be prepared to provide to other IMT members?