



## S-420 Unit 12: Plan Preparation, Review, and Approval

### Summary:

This unit will help students understand the Incident Action Plan (IAP) as it relates to their and others' positions, and will familiarize them with the flow and content of a planning meeting prior to their participation in the Simulation.

### Objectives:

Students will be able to:

- Explain the intent of a planning meeting.
- Discuss the various components of the IAP.
- Explain how each Command and General Staff (C&G) position supports the development of the IAP.

### Instructor Note:

The content of this unit is applied by the students in Simulation (SIM) Phase 1d and SIM Phase 2. Unit instructor should review these SIM Phases prior to instruction. Unit instructor and SIM coordinator should discuss how the unit content and SIM interact.

### Unit at a Glance:

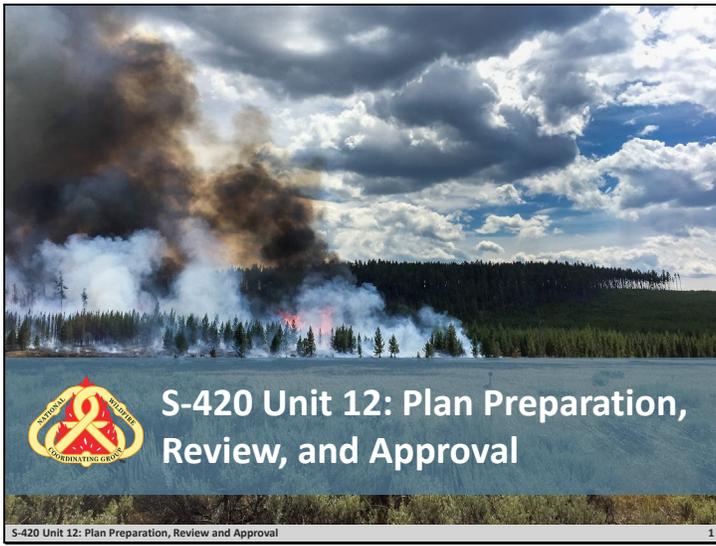
Topics	Method	Duration
Plan Preparation, Review, and Approval	Presentation	10 Minutes
Planning Meeting	Presentation	40 Minutes
IAP Preparation and Approval	Presentation	40 Minutes
<b>Total Unit Duration</b>		<b>1 Hour 30 Minutes</b>

### Materials:

- Flip chart, paper, and markers (1 per small group).
- Handout:
  - HO\_12\_IAP\_Checklist
  - Operational Planning Worksheet (ICS-215)
- Ability to display images and video on large screen.
- White board or easel access for group breakout.

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## Slide 2

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- Review unit objectives.

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### Plan Preparation, Review, and Approval

The operational planning activities that may occur at this time include:

- Planning meeting
- IAP preparation and approval
- Operations Briefing

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- The primary focus is to get concurrence on the plan and prepare the plan in a format that is appropriate for the level of complexity of the incident, and serves as a useful tool to brief operations staff.

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### Planning Meeting

- The planning meeting serves as a final review and approval of operational plans and resources requirements developed during and after the tactics meeting.
- The Planning Section Chief (PSC) runs the meeting. C&G members attend as well as the AA and others. This meeting is often a valuable source of information for AAs and cooperators.

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### Typical Activities at the Planning Meeting

- The operational plan and resource requirements for the next operational period is presented and discussed.
- All of C&G confirm that they can support the plan and the IC gives final approval.
- The PSC tells C&G and others when the IAP components and support documents are due so the plan can be prepared for the Operational Period Briefing.

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- Typically, the Operations Section Chief (OSC) presents and discusses the operational plan and resource requirements for the next operational period.
  - **This discussion includes a question and answer session to determine if any changes need to be made.**
  - **There should be no surprises at the planning meeting; it should serve simply as a review of a plan.**
- Each C&G member discusses how their functional area is contributing to the effort as well as any challenges or updates that need to be shared among the team.
- ☐ Discussion:
  - Remind the students that there is a planning meeting agenda in the Student Incident Management Team (IMT) SOP, which can be used by the team.
  - Discuss the type of information each functional area might present at the planning meeting.
  - Discuss how different IMTs might facilitate the planning meeting differently.

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### Items Displayed or Distributed for the Planning Meeting

- Incident Objectives.
- Operational Planning Worksheet (ICS 215).
- Incident Action Plan Safety Analysis (ICS 215A).
- Maps: weather, contingency planning, evacuation areas, and so on.

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### Incident Action Plan (IAP) Preparation and Approval

- A written IAP is a legal document that conveys the intent of the IC and the Operations Section for an operational period.
- A written IAP is composed of a series of standard forms and supporting documents.

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- An IAP may be used for litigation regarding actions taken during that operational period.
  - Components of an IAP vary by IMT.
  - The IAP contains information that has many uses besides operational, for example, cost share agreements, litigation, finance tracking, and so on.
- Provide students the HO\_12\_IAP\_Checklist.

### **Note to Instructor**

Consider using an IAP from a real incident, either on the powerpoint or handout, as a tool for teaching this section.

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### Planning Section Chief Responsibilities

- Determining what forms and attachments will be included in the IAP and ensures that the appropriate section/branch/unit prepares the forms and attachments.
- Reproducing and distributing the IAP at the Operational briefing.
- Ensuring that the approved IAP is included in the incident documentation package.

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### Approval

The IC gives final approval of the written IAP before it is reproduced or disseminated.

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## Discussion

- Share different tools that are available to help with organizing information, such as the *Incident Commander's Organizer*, PMS 206.  
<https://www.nwcg.gov/sites/default/files/publications/pms206.pdf>

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- Review unit objectives.