



## Second Revision No. 17-NFPA 1561-2019 [ Global Comment ]

Replace current Annex C with new annex chapter: **Use the Planning “P” when developing an initial incident action plan.**

See attached word doc for deleted chapter and new chapter.

### Supplemental Information

File Name	Description	Approved
1561_proposal_for_Planning_P.docx	New annex - for staff use	
Global_SR-17_FINAL.docx	for balloting	
1561-Global_SR-17_original_Annex_C-deleted.docx	For balloting	

### Submitter Information Verification

**Committee:**

**Submittal Date:** Thu May 30 11:23:36 EDT 2019

### Committee Statement

**Committee Statement:** New annex do be inserted for using the planning P for initial IAP design. This matches FEMA/USCG/NIMS guidance.

**Response Message:** SR-17-NFPA 1561-2019

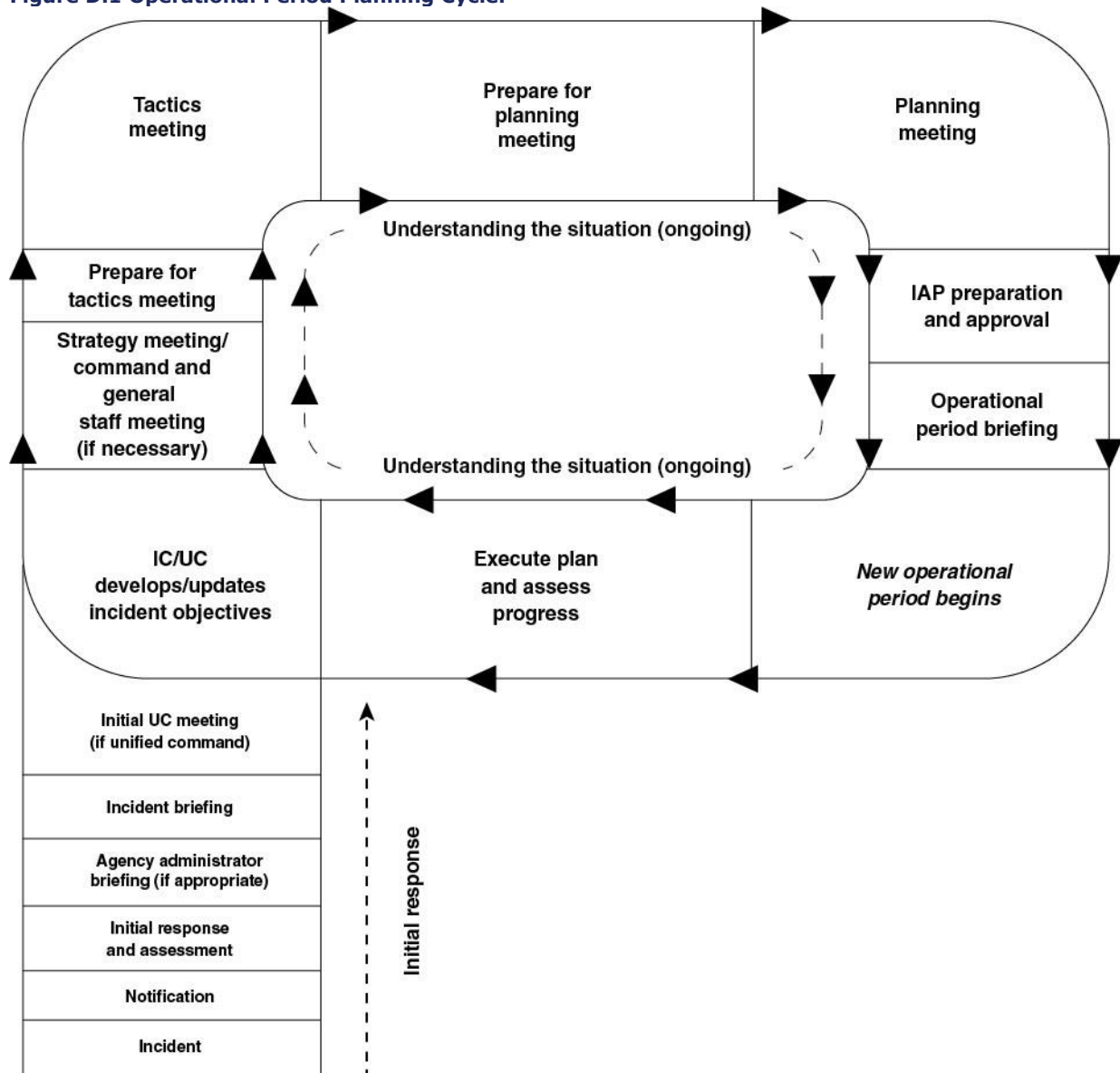
## Annex D Use the Planning "P" When Developing an Initial Incident Action Plan

This annex is not a part of the requirements of this NFPA document but is included for informational purposes only.

