

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD
OPERATIONAL PLANNING WORKSHEET (ICS 215-CG)

PRIVACY NOTICE

AUTHORITY: USCG is authorized to collect the information pursuant to Emergency Management Manual, Volume IV: Incident Management and Crisis Response, COMDTINST M3010.24; Management of Domestic Incidents, Homeland Security Presidential Directive-5 (HSPD-5); National Preparedness, Presidential Policy Directive-8 (PPD-8); U.S. Coast Guard Emergency Management Manual, Volume I: Emergency Management Planning Policy, COMDTINST M3010.11; 40 C.F.R. § 300.125(a)(b); 14 U.S.C. § 504, Commandant; general powers.

PURPOSE: USCG collects the information to report resource assignments and needs for the next operational period.

ROUTINE USES: USCG will use this information to assist the Coast Guard and other agencies in all facets of emergency and incident management to prioritize and gauge the effectiveness of response actions. Information from this form may be disclosed externally pursuant to DHS/USCG/PIA-008 Marine Information for Safety and Law Enforcement (MISLE).

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. In order to assist with maintaining confidentiality respondents are advised not to disclose any additional personally identifiable information (PII) in their free-form responses.

GENERAL INSTRUCTIONS

Purpose. The Operational Planning Worksheet (ICS 215-CG) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215-CG is used by the Resources Unit to complete the Assignment Lists (ICS 204-CG) and by the Logistics Section Chief for ordering incident resources.

Preparation. The ICS 215-CG is initiated by the Operations Section Chief and often involves Logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting.

Distribution. When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204-CG(s). The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period. All completed original forms MUST be given to the Documentation Unit.

Notes.

- This worksheet can be made into a wall mount.
- Document may be expanded to 8.5 x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215-CG and repaginate as needed.

Item #	Item Title	Description
1.	Incident Name	Enter the name assigned to the incident.
2.	Incident Location	Enter the location of the incident / City and State or Country if applicable.
3.	Date / Time Prepared	Enter the date and time prepared. Usually during a Tactics Meeting.
4.	Operational Period	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
5.	Division/Group/Other Location	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
6.	Work Assignments	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
7.	Kinds of Resources	Complete resource headings for category, kind, and type as appropriate for the incident.
	• REQ (Required)	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	• Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	• Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
8.	Overhead Positions	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
9.	Special Equipment & Supplies	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
10.	Reporting Location	Enter the specific location where the resources are to report.
11.	Requested Arrival Time	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.
12.	Total Resources Required	Enter the total number of resources required by category/kind/type as preferred.
13.	Total Resources on Hand	Enter the total number of resources on hand that are assigned to the incident for incident use.
14.	Total Resources Needed	Enter the total number of resources needed.
15.	Prepared by	Enter the name, ICS position/title of the person preparing the form.

ICS 215-CG (07/23)

