

Operational Period Planning Cycle

Phase 4: Prepare and Disseminate the Plan



Incident planning is a critical component for an effective animal health emergency response. Phase 4 of the Operational Planning Cycle involves actions involved with the development, finalization, and approval of the Incident Action Plan for the upcoming operational period. This Just-In-Time (JIT) handout outlines the actions and ICS forms to be completed during Phase 4 of the Planning P.

The Planning P

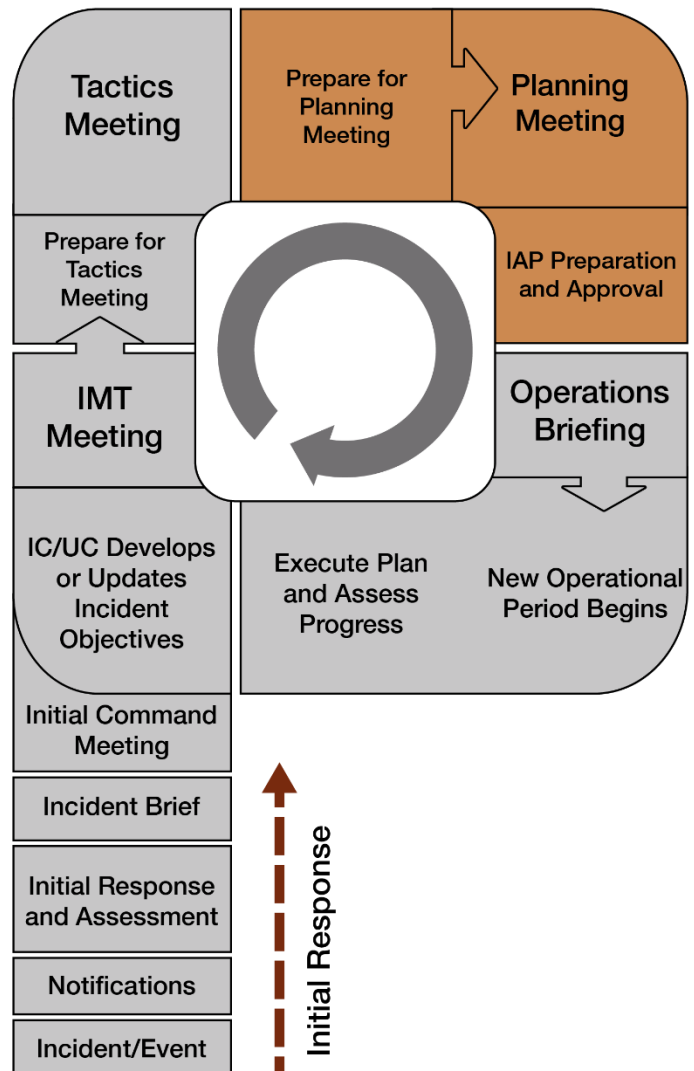
All animal disease emergency responses function through an **Operational Planning Cycle** to outline, plan, and communicate response strategies and tactics to all stakeholders and responders. **The Planning P** outlines actions needed during each phase of the cycle to develop the **Incident Action Plan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

Prepare for the Planning Meeting

- This is an informal meeting between the **Planning Section Chief and their staff**.
- Meeting goals include:
 - Review of the resource and support needs, and assignments to accomplish the plan (as outlined by the Operations Section Chief with ICS Form 215: Operations Planning Worksheet).
 - Ensure the meeting agenda, planning maps, forms, resources, and situation status are up to date and available for the Planning Meeting.

Planning Meeting

- This is a formal meeting that serves as a final review and approval of the operational plan.
 - It should include the **Incident Commander, all Command and General Staff, and any activated Unit Leaders**.
 - The meeting is scheduled and led by the Planning Section Chief. It should follow a standardized agenda.
 - Additional participants may join as needed or upon request from the Incident Commander.
 - All members of the Command and General Staff verbally commit to supporting the plan.
 - The Incident Commander approves the plan.

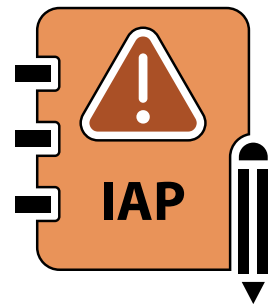


- Goals of the Planning Meeting are:
 - Understand or refine the incident objectives
 - Review and approve the proposed tactics (operational approach)
 - Identify resource (e.g., personnel, equipment, support) requirements and availability
 - Review safety considerations, including hazards, risks, and mitigation measures
 - Confirm logistics support capabilities for transportation, housing, food, etc.
 - Address cost, contracts, and administrative needs
 - Finalize assignments for the operational period

Incident Action Plan (IAP) Preparation and Approval

Incident Action Plan

All animal disease emergency responses will have an **Incident Action Plan (IAP)** to outline the actions needed for each operational period. At its most basic level, it should outline the goals and procedures required, identify who is responsible for various tasks, specify how communication will occur, and detail how responder health and safety procedures (e.g., care for injured personnel) will be implemented. An IAP is completed following each planning meeting.