### D.1 Planning "P."

Many incident management organizations use a formal planning cycle with established meetings and deliverables to mark their progress through the planning process and enable coordination of the entire team. The Planning "P," illustrated in Figure D.1, is a graphical representation of the sequence and relationship of the meetings, work periods, and briefings that comprise the incident action planning cycle. Other versions of the Planning "P" may be used as training and operational aids.

Figure D.1 Operational Period Planning Cycle.



The leg of the "P" describes the initial stages of an incident, when personnel work to gain awareness of the situation and establish the organization for incident management. Incident personnel perform the steps in the leg of the "P" only one time. Once they are accomplished, incident management shifts into a

cycle of planning and operations, informed by ongoing situational awareness and repeated each operational period.

#### **D.1.1 Initial Response and Assessment.**

The responder(s) who is first to arrive at the incident scene conducts the initial assessment and takes whatever immediate response actions are appropriate and possible. The initial or rapid assessment is essential to gaining and maintaining situational awareness. It enables the incident commander to request additional resources and/or support, develop, and implement initial tactics. Jurisdiction officials might decide to activate an EOC based on the initial assessment.

#### **D.1.2 Agency Administrator Briefing.**

The agency administrator briefing is a presentation to the personnel who will be managing or supporting the incident by the administrator or other senior official of the jurisdiction, agency, or organization affected by the incident. This briefing occurs when the incident commander or unified command are assuming duties outside their normal responsibilities or are from an entity or jurisdictional area that does not possess authority to manage the incident they are being assigned. In such cases, the briefing provides supporting details to the delegation of authority or other document that the jurisdiction, agency, or organization typically provides to the incident commander or unified command.

During the briefing, the agency administrator or a designee provides information, guidance, and direction—including priorities and constraints—necessary for the successful management of the incident. The briefing is intended to ensure a common understanding between the jurisdiction, agency, or organization and the incident personnel regarding such things as the environmental, social, political, economic, and cultural issues relevant to the incident and its location.

#### **D.1.3 Incident Briefing.**

The incident briefing marks the transition from reactive to proactive incident management. The initial responder(s) typically delivers the briefing to the incoming incident commander or unified command. This meeting enables the incoming incident commander or unified command to initiate planning for the next operational period.

#### **D.1.4 Initial Unified Command Meeting.**

If a unified command is managing the incident, the initial unified command meeting allows members of the unified command to meet in private to discuss each jurisdiction or organization's priorities and objectives as well as any limitations, concerns, and restrictions. During the initial unified command meeting, members of the unified command generally accomplish the next step by developing the initial joint incident objectives.

#### **D.1.5 Objectives Development/Update.**

The incident commander or unified command establishes the incident objectives for the initial operational period. After the initial operational period, the incident commander or unified command reviews the incident objectives and may validate them, modify them, or develop new objectives.

Incident objectives are based on incident priorities and other requirements. Clearly communicated priorities and objectives support unity of effort among incident personnel and enable the development of appropriate strategies and tactics. When the members of the team clearly understand the intent behind their instructions, they are better equipped to act decisively and make good decisions.

#### **D.1.6 Strategy Meeting/Command and General Staff Meeting.**

After developing or revising the incident objectives, the incident commander or unified command typically meets with the command and general staff, and sometimes others, to discuss the incident objectives and provide direction. This meeting may be called the strategy meeting or the command and general staff meeting and is held as needed to determine how best to meet the incident objectives.

The initial strategy meeting, which is held the first time through the planning cycle, is particularly important, because it allows team members to share information and jointly determine the initial approach to response operations. The initial strategy meeting may include the initial incident commander and a representative from the agency administrator.

#### **D.1.7 Preparing for the Tactics Meeting.**

Once the approach to achieving or working toward achieving the incident objectives is determined, the operations section chief and staff prepare for the tactics meeting by developing tactics and determining the resources that will be applied during the operational period.

#### **D.1.8 Tactics Meeting.**

The tactics meeting is a forum for key players to review the proposed tactics developed by the operations section staff and to conduct planning for resource assignments. The operations section chief leads the tactics meeting, and key participants include the logistics section chief, safety officer, a representative from the planning section—typically, the resources unit leader—and other technical specialists or team members invited by the operations section chief, logistics section chief, or safety officer. The team uses ICS Forms 215 and 215A, the operational planning worksheet and the incident action plan safety analysis, to facilitate and document decisions they make during the meeting.

#### **D.1.9 Preparing for the Planning Meeting.**

Following the tactics meeting, preparations begin for the planning meeting. Team members collaborate between the tactics meeting and the planning meeting to identify support needs and assign specific operational resources to accomplish the operational plan.

#### **D.1.10 Planning Meeting.**

The planning meeting serves as a final review and approval of operational plans and resource assignments developed during and after the tactics meeting. Ideally, the planning meeting involves no surprises and simply serves as a review of a plan that the command and general staff have collaboratively developed and agreed upon. At the end of the planning meeting, command and general staff, and any agency officials involved, confirm that they can support the plan.

