

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.

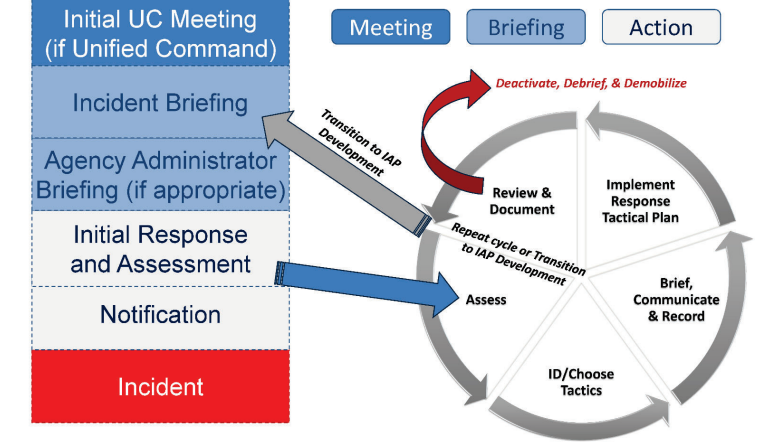
- Prepare for the Planning Meeting**
- Begin processing resource requests (ICS 213s) as able.
 - Complete any open actions from previous meetings.
 - Develop materials and displays needed for planning meeting.
 - Ensure key staff inputs are ready for planning meeting w/no surprises.

- 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.



- 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 tactic approval of proposed plan.

- 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.).



- 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.

- 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.

- Initial Response and Assessment**
- Assess agency & stakeholder 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.

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

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

- 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.