



WHITE PAPER

July 8, 2021

TO: FIRESCOPE Board of Directors
23300 Castle St.
Riverside, CA 92518

FROM: FIRESCOPE Task Force & Operations Team

SUBJECT: New ICS Form: ICS 215C (Contingency Planning Analysis)

REQUESTED ACTION:

The FIRESCOPE Task Force & Operations Team seeks Board of Director approval to implement the use of the ICS Form 215 C, as needed, by Federal, State, and Local Incident Management Teams. Additional request to task the ICS 215 C Working Group to make operational the Implementation Plan as outlined within this White Paper.

APPROVAL:

The FIRESCOPE Board of Directors approved the requested action on July 8th, 2021.

SUMMARY

As part of FIRESCOPE's 2019 Plan of Work, a draft ICS form and instructions were developed to document the contingency planning decisions and analysis by management of incidents and planned events. As part of the 2020 Plan of Work, a working group was formed under the FIRESCOPE Task Force to solicit input during a 2020 pilot program which is followed by this recommendation.

Applicable for any all-hazard incident type, the new ICS 215C product is designed to be modular, scalable and appropriate for all levels of complexity. Importantly it establishes a standard or baseline for the components and terminology of a contingency plan, which will enhance coordination, interoperability of multiple agencies, and command transfers. As with many other ICS forms, modifications can still be made to accommodate agency needs and terminology.

TERMINOLOGY

The following terms were identified by the Task Force with assistance of the 215C Working Group to be valid and commonly used terms in contingency planning. Currently this terminology and corresponding concepts have no established equivalents



WHITE PAPER

within FIRESCOPE or other national ICS standards. These concepts are regularly used currently by a majority of incident management personnel. Established terminology will assist in clear communication and development of operational plans.

Contingency Plan: A plan for major contingencies that can reasonably be anticipated in a geographic or functional area(s) of any ICS Command and General Staff position down to the unit level for a defined time period. A contingency plan supplements or changes an Incident Action Plan (IAP) by identifying decisions point(s), impacts, and changes to objectives, strategies, and work assignments with supporting movement and/or ordering of resources.

Management Evaluation Points (MEP) or Decision Point (DeP): A point in space and time when the Incident Commander, Operations Section Chief or designee anticipates making a key decision concerning a specific course of action based on a specific precipitant event, action, or incident condition. Decision Points or Management Evaluation Points are clearly specified incident conditions that, when reached, prompt a predefined modification to existing incident management actions or initiate the implementation of new strategies and/or tactics. Note: Different terms may be established by agency, i.e. "Management Action Point" which also meet intent of definition.

Operational Responsibility Areas: Shaded areas on a map which identify the geographic responsibility areas of Branches and Divisions. These shaded areas should be anchored at the Branch/Division break symbols and cover those geographic areas which the Branch and Divisions are responsible for, (i.e. WUI areas, tactical patrol, drainages, ridges, rivers, etc.)

CONTINGENCY PLAN COMPONENTS

A baseline of contingency plan components was developed to provide a standard of expectations and end products for contingency planning. As stated in the instructions, the template can be modified as many other standard ICS forms are for specific agency or IMT needs.

- **ICS 215C Cover:** The basic component of the form is initiated and completed by the IC, OSC or designee when needed to document contingency planning following the Strategy and Tactics Meetings.
- **Map (M):** Development and communications of contingency planning are facilitated by visual geospatial references. A map produced by PSC, GISS and/or DPRO is foundational to an efficient and effective contingency planning process.
- **Resources Summary (RS):** Completed by OSC with assistance by PSC following the ICS 215 process in a Tactics Meeting or other agreed time. The form is not intended for the GACC.



WHITE PAPER

- Evacuation Plan (EP): Law Enforcement as part of or in coordination with Operations as Deputy Operations Section Chief (Law), Law Enforcement Liaison Officer (LELO) or designee will complete this form. This component of the 215C may be replaced by an alternate Evacuation Plan form as appropriate for impacted jurisdictions. A Repopulation Plan should be considered concurrently with any plan to issue Evacuation Orders and Warnings.
- Logistics Summary (LS): LSC and/or designees will input and complete this form in coordination with Operations. Assistance and input from all Logistics Units will be needed for completion of ICS 215C (LS).
- Civilian Support Plan (CSP): The IC, LOFR or designee will complete this form in coordination with cooperating agencies, stakeholders, and Operations.
- Contingency Action Guide (CAG): Final 215C component, if used, serves to summarize and communicate key actions and guidelines as determined by full 215C analysis to current IAP operational resources. Component may be inserted into an IAP or used as reference by Activation Authority or designee(s) to guide specific steps when the MEP/DeP occurs.

