Event Planning

Prepare for the Tactics Meeting
- Review scope of event & constraints.
- Agree on objectives belonging to OSC/PSC.
- Draft work analysis matrix, ICS 234.
- Identify required functions & work units.
- Identify specific work assignments, resources & support facilities.
- Complete draft of ICS 215.
- Develop proposed Ops org. structure.
- Identify contingencies.
- Review proposed work plan to ensure that Command's direction is met.

Tactics Meeting
- Review scope of event & current status.
- OSC briefs on planned "Game Day" activities & reviews work analysis matrix, ICS 234.
- Review ICS 215, org. structure and contingencies.
- Prepare resource requests, ICS 213.
- Begin to ID & source facilities/transportation.

Prepare for the Planning Meeting
- Begin processing resource requests (ICS 213s) as able.
- Complete any open actions from previous meetings.
- Develop materials and displays needed for planning meeting.
- Ensure key staff inputs are ready for planning meeting w/no surprises.

Strategy/Command & General Staff Meeting
- Review scope of event & current status.
- IC/UC provides direction to staff, ensuring decisions/directions and work assignments are understood.
- Review objectives, priorities & constraints.
- Clarify organizational issues, e.g., staffing, funding.
- PSC reviews & posts meeting schedule.
- Determine facility needs and support.

IC/UC Develops/Updates Incident Objectives
- Review scope of event & current status.
- Develop objectives, priorities & constraints.
- Clarify organizational issues.
- Reach agreement on IC/UC focus and emphasis.
- Resolve interagency issues (i.e., funding, staffing, etc.).

Initial UC Meeting (if Unified Command)
- Define/design "Game Day" organization.
- Identify UC priorities and constraints.
- Validate applicability of assisting & cooperating agency(s) jurisdiction and authorities.
- Define what existing plans will be used or developed.

Incident Briefing
- Lead agency(s) conduct ICS-201 briefing to UC on scope of event and current posture.
- Agree on UC makeup.

Planning Meeting
- Review scope of event and current status.
- Brief on proposed work plan (ICS-215 & work map/chart).
- Identify how event will be divided into work units.
- Review resource requirements & discuss status of requests.
- Review contingency requirements.
- Identify "Game Day" support facilities & management team staffing requirements.
- Validate UC & staff tacit approval of proposed plan.

IAP Preparation and Approval
- Complete "Game Day" IAP.
- Use existing plans as appropriate to support IAP development.
- Ensure contingencies are addressed.
- Present completed IAP to UC for approval.
- Distribute as appropriate.
- Ensure resources are ready for "Game Day".
- Conduct training, drills, exercises, etc. in prep for plan exec.
- Prepare briefings.

Operational Period Briefing
- "Game Day" briefings.
- Complete stakeholder briefings prior to "Game Day".
- Management team members & Ops personnel brief together at an appropriate location.

Central cycle

- Tactics Meeting
- Prepare for Planning Meeting
- Planning Meeting
- Prepare for Tactics Meeting
- IAP Preparation and Approval
- Strategy Meeting/ Command and General Staff Meeting (if necessary)
- Operational Period Briefing
- IC/UC Develops/Updates Incident Objectives
- Execute Plan and Assess Progress
- *New Operational Period Begins*

Initial Response (vertical arrow)
- Initial UC Meeting (if Unified Command)
- Incident Briefing
- Agency Administrator Briefing (if appropriate)
- Initial Response and Assessment
- Notification
- Event

Execute Plan & Assess Progress
- "Game Day" begins and IAP is executed.
- Manage unanticipated incidents within the event by keeping within existing management team parameters or manage outside existing event scope.
- Assess effectiveness and make adjustments as needed.
- Ensure proper documentation of all activities.

Initial Response and Assessment
- Assess agency & stake-holder involvement and identify likely UC members.
- Lead agency(s) begin to establish scope of event and potential impacts.
- Establish event planning timeline & meeting schedule.
- Document same in preparation for ICS-201 briefing.

Notification
- Identify & notify local, state & federal stakeholders, assisting & cooperating agencies, per contingency plans or other doctrine.
- Schedule ICS-201 briefing date.

Event
- Notification of Planned Event
- "Game Day" date established.

Legend
- Meeting
- Briefing
- Action