

# INCIDENT ACTION PLAN

1200

*ICS for Single Resources & Initial Action Incidents & ICS Planning  
Practical*



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



**USNPS NATIONAL CAPITAL  
REGION, MAR 24-26, 2015**

Scan for electronic copy IAP

# Incident Objectives (ICS 202)

<b>1. Incident Name:</b> USNPS NCR MAR2015	<b>2. Operational Period:</b> Date From 03/24/15 Time From: 0800	Date To: 03/26/15 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 I 200 class by close of class on March 25, 2015 as indicated by students successfully passing final exam.
- Introduce students to ICS Planning process and then use that process in a practical exercise to produce a draft Incident Action Plan for the 2015 Lotus & Water Lily Festival by end of day March 26, 2015.
- 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 USNPS NCR for processing and certification with three working days post incident.

**4. Operational Period Command Emphasis:**

This is a course about the fundamentals of the Incident Command System(ICS). The fundamental concepts and principles of ICS as taught in this course are key to learning and understanding the language and focus of ICS. Many students don't get to attend this I200 course in a classroom environment. Take advantage of this classroom opportunity to accelerate your understanding and use of ICS. May the force be with you.

General Situational Awareness : Weather forecast:

**Tuesday 03/24** Mostly cloudy skies. High 49F. Winds light and variable. Tuesday Night Partly cloudy skies. Low 34F. Winds light and variable.

**Wednesday 03/25** Partly cloudy skies. High 61F. Winds SSE at 10 to 15 mph. Wednesday Night A few clouds from time to time. Low 53F. Winds S at 10 to 15 mph.

**Thursday 03/26** Thundershowers following a period of rain early. High 73F. Winds SSW at 10 to 20 mph. Chance of rain 80%. Thursday Night Cloudy with periods of rain. Low around 45F. Winds WNW at 10 to 15 mph. Chance of rain 80%. Rainfall near a quarter of an inch.


**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	<b>Other Attachments:</b> <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: ICT4 \_\_\_\_\_ Signature: \_\_\_\_\_

**8. Approved by Incident Commander:** Name: \_\_\_\_\_ Bob Panko \_\_\_\_\_ Signature:  \_\_\_\_\_

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## ORGANIZATION ASSIGNMENT LIST (ICS 203)

<b>1. Incident Name:</b> USNPS NCR MAR2015		<b>2. Operational Period:</b> Date From: 03/24/15 Time From: 0800		<b>Date To:</b> 03/26/15 <b>Time To:</b> 1700	
<b>3. Incident Commander(s) and Command Staff:</b>			<b>7. Operations Section:</b>		
IC/UCs	Bob Panko (305-323-1385)	Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer					
Public Info. Officer					
Liaison Officer					
<b>4. Agency/Organization Representatives:</b>					
USNPS - NCR	Don Boucher				
<b>5. Planning Section:</b>					
Chief					
Deputy					
Resources Unit					
Situation Unit					
Documentation Unit		<b>Branch</b>			
Demobilization Unit		Branch Director			
Technical Specialists		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
<b>6. Logistics Section:</b>			Division/Group		
Chief		Division/Group			
Deputy		<b>Air Operations Branch</b>			
<b>Support Branch</b>		Air Ops Branch Dir.			
Director					
Supply Unit					
Facilities Unit		<b>8. Finance/Administration Section:</b>			
Ground Support Unit		Chief			
<b>Service Branch</b>		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit			
<b>9. Prepared by:</b> Name: Bob Panko		Position/Title: ICT4		Signature: 	
ICS 203	IAP Page <u>  3  </u>	Date/Time: 03/22/15 1200			