IMPLEMENTATION PLAN

Implementation plan will include:

- a. Training and orientation video to Federal, CAL FIRE, and All Hazard CAL OES IMTs, at a minimum.
- b. Final version available by both PDF fillable and an editable version in a word processing or spreadsheet format.
- c. Communication plan using Quarterly Briefing and appropriate national and California meetings where FIRESCOPE is a stakeholder to share new ICS product and terminology.*
- d. Continuation of efforts to make NIMS 215C available as web-based version.

* Introduction of the ICS 215C into the appropriate curricula, such as training for Command and General Staff positions, O305, S420 and S520, is recommended as a long-term implementation goal and would require advocacy at NWCG, FEMA, and California State Fire Training.

IMPLEMENTATION PLAN CONSIDERATIONS

1. An orientation video is highly recommended.
2. Orientation and training by appropriate agency and IMT representatives are preferable to it being provided by an external or unknown person to current team processes.
3. Introduction of the ICS 215C into the appropriate curricula, such as training for Command and General Staff positions, O305, S420 and S520, is recommended



WHITE PAPER

as a long-term implementation goal and would require advocacy at NWCG, FEMA and California State Fire Training.

ICS-215C WORKING GROUP RECOMMENDATIONS

1. Adopt the proposed draft ICS 215C form as a new FIRESCOPE ICS product, inclusive of the following:
 - a. New ICS terminology: Contingency Plan, Decision Point, Management Evaluation Point, Operational Responsibility Area(ORA).
 - b. Standardized or baseline definition of a Contingency Plan's components
 - c. ICS 215C form and format
 - d. ICS 215C instructions
2. Approve implementation plan to include orientation video, training, and communications plan to reach FIRESCOPE stakeholders.

The draft ICS 215C findings and details of work as directed by FIRESCOPE are attached for reference as needed during the Decision Process. Details of the implementation plan are also provided.

FIRESCOPE TASK FORCE/OPS TEAM RECOMMENDATIONS

1. Propose the draft ICS 215C White Paper to FIRESCOPE Board of Directors utilizing the Decision Process for adoption of the form and instructions as a new FIRESCOPE ICS product.
2. Develop implementation plan which includes:
 - a. Training and orientation video to Federal, CAL FIRE and All Hazard CAL OES IMTs, at a minimum.
 - b. Final version available by both PDF fillable and an editable version in a word processing or spreadsheet format.
 - c. Communication plan using Quarterly Briefing and appropriate national and California meetings where FIRESCOPE is a stakeholder to share new ICS product and terminology.
 - d. Continuation of efforts to make NIMS 215C available as web-based version.
3. Establish plan to standardize GIS symbology and terminology for evacuations and closures, if feasible, within California and nationally. The 215C Evacuation Plan component can be altered to match any jurisdiction's terminology. However, lack of standardization in this terminology and symbology requires additional coordination and communication when multiple agencies are involved. Note: this recommendation is not required for adoption of a standard 215C ICS product.



WHITE PAPER

ICS 215C WORKING GROUP

The working group for the ICS 215C comprised of the following individuals.

1. Brook Spelman CAL FIRE (FIRESCOPE Task Force Representative to Working Group)
2. Phill Veneris (retired) CAL FIRE
3. Rich Drozen (retired) CAL FIRE
4. Woody Enos Santa Barbara County Fire Department
5. Mark Brown Marin County Fire Department
6. Monty Smith CAL FIRE TGU, OSC CAL FIRE IMT4 replaced Dave Russell TGU
7. David Barnett San Jose Fire Department
8. Jake Cagle Kern County Fire Department, CIIMT4 OSC
9. Tim Sandstrom Vandenberg Fire Department, CIIMT PSC2t and SBC AHIMT3 PSC
10. Jim Irving (retired), MRN North Bay AHIMT3 PSC. NIMS IAP developer.

Members of the Working Group have stated that they will continue to be available as needed by FIRESCOPE and as directed by their sponsoring agency for the successful adoption and implementation of the ICS 215C. Involvement in the implementation plan for the 215C by members will have to be determined on an individual basis depending on the request by FIRESCOPE and the ability of their sponsoring agency to support.

Approved by FIRESCOPE Board of Directors on July 8, 2021