IAP’s & Forms

• Covered in this Section:
  – Incident Action Plan Components
  – Using a IAP
  – Miscellaneous Forms
Incident Action Plan

• An Incident Action Plan, also referred to as an IAP, is a document that contains important operational and support information for a set period of time on an incident.
• Most incidents will create a new IAP for each operational period throughout an incident.
• IAP’s may not be developed during the early stages of an incident.
Incident Action Plan

• As a EMTF/EMPF you will be required to be familiar with the structure of an IAP and the information contained within it.
• The EMTF/EMPF will also be required to quickly obtain information from the IAP and follow the directions held within it.
• The EMTF/EMPF should be well prepared and have any questions answered regarding the IAP prior to accepting an assignment.
Components of an IAP

• The IAP is made up of the following:
  ▪ Incident Objectives – ICS 202
  ▪ Organization Assignment List – ICS 203
  ▪ Weather
  ▪ Division Assignment List – ICS 204
  ▪ Safety Message including:
    ▪ Incident Action Plan Safety Analysis – ICS 215A
  ▪ Incident Radio Communication Plan – ICS 205
  ▪ Medical Plan – ICS 206
  ▪ Air Operations Summary – ICS 220
  ▪ Incident Maps
  ▪ Other information pertinent to the incident
Getting an IAP

• IAP’s will be distributed during the Operations Briefing
• Additional copies may be available in the Plans Section
• Care should be taken to ensure that the IAP matches the operational period assigned
EMTF/EMPF and the IAP

• What do you need to know?
  – Looking through the IAP, the EMTF/EMPF should pay special attention to the information that pertains to their assignment
  – The following will give a brief description of these areas and reasoning behind the importance
EMTF/EMPF and the IAP

• ICS 202 – Incident Objectives
  – This form is used to briefly summarize the incident’s objective
  – This will include:
    • Objectives
    • Weather
    • Safety
  – The EMTF/EMPF should review this information and become familiar with the overall objective of the incident therefore helping in understanding their specific assignment
EMTF/EMPFF and the IAP

• ICS 203 – Organization Assignment List
  – This form lists the names of personnel assigned to key functions on the assignment
  – These functions will include:
    • Incident Commander and General Staff
    • Agency Representatives
    • Planning Section
    • Logistics Section
    • Finance Section
    • Operations Section
  – The EMTF/EMPFF can use this form as a quick reference for points of contacts
    • It is usually not referenced during line assignments
EMTF/EMPF and the IAP

• ICS 204 - Division Assignment List
  – Important information includes:
    • Types of crews may dictate types of injuries the EMTF/EMPF may expect to treat
      » Hot Shot Crews versus Inmate Crews
    • Number of personnel
    • Control objectives
      – Used to determine type of work being completed and possible injuries to expect
        » Active firefighting versus mop up
    • Special Instructions
    • Division / Group Communications Summary
      – The EMTF/EMPF must monitor the correct frequencies at all times
EMTF/EMPF and the IAP

• ICS 204 - Division Assignment List
  – Detail must be paid to any changes of personnel or crews added or deleted to their division
  – EMTF/EMPF’s must also become familiar with the surrounding divisions in case of an emergency
  – If an emergency event should take place in a surrounding division the EMTF/EMPF may be called upon to lend aid or asked to move to provide better incident coverage
EMTF/EMPF and the IAP

• Weather
  – It will give current and projected weather predictions
    • Extremely important on line assignments
  – May include “Fire Behavior”
    • Extremely important on line assignment
  – The EMTF/EMPF should become very familiar with the information contained in the weather report and monitor it daily for changes
EMTF/EMPF and the IAP

- Safety Message
  - This is a very important part of the IAP for the EMTF/EMPF
  - The EMTF/EMPF must become familiar with all the information contained in the safety message and ensure that all instructions are carried out accordingly
  - SAFETY IS YOUR #1 PRIORITY
  - Have all questions answered prior to accepting an assignment
EMTF/EMPF and the IAP

• ICS 215A – Incident Action Plan Safety Analysis
  – This form will be used to identify the types of hazards in each specific division or group using LCES
    • Lookouts
    • Communication
    • Escape Routes
    • Safety Zones
  – The EMTF/EMPF should review this form prior to reporting to a line assignment and compare it to the specific work assignments for the division assigned – ICS 204
EMTF/EMPf and the IAP

- ICS 205 – Incident Communication Plan
  - This form will be used to review the channels and frequencies used for the incident
  - The EMTF/EMPf may reference this form to ensure that the proper channels are being monitored
  - Any questions regarding the communications plan should be addressed to the MEDL, Division Supervisor or Communications Unit prior to accepting a line assignment
EMTF/EMPF and the IAP

• ICS 206 – Medical Plan
  – This may be the most important part of the IAP for the EMTF/EMPF
  – Important information includes:
    • Location of medical aid stations
    • Air and Ground Ambulance resources assigned to the incident
    • Hospital locations
      – Including specific information such as Helipad access or specialty services
EMTF/EMPF and the IAP

• ICS 206 – Medical Plan (continued)
  – Perhaps the most important information included on the ICS 206 is the Medical Emergency Procedures
    • These are the procedures that will be followed in the event of an emergency event
    • The EMTF/EMPF **must** be familiar with these procedures and have no questions to their meaning
    • The EMTF/EMPF will be looked upon to assist in carrying out the procedures
EMTF/EMPF and the IAP

• ICS 220 – Air Operations Summary
  – This form lists information pertaining to air resources assigned to the incident
  – The EMTF/EMPF can reference this form to identify which helicopters have been marked as “Medivac”
  • This information will also be found in the Medical Plan – ICS 206, but should be cross referenced for accuracy
EMTF/EMPF and the IAP

• MAPS
  – The maps contained in the IAP may be used for various reasons:
    • Tracking resources
    • Heli-spots locations
    • Branch / Division breaks
    • Evacuation routes
  – Maps will be covered later in the program under GPS & Land Navigation
  – The EMTF/EMPF must be familiar with maps and orienteering
EMTF/EMPF and the IAP

• ICS 214 – Unit Log
  – FEMT will be required to keep an accurate Unit Log daily
  – Information should include:
    • Check in and out times
    • Areas assigned
    • Medical contacts made
    • Medical emergencies
    • Any other information that may be deemed important by the EMTF/EMPF or MEDL
  – Usually will be found in the back of the IAP for ease of use
Miscellaneous Forms
Forms

• Other forms that the EMTF/EMPF should become familiar with are:
  – ICS 221 - Demobilization Check Out Form
  – ICS 225 - Incident Personnel Performance Rating Form
  – Crew Time Report
Forms

• ICS 221 - Demobilization Check Out Form
  – This form will be use by the EMTF/EMPF when released from the incident
  – The EMTF/EMPF will be required to have specific incident personnel sign indicating that you are free to leave
    • Logistics
      – Supply
      – Communications
      – Facilities
      – Ground Support
    • Plans
    • Finance
Forms

• ICS 225 – Incident Personnel Performance Rating Form
  – This is a very important form
  – It is your report card for your performance which includes attitude
  – It is important to retain this form for future documentation
Forms

• OES Form F-42 Emergency Activity Report
  – Used by OES and local government resources during state mutual aid activities and forest agency fire responses for the purpose of local gov’t reimbursement for services provided
Forms

• Crew Time Reports
  – Crew Time Reports are timecards that Federal Employees uses to document time
  – As a EMTF/EMPF you may be required to submit Crew Time Reports as documentation only
  – If requested to submit Crew Time Reports, report to Finance and find out exactly what information is required for the incident