

INCIDENT ACTION PLAN (IAP) ACTIVITY CHECKLIST

Initial Evaluation and Tasks

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| • Brief on situation and resource status | Plans |
| • Develop mission objectives and policies | IC |
| • Develop primary and alternative strategies | Plans |
| • Designate Branch, Division, Group boundaries and functions | Ops |
| • Describe tactical operations | Ops |
| • Make tactical resource assignments | Ops, Plans, Logs |
| • Determine facilities and reporting locations | Ops, Logs |
| • Develop resource, support, and management personnel requirement | Plans, Logs |
| • Develop communications, medical and traffic supporting plan | Plans, Logs |
| • Develop Safety Plan | Safety Officer |
| • Develop Liaison Plan | Liaison Officer |
| • Develop Public Information Plan | PIO |

Primary Responsibility

Planning Meeting Agenda

Incident Status

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|--|-----------------|
| Call to Order | Plans |
| Introductions | Participants |
| Comments by IC | IC |
| Current Mission Objectives and Strategies | Plans |
| Summary of Mission to-date | Plans |
| Activities of Last and Current Operational Period (OP) | Ops |
| Status of Each Unit | All Managers |
| Safety Issues | Safety Officer |
| Liaison Issues | Liaison Officer |
| Media Issues | PIO |
| Other Input | Participants |

IAP Development for Next Operational Period

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| Review of Incident Objectives and Strategies for Next OP | Plans |
| Assignment of ICS Tasks | Participants |
| Other Issues | Participants |
| Closing Remarks | IC |

Completion of IAP

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|----------------------------|-----------|
| • Finalize and approve IAP | IC |
| • Implement IAP | ICS Staff |