Table D.1.10 lists the elements responsible for completing each form for inclusion in the IAP.

**Table D.1.10 The IAP and Typical Attachments**

<b>Component</b>	<b>Normally Prepared by ICS</b>
Incident objectives (ICS Form 202)	Incident commander or unified command
Organization assignment list or chart (ICS Forms 203, 207)	Resources unit
Assignment list (ICS Form 204)	Resources unit
Incident radio communications plan (ICS Form 205) or communications list (ICS Form 205A)	Communications unit
Medical plan (ICS Form 206)	Medical unit
Incident maps	Situation unit
General safety message/site safety plan (ICS Form 208)	Safety officer
<b>Other Potential Components</b>	<b>(Incident Dependent)</b>
Air operations summary	Air operations
Traffic plan	Ground support unit
Decontamination plan	Technical specialist
Waste management or disposal plan	Technical specialist
Demobilization/deactivation plan	Demobilization unit
Site security plan	Law enforcement, technical specialist, or security manager
Investigative plan	Intelligence/investigations function
Evacuation plan	As needed
Meeting schedule (ICS Form 230)	Situation unit
Sheltering/mass care plan	As needed
Other (as needed)	As needed

#### **D.1.11 IAP Preparation and Approval.**

Based on concurrence from all elements at the end of the planning meeting, the incident commander or unified command approves the plan. After this final approval, the planning section staff assemble the plan and ensure that it is ready for use during the operational period briefing.

A written IAP is composed of a series of standard forms and supporting documents that convey the intent of the incident commander or unified command, as well as the operations section chief for the operational period. The incident commander or unified command determines which ICS forms and attachments to include in the IAP; the planning section chief ensures that staff in the appropriate sections, branches, or units prepare the forms and attachments. The incident commander or unified command gives final approval of the written IAP before planning section staff reproduce and disseminate it. IAPs can be distributed electronically, in hard copy, or both.

