



S-420 Unit 11: Plan Development

Summary:

All Command and General Staff (C&G) members must have a good understanding of plan development and tactical meetings, even if they are not directly involved with determining tactics or attending meetings. This unit will give students an opportunity to discuss and/or observe a tactics meeting demonstration to assist them in preparing for participation in the Simulation.

Objectives:

Students will be able to:

- List the activities that occur during plan development.
- Describe the intent of the Tactics Meeting.
- List the Incident Command System (ICS) forms created in this meeting, describe their purpose, and who is responsible for them.

Instructor Note:

The content of this unit is applied by the students in Simulation (SIM) Phase 1c and SIM Phase 2. Unit instructor should review these SIM Phases prior to instruction. Unit instructor and SIM Coordinator should discuss how the unit content and SIM interact.

Unit at a Glance:

Topics	Method	Duration
Plan Development	Presentation	20 Minutes
Tactics Meeting	Presentation and Cadre Role Play	40 Minutes
Total Unit Duration		1 Hour

Materials:

- Flip chart, paper, and markers (1 per small group).
- Handout:
 - Operational Planning Worksheet (ICS-215).
- Ability to display images and video on large screen.
- White board or easel access for group breakout.

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Objectives

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- List the ICS forms created in this meeting, describe their purpose, and who is responsible for them.

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- Review unit objectives.

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Plan Development

The primary purpose of “Plan Development” is to develop a plan for the next operational period.

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- Plan development generally focuses on determining the tactical direction and the specific resources needed to implement the selected strategies and tactics for the operational period.
- Other C&G members, who are not involved with determining tactical direction, are developing plans for their own functional area at this time.

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Plan Development

The Operational Planning activities that may occur at this time include:

- Preparation for Tactics Meeting
- Tactics Meeting
- Preparation for Planning Meeting

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Preparation for Tactics Meeting

- This is a collaborative effort between the Operation Sections Chief (OSC), the RESL (Resource Unit Leader), Logistics Section Chief (LSC), and Safety Officer (SOF).
- Discuss how the LSC and SOF contribute to this effort.
 - LSC – Can the proposed course of action be logistically supported?
 - SOF – Are there any hazard mitigations that need to be put into place for operations to proceed?

Tactics Meeting (Discussed in detail in following slides)

Preparation for Planning Meeting

- This is a collaborative effort led by the Planning Section Chief (PSC) and includes all C&G.

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Tactics Meeting

The tactics meeting is an operations-led working meeting that takes the overall incident objectives and breaks them down into tactical assignments for the next operational period.

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- Typical activities at the tactics meeting include:
 - Review the tactics developed by the OSC.
 - Assign resources to implement the tactics.
 - Identify methods for monitoring tactics and resources to determine if adjustments are required.

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Tactics Meeting

Decisions made at the tactics meeting are documented on ICS forms. The goal is to have these forms completed and ready to present at the planning meeting. These forms include:

- Operational Planning Worksheet (ICS 215)
- Incident Action Plan Safety Analysis (ICS 215A)
- Assignment List (ICS 204)

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- *Operational Planning Worksheet (ICS 215)* – OSC and RESL complete this form by documenting assignments and resources assigned. Teams may have their own version of this form.
- *Incident Action Plan Safety Analysis (ICS 215A)* – SOF completes this form. Teams may have their own version of this form. The ICS 215A is a legal document.
- *Assignment List (ICS 204)* – Some teams use this form instead of an ICS 215 at the tactics meeting. If ICS 204s are not used at the tactics meeting, they will be completed from the ICS 215 during Incident Action Plan (IAP) preparation.

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Tactics Meeting

- The OSC runs the meeting and invites others to attend.
- C&G members typically in attendance include the SOF and LSC.
- The Agency Administrator and IC are typically not involved.

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Exercise: What Right Looks Like (15 minutes)

1. Cadre should role play a tactics meeting to demonstrate how it is conducted and how each attendee interacts in the meeting. This demonstration should illustrate how the meeting is facilitated, common roles and responsibilities, and how the tools are used. Utilize the information on the ICS 201 from SIM Phase 1A to demonstrate how to fill out an ICS 215 for one of the divisions. (Only complete the ICS 215 for one division. The students will complete the other divisions during the next phase of the SIM).
2. Follow up with a discussion asking the following questions:
 - How many of you have participated in a tactics meeting?
 - What have you learned about tactics meetings? (sample answer: the number of people attending needs to be small).
 - What type of input might the different C&G positions provide to prepare for the tactics meeting?

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- Review unit objectives.