Developing an Emergency Incident Action Plan (IAP)

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Building upon the **Whole Community Approach** - This session will explore key concepts from national preparedness policies and doctrines, as well as lessons learned from disasters, major incidents, national assessments, and grant programs to **Develop an Emergency Action Plan**...
The IAP primary mission is to reduce the loss of life and property and protect the Nation from all hazards.

“Let our advance worrying become advanced thinking and planning.”

Winston Churchill
Ensuring that the efforts of all players are coordinated and synchronized to achieve the best results is the job of incident management.

It is also the reason that the National Incident Management System and the Incident Command System (ICS) exist.
Incident

The National Incident Management System Glossary defines incident as “an occurrence, natural or manmade, that requires a response to protect life or property.”
The incident action planning process provides a tool to synchronize operations at the incident level and ensures that incident operations are conducted in support of incident objectives.
The incident action planning process is built on the following phases:

• 1. Understand the situation
• 2. Establish incident objectives
• 3. Develop the plan
• 4. Prepare and disseminate the plan

• 5. Execute, evaluate, and revise the plan
The BIG Git’R Done Meetin’

Let’s get together to figure this out!

What do ya’ll think we should do?

So...... Like, whadda’ we do now???

Sharpen your crayons and get ready to write it down

Cuss, discuss, and nod on a color by number picture for how to do this.

Color the picture and autograph it!

Tell them workers how to Git’R done

Go do that voodoo that you do so well!

SHOW TIME!

Get all the Mucky Mucks together in one pick-up

Tell ever’one what’s happenin’

Get there and see what’s happenin’

CALL FOR HELP!

Something Happens

Initial Response
Efforts focus on gaining an understanding of the situation and establishing initial incident priorities. Gaining an understanding of the situation includes gathering, recording, analyzing, and displaying information regarding the scale, scope, complexity, and potential incident impacts.

Comprehensive situational awareness is essential to developing and implementing an effective IAP.
| Core Capabilities by Mission Area (from National Preparedness Goal, October 2011) |
|---|---|---|---|---|
| **Planning** |
| **Public Information and Warning** |
| **Operational Coordination** |

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Phase 2: Establish Incident Objectives
Incident objectives, per NIMS are ‘statements of guidance and direction necessary for the selection of appropriate strategies and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed’.
Good Incident Objectives:

• Are concise and stated in the form of a command
• Begin with an action verb (but not “continue” or “maintain”)
• Provide “actionable guidance” for the Operations Section
• Address incident operations not administrative and internal support activities.
• Incident objectives must be flexible enough to allow for strategic and tactical alternatives.
• Incident objectives set guidance and strategic direction, but do not specify tactics.
• Incident objectives drive response and recovery activities.

**Simply stated, incident objectives answer the question of what must be accomplished.**
Phase 3: Develop the Plan

- Operations Tactics Meeting
- Prepare for Operations Tactics Meeting
- Command and General Staff Meeting
- UCG Develops/Updates Incident Objectives
- Execute Plan and Assess Progress
- Operations Briefing

Phase 4: Prepare and Disseminate the Plan
- Planning Meeting
- IAP Preparation and Approval
- New Operational Period Begins

Phase 5: Execute, Evaluate and Revise the Plan
Who’s Deals with this?
Where it all begins...
Coordination and Involvement

“RISK”
The potential for an unwanted outcome resulting from an incident, event, or occurrence as determined by its likelihood and the associated consequences.
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Serving Our Commonwealth

Strategic
Policy objectives and overall guidance

Operational
Roles and responsibilities, tasks, integration, and actions

Tactical
Personnel, equipment, and resource management
Common Planning Pitfalls

The most common planning pitfall is the development of lengthy, overly detailed plans that those responsible for their execution do not read. A plan that tries to cover every conceivable condition or that attempts to address every detail will only frustrate, constrain, and confuse those charged with its implementation. Successful plans are simple and flexible.
Phase 5: Execute, Evaluate, and Revise the Plan
Plan Revision

Preparedness

After Action Report

Comprehensive Exercise Plan

Plan

EXERCISE

IMPROVE

PLAN
Why is an IAP useful to incident personnel?

• It gives staff the clear objectives of leaders. Staff validate that their actions are in support of those objectives and tailor their efforts to support them.

• It shows how individual fit in the organization.

• It provides an roadmap of all operations during an operational period to help individuals understand how their efforts affect the success of the operation.
• It clearly identifies work assignments to be accomplished.

• It provides a tool to communicate what your organization is doing to ensure that it is properly supported.

• It provides a tool for staff so they can best synchronize and deconflict their efforts by showing what the entire operation is doing.

• It provides key information about safety, provides phone numbers of key staff, and graphically represents the incident area.
MAINTAINING SITUATIONAL AWARENESS THROUGHOUT THE LIFE CYCLE OF THE INCIDENT
• Good situational awareness must be available to incident management personnel throughout the life cycle of an incident to support timely and effective decision making.
Questions?
Thank You

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