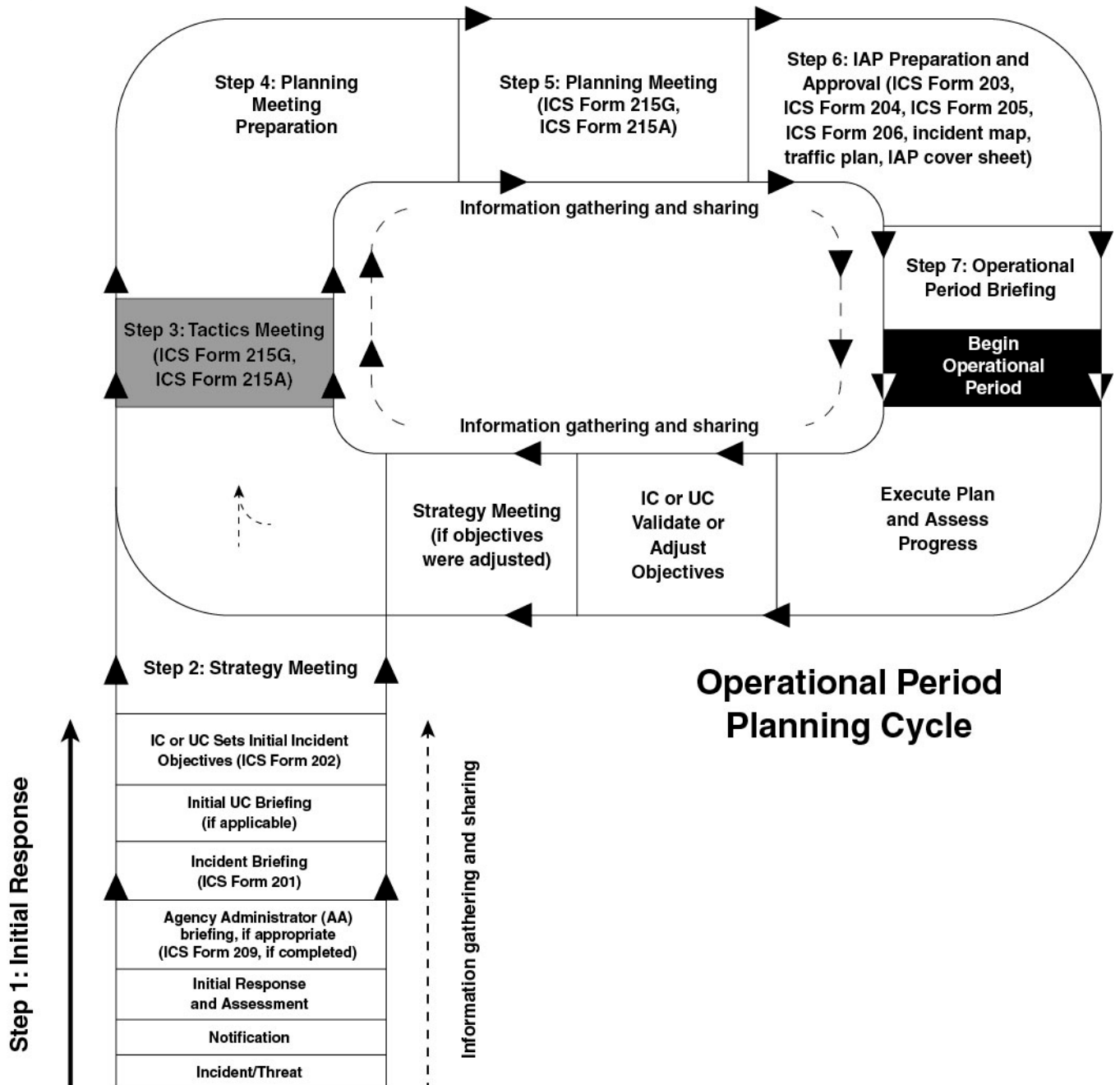
**D.1.12 Operational Period Briefing.**

Each operational period starts with an operational period briefing. Incident supervisory and tactical personnel receive the IAP during the briefing. During this briefing, various members of the command and general staff present the incident objectives, review the current situation, and share information related to communications or safety. Following the operational period briefing, supervisors brief their assigned personnel on their respective assignments as documented in the IAP. During longer operational periods, shift change briefings may be conducted within an operational period.

**Annex C All-Hazard Planning "P"**  
**C.1 General:**

The all-hazard planning "P" diagram, shown in 5.10.2.9 and repeated here as Figure C.1, is a resource that has been developed for use when developing an all-hazard incident action plan (IAP). Sections C.2 through C.8 break Figure C.1 down into individual steps, which are indicated on the diagram. Applicable FEMA forms to be used, as well as other documents that address the planning process used to develop a typical Type 3 IAP, are also indicated on the diagram.

**Figure C.1 All-Hazard Planning "P."**



Several official U.S. government documents that include the all-hazards planning "P" are available for use and adoption and are available for download at [www.fema.gov](http://www.fema.gov). One of these documents is ICS 420-1, *Field Operations Guide*, published by the United States Fire Administration (USFA) and the National Fire

Academy (NFA). ICS 420-1 applies to all-hazard type incidents and includes guidance for incidents involving multiple casualties, urban search and rescue, hazardous materials and mass casualties, terrorism/weapons of mass destruction (WMDs), high rise buildings, and wildland type incidents.

The all-hazards planning "P" is also used in the nationally recognized Emergency Management Institute's (EMI) all-hazards training curriculum. These courses include the O-305 All-Hazards Incident Management Team Course and every one of the all-hazards position-specific courses.

### **C.1.1 Type 3 IMT Core Concepts:**

Table C.1.1 is a quick reference resource that provides an overview of core concepts related to incident management teams (IMTs) and the planning process.

**Table C.1.1 Type 3 IMT Core Concepts Overview**

<b>Meeting</b>	<b>Description</b>	<b>Attendants</b>
Strategy meeting	Incident commander (IC) communicates and establishes support for objectives from the command and general staff.	All command and general staff.
Tactics meeting	Operations section chief (OSC) communicates and establishes support for initial tactics from a small internal group.	The OSC, the safety officer (SOFR), the planning section chief (PSC), and the logistics section chief (LSC). Others by invite only.
Planning meeting	PSC communicates and establishes support for defined tactics from the command and general staff.	All command and general staff.
Operational period briefing	Command and general staff communicate details of approved plans to tactical supervisors and representatives of supporting and cooperating agencies.	All command and general staff, tactical supervisors, and agency representatives.

### **C.1.2 All-Hazard Planning "P" Concepts:**

The all-hazard planning "P" provides the following framework around which meetings and incident command system (ICS) forms are organized:

- (1) Strategy meeting: determines how objectives set by the IC will be accomplished
- (2) Tactics meeting: determines how resources selected by the OSC might impact safety and logistics
- (3) Planning meeting: determines how command and general staff, led by the PSC, will support the plan
- (4) IAP preparation and approval: determines how the plan will be formalized and communicated
- (5) Operational period briefing: determines how all participants will understand what is to be done

### **C.2 Type 3 IMT Initial Response Overview (Step 1):**

The initial response period involves the following items:

- (1) Incident (planned or unplanned) or threat occurs
- (2) Notification, as follows:
  - (a) Team is notified and dispatched to the incident
  - (b) Team members gather information, without disrupting the initial IC or other incident personnel, using available resources (e.g., internet, TV, radio)
- (3) Initial response and assessment, as follows:
  - (a) Initial responders or initial IMT are in attendance

