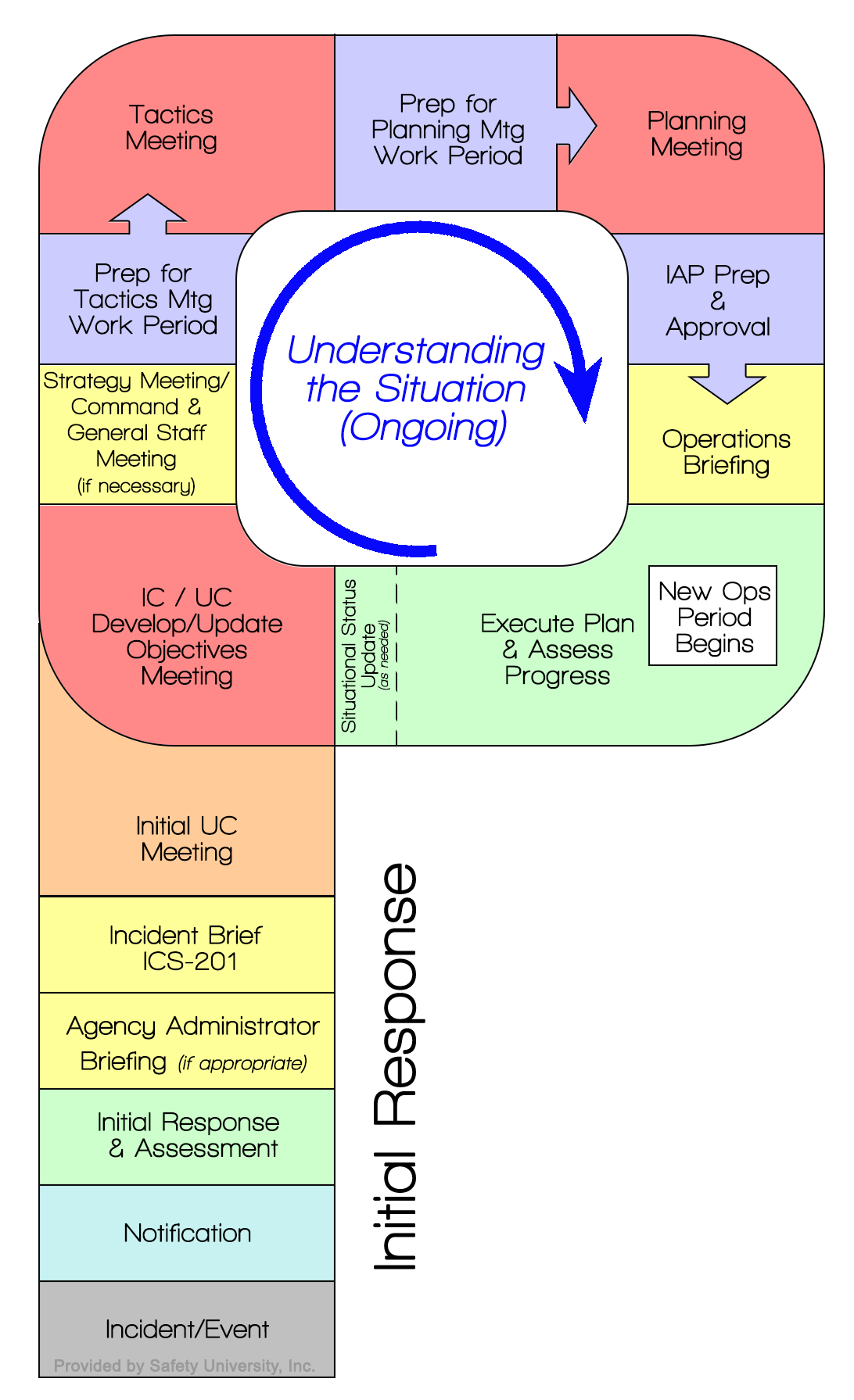
**Safety University**

**Planning “P”**

* Provide background on immediate response activities
* Identify key IMT members/personnel
* Discuss communication procedures
* Discuss delegation of authority, if needed
* “Agency Administrator” for Sutter can be defined as an affiliate’s senior leader(s)
* Management of Initial Response Activities
* Conduct Initial Assessment
* Develop plan of action
* Complete ICS 201/Quick Start
* Prepare for Command Mtg
* Time block set aside for completing all documentation associated with the IAP.
* IC/UC approves IAP
* Duplicate IAP for distribution
* Section Personnel
* Ensure support to operations in place
* Deploy next operating period resources
* Provide operations briefing to Operations Section Personnel
* Ensure support to operations in place
* Deploy next operating period resources Provide operations briefing to Operations Section Personnel
* Ensure support to operations in place
* Deploy next operating period resources
* Meeting for IC/UC, Command & General Staff to review planned actions and finalize information that will be incorporated into the Incident Action Plan (IAP).
* Get tacit approval from IC/UC on planned actions.
* Section Personnel
* Ensure support to operations in place
* Deploy next operating period resources

Block of time set aside for the Command & General Staff to prepare for the Planning Meeting, updating charts, maps, & Operations Section Chief’s plan of action (i.e. Safety Plan, etc.)

Operations Section Chief develop strategy & tactics (plan of action for next Operational period to meet IC/UC direction, priorities, & objectives.

* Block of time set aside for Operations & Planning to discuss & document strategies, tactics & contingencies
* Draft ICS 215
* Identify Ops organizational requirements
* Ensure support to operations in place
* Deploy next operating period resources
* Meet & brief Command & General Staff on IC/UC direction, objectives, & priorities
* Assign work tasks
* Resolve problems & clarify staff roles & responsibilities
* Deploy next operating period resources
* Establish priorities
* Develop response objectives
* Identify response emphasis
* Agree on operating policy, procedures & guidelines
* Determine UC representatives
* Agree on organization structure
* Identify command post & support facilities
* Order appropriate staffing
* Brief command on initial response activities
* Clarify issues & concerns
* Discuss planned operations & direction
* Identify incident escalation potential
* Monitor on-going operations & make tactical adjustments
* Measure/ensure progress against stated objectives
* Debrief resources coming off shift
* Prepare to brief UC/Planning on accomplishments

Incident Action Planning