

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 incidents 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/EMPF 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/EMPF 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