- (b) ~~Agency administrator (AA) for whom the team is working, initial IC, and command and general staff gather information~~
- (4) ~~AA briefing [if appropriate and if possible (might be difficult to identify a primary agency head in the all-hazard environment)], as follows:~~
  - (a) ~~Outline Type 3 IMT direction, fiscal constraints, and boundaries~~
  - (b) ~~Emphasize AA's authority (i.e., establish that the IMT is working for the AA)~~
  - (c) ~~Other agenda items, which could include, but are not limited to, the following:~~
    - (i) ~~Mission assignment~~
    - (ii) ~~Memorandum of understanding (MOU)~~
    - (iii) ~~Letter of expectations~~
    - (iv) ~~Order assignments and locations~~
- (5) ~~Use of ICS Form 201, "Incident Briefing," to understand basic information regarding the incident or threat (e.g., map, resources allocated, record of the initial response) (Note: If an ICS Form 201 is not already prepared, have the PSC fill one in as they are briefed and ask questions to fill in the answers.)~~
- (6) ~~Initial unified command (UC) meeting (if applicable) with unified commanders to determine the following:~~
  - (a) ~~Consensus on priorities~~
  - (b) ~~Lead spokesperson for UC~~
  - (c) ~~Appropriate roles and responsibilities of all representatives involved (e.g., local and state governments, tribal governments, other responsible parties)~~
- (7) ~~IC/UC sets initial incident objectives using SMART method, as follows:~~
  - (a) ~~**S**pecific — is the wording precise and unambiguous?~~
  - (b) ~~**M**easurable — how will achievements be measured?~~
  - (c) ~~**A**ction-oriented — is an action verb used to describe expected accomplishments?~~
  - (d) ~~**R**ealistic — is the outcome achievable with given available resources?~~
  - (e) ~~**T**ime-sensitive — what is the timeframe (if applicable)?~~

### **6.3 Type 3 IMT Strategy Meeting Overview (Step 2):**

#### **6.3.1 Purpose:**

The IC communicates and establishes support for objectives from the command and general staff by doing the following:

- (1) ~~Reiterating incident objectives (using ICS Form 202, "Incident Objectives")~~
- (2) ~~Establishing operational periods~~
- (3) ~~Establishing meeting schedules~~
- (4) ~~Communicating additional resource needs~~

#### **6.3.2 Attendees:**

Command and general staff members attend the strategy meeting.

#### **6.3.3 Methodology:**

The strategy meeting should be conducted soon after the AA and initial IC/UC briefings. The intended contributions and intended results of the meeting are expressed in Table C.3.3(a) and Table C.3.3(b), and Table C.3.3(c) details the roles pertinent to strategy.

**Table C.3.3(a) Strategy Meeting Contributions**

<b>Input</b>	<b>Role(s) Responsible</b>
Incident objectives, strategies, and schedule	IC
Information relevant to the incident objectives	All command and general staff

**Table C.3.3(b) Strategy Meeting Results**

<b>Output</b>	<b>Role(s) Responsible</b>
Strategy for the next operational period (ICS Form 202, "Incident Objectives")	All command and general staff

**Table C.3.3(c) Strategy Meeting Roles and Responsibilities**

<b>Role Name</b>	<b>Responsibilities</b>
Incident commander (IC)	<ul style="list-style-type: none"> <li>Give overall direction</li> <li>Communicate with staff</li> <li>Play role of high-level manager</li> <li>Set operational periods for the incident</li> <li>Define incident boundaries (with AA)</li> <li>Work with PSC to establish meeting schedule</li> </ul>
Planning section chief (PSC)	<ul style="list-style-type: none"> <li>Work with IC to establish meeting schedule</li> </ul>
All command and general staff	<ul style="list-style-type: none"> <li>Communicate information</li> <li>Consolidate resource orders</li> </ul>

**C.4 Type 3 IMT Tactics Meeting Overview (Step 3):**

**C.4.1 Purpose:**

The OSC communicates and establishes support for initial tactics from a small internal group by doing the following:

- (1) Determining how the strategy will be used to achieve objectives
- (2) Assigning type and quantity of resources to implement tactics
- (3) Identifying methods for monitoring tactics and resources to determine adjustments (e.g., different tactics, different resources, or new strategy)
- (4) Identifying possible hazards and mitigation measures

**C.4.2 Attendees:**

The OSC, LSC, SOFR, PSC [with resources unit leader (RESL) if staffed] attend the tactics meeting. Attendees other than those listed are by invitation only.

**C.4.3 Methodology:**

The tactics meeting is coordinated by the OSC. The intended contributions and intended results of the meeting are expressed in Table C.4.3(a) and Table C.4.3(b), and Table C.4.3(c) details the roles pertinent to tactics.

Note: The ICS Form 215, "Operational Planning Worksheet," is a tactical deployment blueprint for the next operational period and will be developed and revised before the planning meeting, which is when formal deployment of resources and work assignments will be supported by the command and general staff and approved by the IC.

