

Operational Period Planning Cycle

Phase 3: Develop the Plan



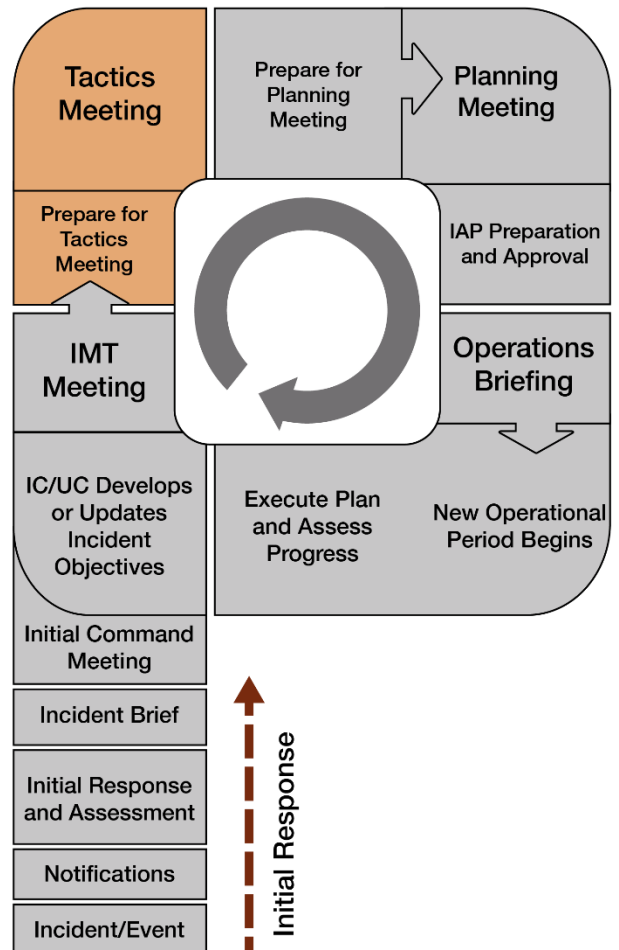
Incident planning is a critical component for an effective animal health emergency response. Phase 3 of the Operational Planning Cycle involves determining the strategies and tactics to achieve the incident objectives. This Just-In-Time (JIT) handout outlines the actions and ICS forms to be completed during Phase 3 of the Planning P.

The Planning P

All animal disease emergency responses function through an **Operational Planning Cycle** to outline, plan, and communicate response strategies and tactics to all stakeholders and responders. **The Planning P** outlines actions needed during each phase of the cycle to develop the **Incident Action Plan (IAP)** for the operational period.

Prepare for the Tactics Meeting

- This is an informal meeting between the Operations Section Chief and their staff.
- Situational questions to consider include:
 - Is the incident stable, increasing in size or complexity?
 - What are the current incident objectives, strategy, and tactics?
 - Are there safety issues?
 - Are objectives effective? Is a change of course needed?
 - How long will it be until objectives are completed?
 - What is the current status of resources? Are resources in good condition? Are there sufficient resources?
- Goals of the meeting are:
 - Develop strategies and tactics to meet incident objectives.
 - Strategies: general plan or direction for accomplishing the incident objectives
 - Tactics: how the strategies will be specifically executed
 - Determine the resource needs for the operational period.
 - Consider the current status of resources, whether there are sufficient resources, and whether the available resources are in good condition.



- Create specific work assignments for each assigned resource. This should include:
 - the task(s) to be accomplished
 - the reporting times and location
 - the level of effort required to accomplish tasks
 - any constraints or limitations
- Determine logistical support needed to complete the assignment.

Tactics Meeting

- This is a formal meeting that includes the Operations, Logistics, and Planning Section Chiefs, the Safety Officer, the Resource Unit Leader, and other leadership as needed.
 - The Incident Commander does not attend the Tactics Meeting.
- The meeting is scheduled and facilitated by the Planning Section Chief; however, it is led by the Operations Section Chief, who is responsible for strategies, alternative strategies and tactics. The meeting should follow a standardized agenda.
- Goals of the meeting are:
 - Review the proposed tactics developed by the Operations Section Chief.
 - Determine how the selected strategy will be accomplished in order to achieve incident objectives.
 - Conduct planning for resource assignments.
 - Assign resources to implement tactics.
 - Identify methods for monitoring tactics and resources to determine if adjustments are needed.
 - Review work assignments
 - Identify gaps/duplication in effort, any conflicts/coordination issues, logistical issues, and safety concerns

➤ [ICS Form 215: Operational Planning Worksheet](#) should be used to document results from the Tactics Meeting. It communicates the Operations Section Chief's decisions on resource assignments and needs for the next operational period.

- This form is used to document operational groups by function, assigned work, required resources, and key details such as resource availability, reporting location, and requested arrival times.
- It is especially useful for identifying resource gaps by comparing assigned work with the resources currently available, required, and needed to complete assigned tasks. This information can be directly used to complete ICS 213rr Resource Requests and ICS 204 Assignment Lists.

OPERATIONAL PLANNING WORKSHEET (ICS 215)									
1. Incident Name:			2. Operational Period: Date From: _____ Time From: _____				Date To: _____ Time To: _____		
3. Branch, Division, Group, or Other	4. Position	5. Work Assignment Restrictions	6. Resources	7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time		
			Req 1 ave Need						
			Req 1 ave Need						
			Req 1 ave Need						
			Req 1 ave Need						
			Req 1 ave Need						
			Req 1 ave Need						
			Req 1 ave Need						
11. Total Resources Required							14. Prepared by:		
12. Total Resources Have on Hand							Name: _____		
13. Total Resources Need To Order							Position: _____		
							Signature: _____		
							Date/Time: _____		

