

Incident Action Plan Checklist

ITEM	OWNER	DUE	COMPLETE
* Cover Sheet Incident Name, Date, Operational Period	_____	_____	_____
* ICS 202 – Incident Objectives Are objectives Clear, Measurable, Attainable? Safety message Weather Plan contents	_____	_____	_____
Approved by			
* ICS 203 – Organization Assignment List Does ICS 203 match ICS 204?	_____	_____	_____
* ICS 204 – Division Assignment List Assignment Clear, Precise, Measurable One for each Division/Group Drop off pt./time and Pick up pt./time Communication Summary matches ICS-205! Date/time	_____	_____	_____
Prepared by			
* ICS 205 – Incident Communication Plan Command Net Support Net Match frequencies given/coordinated!	_____	_____	_____
Tactical Net Prepared by			
* ICS 206 – Medical Plan Emergency Procedures Clear Hospitals & Ambulance services Prepared by	_____	_____	_____
Reviewed by SOF			
* ICS 220 – Air Operations Summary List of aircraft being use TFR in effect remarks	_____	_____	_____
* Incident Map Clear Appropriate Symbols Matches Assignments on ICS 204	_____	_____	_____
Scale North Arrow Legend			
* Traffic Plan Clear Appropriate symbols	_____	_____	_____
Scale North Arrow			
* Approvals on each sheet Signed by appropriate individual?	_____	_____	_____
* Safety Message Clear, concise message applicable to incident?	_____	_____	_____
* Weather Forecast Forecasted weather for Operational period & following period?	_____	_____	_____
* ICS-214 Blank	_____	_____	_____