**Table C.4.3(a) Tactics Meeting Contributions**

<b>Input</b>	<b>Role(s) Responsible</b>
Draft of ICS Form 215, "Operational Planning Worksheet"	OSC
Draft of ICS Form 215A, "Incident Action Plan Safety Analysis"	SOFR/OSC
Latest intelligence	OSC/PSC
Probable tactics, hazards/risks, and mitigation	OSC
List of available external resources	LSC
List of available resources on incident	PSC

**Table C.4.3(b) Tactics Meeting Results**

<b>Output</b>	<b>Role(s) Responsible</b>
Completed draft ICS Form 215, "Operational Planning Worksheet"	OSC
Completed draft ICS Form 215A, "Incident Action Plan Safety Analysis"	SOFR

**Table C.4.3(c) Tactics Meeting Roles and Responsibilities**

<b>Role Name</b>	<b>Responsibilities</b>
Planning section chief (PSC)	Develop resource status information Develop situation status, predictions, and alternative strategies Gather intelligence and other information
Operations section chief (OSC)	Determine probable tactics Complete draft ICS Form 215, "Operational Planning Worksheet"
Logistics section chief (LSC)	Determine service and support needs for the incident
Safety officer (SOFR)	Work with OSC on tactical safety issues Identify hazards/risks and mitigation measures using ICS Form 215A, "Incident Action Plan Safety Analysis"

## **6.5 Type 3 IMT Planning Meeting Preparation Overview (Step 4)**

### **6.5.1 Purpose:**

The PSC prepares for an effective planning meeting.

### **6.5.2 Attendees:**

The IC, PSC, LSC, OSC, SOFR, finance/administration section chief (F/ASC), public information officer (PIO), liaison officer (LOFR), and command and general staff members assist in the preparation for the planning meeting.

### **6.5.3 Methodology:**

Preparation for the planning meeting is coordinated by the OSC and includes the following items:

- (1) Determining a meeting location
- (2) Communicating the meeting location and time
- (3) Maintaining situational awareness
- (4) Preparing the following displays:
  - (a) Incident objectives
  - (b) Incident map
  - (c) ICS Form 215, "Operational Planning Worksheet"
  - (d) ICS Form 215A, "Incident Action Plan Safety Analysis"

- (e) Meeting agenda
- (f) Ground rules
- (g) Others items, as appropriate

The intended contributions to the meeting are expressed in Table C.5.3(a), and Table C.5.3(b) details the roles pertinent to tactics.

**Table C.5.3(a) Planning Meeting Preparation Contributions**

<b>Input</b>	<b>Role(s) Responsible</b>
Completed draft of ICS Form 215, "Operational Planning Worksheet"	PSC
Completed draft of ICS Form 215A, "Incident Action Plan Safety Analysis"	PSC
Display of objectives	PSC
Display of agenda	PSC
Meeting location and setup (e.g., lighting, seating)	LSC
Latest information and intelligence	All command and general staff

**Table C.5.3(b) Planning Meeting Preparation Roles and Responsibilities**

<b>Role Name</b>	<b>Responsibilities</b>
Incident commander (IC)	<ul style="list-style-type: none"> <li>Give overall direction</li> <li>Communicate with staff</li> <li>Play role of high-level manager (but do not get involved in details)</li> <li>Confirm that objectives are still valid</li> </ul>
Planning section chief (PSC)	<ul style="list-style-type: none"> <li>Prepare incident maps</li> <li>Develop resource status information</li> <li>Prepare and display planning meeting materials</li> <li>Develop situation status, predictions, and alternative strategies</li> </ul>
Operations section chief (OSC)	<ul style="list-style-type: none"> <li>Obtain and communicate latest intelligence</li> <li>Complete draft ICS Form 215, "Operational Planning Worksheet"</li> <li>Determine probable tactics</li> <li>Continue to manage the operations section for the current period</li> </ul>
Logistics section chief (LSC)	<ul style="list-style-type: none"> <li>Help determine and set up the meeting location</li> <li>Determine service and support needs for the incident</li> <li>Determine communication needs</li> <li>Review draft ICS Form 215, "Operational Planning Worksheet," for needed resources</li> </ul>
Finance/Administration section chief (F/ASC)	<ul style="list-style-type: none"> <li>Collect information on rental or land use agreements and contracts</li> <li>Calculate costs for alternative strategies</li> </ul>
Public information officer (PIO)	<ul style="list-style-type: none"> <li>Determine methods to be used for information flow</li> <li>Prepare to report on politically sensitive issues</li> <li>Determine which agencies can assist in the preparation of media releases</li> </ul>
Safety officer (SOFR)	<ul style="list-style-type: none"> <li>Work with the OSC on tactical safety issues</li> <li>Provide safety information on establishment and operation of incident base</li> </ul>

Role Name	Responsibilities
	Identify hazards/risks and mitigation measures using ICS Form 215A, "Incident Action Plan Safety Analysis"
Liaison officer (LOFR)	Identify cooperating and assisting agencies
	Identify special agency needs
	Determine capability/limits of cooperating and assisting agencies
	Confirm names and contact location of agency representatives

### **6.6 Type 3 IMT Planning Meeting Overview (Step 5):**

#### **6.6.1 Purpose:**

The PSC communicates and establishes support for defined tactics from the command and general staff.