## ASSIGNMENT LIST (ICS 204)


<b>1. Incident Name:</b> USNPS NCR MAR2015		<b>2. Operational Period:</b> Date From: 03/24/15      Date To: 03/24/15 Time From: 0800              Time To: 1700		<b>3.</b> <b>Branch:</b>	
<b>4. Operations Personnel:</b> <u>Name</u> _____ <u>Contact Number(s)</u> _____			<b>Division:</b>		
Operations Section Chief: _____			<b>Group:</b>		
Branch Director: _____			<b>Staging Area:</b>		
Division/Group Supervisor: _____					
<b>5. Resources Assigned:</b>			<b># of Persons</b>	<b>Scheduled Times</b>	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
Resource Identifier	Leader				
Unit 1 – Course Overview	Bob Panko	1	0800-0900	DP1	
Unit 6- Organizational Flexibility	Bob Panko	1	0910-1030	DP1	
Unit 2- Leadership and Management	Bob Panko	1	1040-1340	DP1	
Unit 3-Del of Authority & Objectives	Bob Panko	1	1350-1530	DP1	
Unit 4- Functional Areas & Positions	Bob Panko	1	1600-1645	DP1	
<b>6. Work Assignments:</b> Instructor to provide 10 min break each hour. Lunch break from 1130-1230. Students will prepare Activity Logs at end of each day.					
<b>7. Special Instructions:</b> IC will prep room and ensure all av equipment is functional and course materials are on hand starting at 0730.					
<b>8. Communications</b> (radio and/or phone contact numbers needed for this assignment):					
Name/Function _____		Primary Contact: indicate cell, pager, or radio (frequency/system/channel) _____			
/ _____		_____			
/ _____		_____			
/ _____		_____			
/ _____		_____			
<b>9. Prepared by:</b> Name: Bob Panko _____ Position/Title: ICT4 _____ Signature: <i>Robert A Panko</i> _____					
ICS 204	IAP Page <u>  4  </u>	Date/Time: 03/22/15 1200			

## ASSIGNMENT LIST (ICS 204)

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<b>4. Operations Personnel:</b> <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____			<b>Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information</b>											
<b>5. Resources Assigned:</b>		<b># of Persons</b>	<b>Scheduled Times</b>											
<b>Resource Identifier</b>	<b>Leader</b>													
OP Briefing	Bob Panko	1	0800-0820	DP1										
Unit 4- Functional Areas & Positions Cont.	Bob Panko	1	0820-0900	DP1										
Unit 5- Briefings	Bob Panko	1	0910-1010	DP1										
Unit 7- Transfer of Command	Bob Panko	1	1020-1100	DP1										
Unit 8 – Course Summary	Bob Panko	1	1100-1200	DP1										
<b>6. Work Assignments:</b> Instructor to provide 10 min break each hour.  I 200 class complete at 1200.  Students will prepare Unit Logs at end of each day.														
<b>7. Special Instructions:</b> IC will prep room and ensure all av equipment is functional and course materials are on hand starting at 0730.														
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<b>ICS 204</b>	<b>IAP Page</b> <u>5</u>	Date/Time: 03/22/15 1200												



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ICS 204	IAP Page <u>7</u>	Date/Time: 03/22/15 1300																																									



## ACTIVITY LOG (ICS 214)

<b>1. Incident Name:</b> USNPS NCR MAR2015		<b>2. Operational Period:</b> Date From: _____ Time From: _____		Date To: _____ Time To: _____
<b>3. Name:</b>		<b>4. ICS Position:</b> STUDENT		<b>5. Home Agency (and Unit):</b>
<b>6. Resources Assigned:</b>				
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!				
<b>7. Activity Log:</b>				
Date/Time	Notable Activities			
	<b><u>SUMMARIZE IN YOUR OWN WORDS</u></b>			
	1-INSTUCTOR 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)			
<b>8. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____				
<b>ICS 214, Page 8</b>		Date/Time: _____		



## ACTIVITY LOG (ICS 214)

<b>1. Incident Name:</b> USNPS NCR MAR2015		<b>2. Operational Period:</b> Date From: _____ Time From: _____		Date To: _____ Time To: _____
<b>3. Name:</b>		<b>4. ICS Position:</b> STUDENT		<b>5. Home Agency (and Unit):</b>
<b>6. Resources Assigned:</b>				
Name	ICS Position	Home Agency (and Unit)		
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	6-OTHER COMMENTS			
	(YOU ARE NOT OBLIGATED TO SIGN THE FORM IF YOU WANT TO BE ANONYMOUS)			
<b>8. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____				
<b>ICS 214, Page 9</b>		Date/Time: _____		