ICS Forms To Complete and Include in the IAP

The IAP is prepared by the Planning Section Chief and their staff. Input for development will involve the Command and General Staff. The IAP should include ICS Forms 201, 202, 203, 204, 205, 206, an incident map, and a traffic plan. [All ICS Forms are available on the FEMA website.](#)

- **ICS Form 201: Incident Briefing.** This form is prepared by the Incident Commander during Phase 1 and outlines the incident situation, the initial resources allocated, the current and planned objectives, and the ICS hierarchy to be used.
- **ICS Form: 202 Incident Objectives.** This form, prepared in Phase 2 by the Situation Unit of the Planning Section, lists incident objectives, priorities, and safety considerations for the operational period.
- **ICS Form: 203 Organizational Assignment List.** This form, prepared and maintained by the Resource Unit Leader of the Planning Section, provides information on ICS Branches, Divisions, Groups, Units, and other ICS segments currently activated, along with the names of personnel assigned to each position.
- **ICS Form: 204 Assignment List.** This form is prepared by the Resource Unit Leader of the Planning Section in collaboration with the Operations Section Chief. It records personnel assignments within the Operations Section for one operational period. Each Division or Group will have its own page that lists supervisors and contacts; the type and # of assigned resources, work assignments, reporting location, and communication information. In addition to inclusion in the IAP, a copy should be given to the corresponding Division or Group.
- **ICS Form: 205 Incident Radio Communication Plan or 205A Communications List.** Form 205 is prepared by the Communications Unit Leader of the Logistics Section and submitted to the Planning Section Chief; it documents radio frequency assignments (if radios are used). Form 205A documents other methods of contact (e.g., cell phone).
- **ICS Form 206 Medical Plan:** The Medical Plan provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures. It is prepared by the Safety Officer or the Medical Unit Leader of the Logistics Section with subsequent review by the Safety Officer.

- **ICS Form 208 Safety Message Plan:** This form communicates incident-specific safety concerns and identified hazards, and risk-mitigation measures to responders to prevent injuries, illness, or accidents. It is completed by the Safety Officer.
- **Incident Map.** An incident map is prepared by the Situation Unit of the Planning Section and outlines the outbreak area or affected region, the location of the Incident Command Post, designated disease control zones, and affected, suspected, and at-risk premises. If surveillance activities are in progress, the map should outline surveillance operating zones. Other response operations and logistics sites, such as staging areas, decontamination corridors, carcass disposal locations, cleaning and disinfection sites, and animal movement control checkpoints, should also be indicated on the incident map.
 - When developing incident maps, stay aware of what information is being included in the IAP (e.g., farm identifiers) and ensure any confidentiality or disclosure of protected information laws are followed.
- **Traffic Plan Map.** A traffic plan map is prepared by the Ground Support Unit Leader of the Logistics Section and outlines the incident location, operational boundaries, roadways, access routes, and control or checkpoint locations for the site. It will also include parking and staging areas.
- **Additional information** that may also be included in the IAP is weather forecasts, human resources messages, logistical notes, finance notes, and demobilization notes.
- All completed original forms must be given to the Documentation Unit.

Other Optional Forms

- **ICS Form 207 Incident Organization Chart.** Prepared by the Resource Unit Leader of the Planning Section and reviewed by the Incident Commander, this form provides a visual wall chart depicting the ICS organization position assignments currently activated for the incident and the names of personnel staffing each element. The completed form should be wall-mounted at Incident Command Posts and other incident locations as needed, and updated at the start of each operational period.
- **ICS Form 230 Daily Meeting Schedule.** Prepared by the Situation Unit of the Planning Section, this form documents meetings held prior to the operational period (i.e., planning P), attendees, and locations.

IAP Approval

- Once all required and supplemental forms are completed, gathered, compiled, and reviewed by the Planning Section Chief, the IAP must be approved by the Incident Commander prior to distribution.
- Sufficient copies are made to distribute the IAP to all supervisory personnel [i.e., Section, Branch, Division, Group, and Unit Leader Levels] during the Operations Meeting [Phase 5].

Find information describing the other planning phases on the Just-In-Time training website.

[A library of ICS forms is available on the FEMA website.](#) These downloadable documents help to guide response leadership during the various phases of the Operational Planning Period.

This document serves as a supplement or review and is not meant to replace the extensive training provided through FEMA's ICS 300 Intermediate ICS for Expanding Incidents course. It is recommended that you review the ICS JIT factsheets to understand the terms used in this handout.



Additional [Just-In-Time training resources](#) can be found on the [CFSPH website](#).

Developed through funding from the USDA National Animal Health Preparedness and Response Program and the Michigan Department of Agriculture and Rural Development.



IOWA STATE UNIVERSITY®
College of Veterinary Medicine