#### **6.6.2 Attendees:**

All command and general staff members attend the planning meeting. In some cases, VIPs might also attend.

#### **6.6.3 Methodology:**

The planning meeting is coordinated by the PSC. The intended contributions and intended results of the meeting are expressed in Table C.6.3(a) and Table C.6.3(b), and an example of a planning meeting agenda is provided in Figure C.6.3.

Note: Open discussion of tactics does not take place during the meeting. Tactics are the responsibility of the OSC and SOFR and should have been developed during the tactics meeting.

**Table C.6.3(a) Planning Meeting Contributions**

Input	Role(s) Responsible
Completed draft of ICS Form 215, "Operational Planning Worksheet"	OSC
Completed draft of ICS Form 215A, "Incident Action Plan Safety Analysis"	SOFR/OSC
Latest intelligence	OSC/PSC
Probable tactics	OSC
Status of resources	OSC

**Table C.6.3(b) Planning Meeting Results**

Output	Role(s) Responsible
Support for the ICS Form 215, "Operational Planning Worksheet"	All command and general staff
Support for the ICS Form 215A, "Incident Action Plan Safety Analysis"	All command and general staff
Approved IAP	IC

**Figure C.6.3 Sample Planning Meeting Agenda:**

Task	Role(s) Responsible
1) Welcome, introduction, and ground rules	PSC
2) Briefing on current situation	OSC
3) Review incident objectives	PSC/IC
4) Presentation of the ICS Form 215, "Operational Planning Worksheet" a) Plot control lines, establish branch/division boundaries b) Identify group assignments c) Specify tactics for each division/group d) Specify resources needed by division/group e) Identify reporting locations and time	OSC
5) Specify safety mitigation measures for identified hazards (per ICS Form 215A, "Incident Action Plan Safety Analysis")	SOFR
6) Discuss logistical issues (resource/supply issues, communications plan, medical plan, traffic plan)	LSC
7) Discuss financial issues	F/ASC
8) Discuss assisting and cooperating agency issues	LOFR
9) Discuss information issues (internal/external)	PIO
10) Finalization, support, and approval of plan	PSC
11) Closing remarks, IAP products due	IC/PSC

**~~C.7 Type 3 IMT Preparation and Approval of IAP Overview (Step 6).~~**

**~~C.7.1 Purpose:~~**

~~IAP preparation and approval involves the collection of all components for approval from the IC once the planning meeting has concluded.~~

**~~C.7.2 Attendees:~~**

~~The IC, PSC, LSC, SOFR, and all command and general staff are involved in IAP preparation and approval.~~

**~~C.7.3 Methodology:~~**

~~The PSC determines when IAP components are due, the IC reviews and signs the IAP, and the PSC makes copies of the IAP as needed for distribution. The intended contributions to and intended results of the meeting are expressed in Table C.7.3(a) and Table C.7.3(b), and Table C.7.3(c) details the roles pertinent to IAP preparation and approval.~~

~~Note: The planning meeting is under a tight timeframe. The IC needs to review and approve the IAP in time to make copies prior to the operational briefing. The copy job can take hours on large incidents.~~

**~~Table C.7.3(a) IAP Preparation and Approval Contributions~~**

Input	Role(s) Responsible
Completed ICS Form 202, "Incident Objectives"	PSC IC (signature)

<b>Input</b>	<b>Role(s) Responsible</b>
Completed ICS Form 203, "Organization Assignment List"	PSC
Completed ICS Form 204, "Assignment List"	PSC
Completed ICS Form 205, "Incident Radio Communications Plan"	LSC
Completed ICS Form 206, "Medical Plan"	LSC (completion) SOFR (approval)
Completed ICS Form 208, "Safety Message"	SOFR
Incident map	PSC
Traffic plan	LSC
Other components, if necessary (e.g., incident and base plan, media release, fire behavior forecast, weather forecast, resource demobilization list, site safety plan, human resources statement)	PSC and all command and general staff

**Table G.7.3(b) IAP Preparation and Approval Results**

<b>Output</b>	<b>Role(s) Responsible</b>
Assembled IAP	PSC
Copies of IAP	PSC
Approved IAP	IC

**Table G.7.3(c) IAP Preparation and Approval Roles and Responsibilities**

<b>Role Name</b>	<b>Responsibilities</b>
Incident commander (IC)	Approve IAP (signature on ICS Form 202, "Incident Objectives") Prepare for next operational period
Planning section chief (PSC)	Prepare ICS Form 202, "Incident Objectives," for IC's approval Prepare ICS Form 203, "Organizational Assignment List" Work with staff to prepare ICS Form 204, "Assignment List," for each division or group Prepare weather forecast Prepare incident maps Prepare resources demobilization list Supervise assembly of IAP
Operations section chief (OSC)	Manage the operation section during current operational period Review the completed ICS Form 204, "Assignment List" (optional) Prepare for next operational period
Logistics section chief (LSC)	Present communications plan Present medical plan Present traffic plan Present logistical information on where to obtain supplies, water, food, and so on
Finance/Administration section chief (F/ASC)	Support PSC as needed Provide cost data to LSC for current and future resources Prepare for next operational period
Public information officer (PIO)	Prepare media release/message

