INCIDENT ACTION PLAN AND INCIDENT OBJECTIVE FORM

Purpose: An Incident Action Plan documents the actions developed by the Incident Commander and Command/General Staffs during the Planning Meeting. When all attachments are included, the plan specifies the objectives, tactics to meet the objectives, resources, organization, communications plans, medical plan, and other appropriate information for use in tactical operations.

COMPONENTS OF THE INCIDENT ACTION PLAN

1. Incident Objectives (ICS FORM 202)
2. Organization Assignment List (ICS FORM 203)
3. Incident Map (No form, may be an attachment if applicable)
4. Assignment List (ICS FORM 204)
5. Radio Communications Plan (ICS FORM 205)
6. Medical Plan (ICS 206)
7. Traffic Map (No form, may be an attachment if applicable)

Preparation: An Incident Action Plan is completed by the Planning Section with input from other Operations and Logistics personnel following each formal planning meeting conducted by the Incident Commander and the Command/General Staff. The plan must be approved by the Incident Commander prior to distribution.

Distribution: Sufficient copies of the Incident Action Plan will be reproduced and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit Leader levels.

These forms may be handed out together to form the Incident Action Plan or transcribed into a more formal, written Incident Action Plan.

The Incident Objectives Form (ICS 202) is the first page of an Incident Action Plan. The Incident Objectives Form describes the basic incident strategy, objectives, and provides weather and safety information for use during the next operational period.

Instructions for Completing the Incident Objectives Form (ICS FORM 202)

1. Incident name – Print the name assigned to the incident
2. Date Prepared – Enter date prepared (month, day, year)
3. Time Prepared – Enter time prepared in military time
4. Operational Period – enter the time interval for which the form applies. Record the start time and end time and include date (s)
5. General Objectives – Enter short, clear, and concise statements of the objectives for this operational period. Include any alternatives that may have been developed.
6. Weather Forecast for Operational Period – Enter weather prediction information for the specified operational period
7. General Safety Message – Enter information such as known hazards and specific precautions to be observed during the operational period. If available, a safety message should be referenced and attached.
8. Attachments – Note which attachments (if any) will be included in the Incident Action Plan
9. Prepared By – Enter the name and position of the person completing the form (usually the Planning Section Chief)
10. Approved by – Enter the name and position of the person approving the form (usually the Incident Commander)

NOTE: ICS Form 202, Incident Objectives, serves only as a cover sheet and is not considered complete until all attachments are included.