General Activities

Tactics Meeting
- OPS Section Chief develop strategy & tactics (plan of action for next OPS period to meet IC/UC direction, priorities, & objectives

Prepare for the Planning Meeting
- Block of time set aside for the Command & General Staff to prepare for the Planning meeting, updating charts, maps, & OPS Section Chief's plan of action, i.e., Safety Plan, etc.

Planning Meeting
- Meeting for the IC/UC, Command & General Staff, to review planned actions and finalize information that will be incorporated into the Incident Action Plan (IAP)
- Get tacit approval from IC/UC on planned actions

Prepare for the Tactics Meeting
- Block of time set aside for OPS & Planning to discuss & document strategies, tactics & contingencies; time to draft ICS-215 & identify OPS organizational requirements

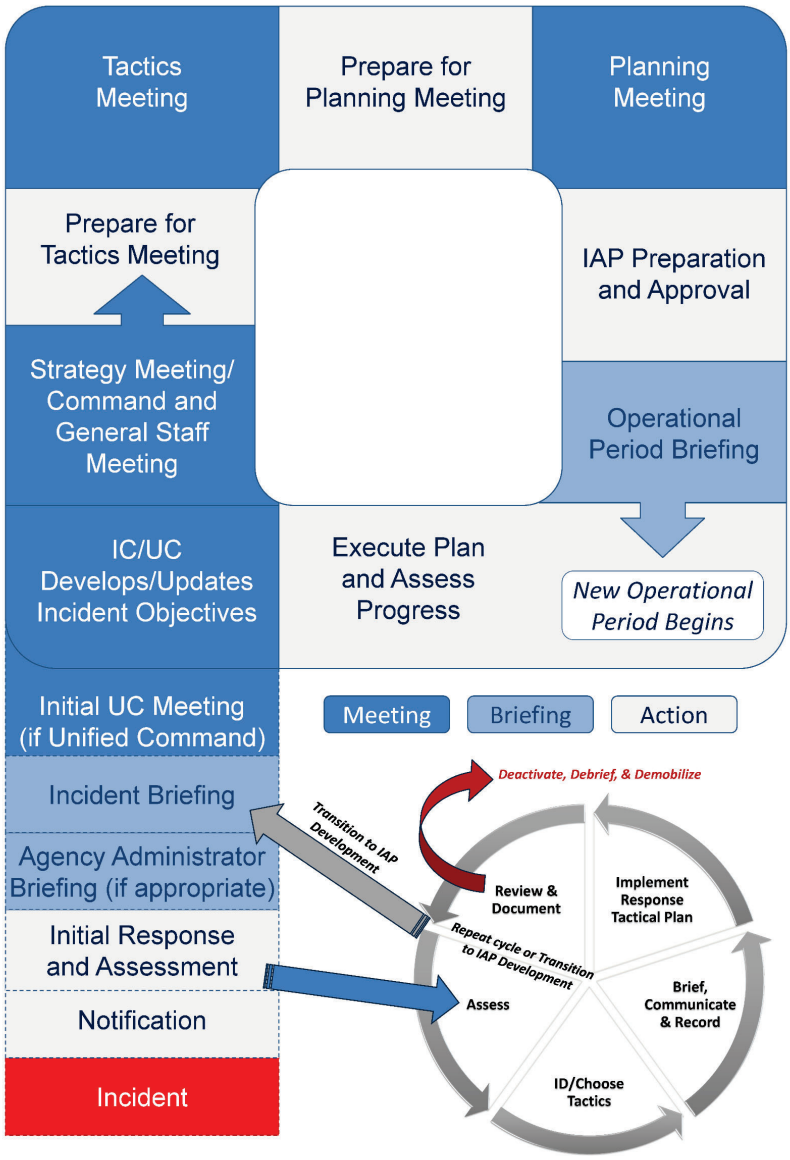
Strategy/Command & General Staff Meeting
- Set up meeting room
- Meet and brief Command & General Staff on IC/UC direction, objectives & priorities
- Assign work tasks
- Resolve problems & clarify staff roles and responsibilities

IC/UC Develops/Updates Incident Objectives
- Establish priorities
- Develop response objectives
- Identify response emphasis
- Agree on operating policy, procedures, and guidelines

Initial UC Meeting (if Unified Command)
- Determine UC representatives
- Agree on organization structure
- Identify command post & support facilities
- Order appropriate staffing

Incident Briefing
- Brief command on initial response activities
- Clarify issues & concerns
- Discuss planned operations & direction
- Identify incident escalation potential

Initial Response and Assessment
- Manage initial response activities
- Conduct Initial Assessment
- Develop plan of action
- Complete ICS-201
- Prepare for command briefing



IAP Preparation and Approval
- Time block set aside for completing all documentation associated with the IAP
- IC/UC approves IAP
- Duplicate plan for distribution

Operational Period Briefing
- Provide operations briefing to Ops Section Personnel
- Ensure support to operations in place
- Deploy next operating period resources

Execute Plan & Assess Progress
- Monitor on-going operations & make tactical adjustments
- Measure/ensure progress against stated objectives
- Debrief resources coming off shift
- Prepare to brief UC/Planning on accomplishments

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