Role Name	Responsibilities
	Prepare for next operational period
Safety officer (SOFR)	Prepare general safety message using ICS Form 202, "Incident Objectives"
	Approve ICS Form 206, "Medical Plan"
Liaison officer (LOFR)	Support PSC as needed
	Advise IC on possible participating agencies
	Prepare for next operational period

### **C.8 Type 3 IMT Operational Period Briefing Overview (Step 7):**

#### **C.8.1 Purpose:**

All command and general staff communicate details of the approved plans to tactical supervisors and to representatives of supporting and cooperating agencies.

#### **C.8.2 Attendees:**

The presenters are command and general staff members, with others involved as necessary. The audience includes operational period tactical supervisors and agency representatives.

#### **C.8.3 Methodology:**

The IC determines the time of the operational period briefing. The PSC facilitates the briefing with support of command and general staff, who detail the assignments and other relevant information in the IAP for the next operational period. The intended contributions to and intended results of the meeting are expressed in Table C.8.3(a) and Table C.8.3(b), and Table C.8.3(c) details the roles pertinent to the operational period.

Note: Upon conclusion of the briefing, the IMT's responsibilities continue as it measures the effectiveness of decisions, makes adjustments, and prepares to start the planning cycle over again. During a large incident that requires staffing 24 hours per day, this planning cycle might need to be accomplished twice a day, once for each 12-hour operational period.

**Table C.8.3(a) Operational Period Briefing Contributions**

Input	Role(s) Responsible
Ground rules	PSC
Current situation overview	OSC
Incident objective	OSC
Operational plan (incident boundaries, tactics, assignments, resources)	OSC
Safety issues (safety message)	SOFR
Logistical issues (communication plan, medical plan, traffic plan)	LSC
Finance issues	FSC
Assisting and cooperating agencies	LOFR
Information issues (internal, external)	PIO

**Table C.8.3(b) Operational Period Briefing Results**

Output	Role(s) Responsible
IAP assignments presented to tactical supervisors	All command and general staff
Assignments issued to tactical units	All tactical supervisors

**Table C.8.3(c) Operational Period Briefing Roles and Responsibilities**

Role Name	Responsibilities
Incident commander (IC)	Support PSC as needed

<b>Role Name</b>	<b>Responsibilities</b>
	Provide closing comments Might present incident objectives
Planning section chief (PSC)	Facilitate the briefing Present incident maps Present weather forecast (if no meteorologist) Present other components, as necessary
Operations section chief (OSC)	Present situation report Present and issue assignments to tactical supervisors using ICS Form 204, "Assignment List"
Logistics section chief (LSC)	Present communications plan Present medical plan Present traffic plan Present logistical information on where to obtain supplies, water, food, and so on
Finance/Administration section chief (F/ASC)	Present information on timesheets Present information on reimbursement
Public information officer (PIO)	Present media message Report on politically sensitive issues Discuss how to handle media
Safety officer (SOFR)	Present safety message

#### **6.9 Useful Links.**

The following list of links provides resources for additional research on incident management planning and general information on IMTs:

- (1) ~~<https://www.fema.gov/national-incident-management-system> (NIMS Resource Center)~~
- (2) ~~<https://training.fema.gov/nrfres.aspx> (NRF Resource Center)~~
- (3) ~~<http://www.usfa.fema.gov> (USFA website)~~
- (4) ~~<http://www.fema.gov> (FEMA website)~~
- (5) ~~<http://www.nifc.gov> [National Interagency Fire Center (NIFC website)]~~
- (6) ~~<http://twitter.com/USFIRE> (USFA on Twitter)~~



## Second Revision No. 18-NFPA 1561-2019 [ Detail ]

### 5.10.2.9

**The all-hazard planning "P" diagram, ~~as shown in Figure 5.10.2.9,~~ shall be used in developing an all-hazard incident action plan (IAP). (See Annex C for further information on the all-hazard planning "P.")**

**Figure 5.10.2.9 Operational Period Planning Cycle.-Delete figure**

### Submitter Information Verification

**Committee:**

**Submittal Date:** Wed Jul 17 12:01:46 EDT 2019

### Committee Statement

**Committee** The planning "P" diagram has been removed because it was outdated from the latest version. The **Statement:** new version contains greater detail for initial action planning, plus continuous planning guidance. Also, the current Planning "P" diagram plus additional planning guidance is now all found in Annex C.

**Response** SR-18-NFPA 1561-2019

**Message:**