

Type 3 IMT Core Concepts At a Glance

Use this At a Glance document as a quick reference resource for remembering core concepts related to IMTs and the planning process.

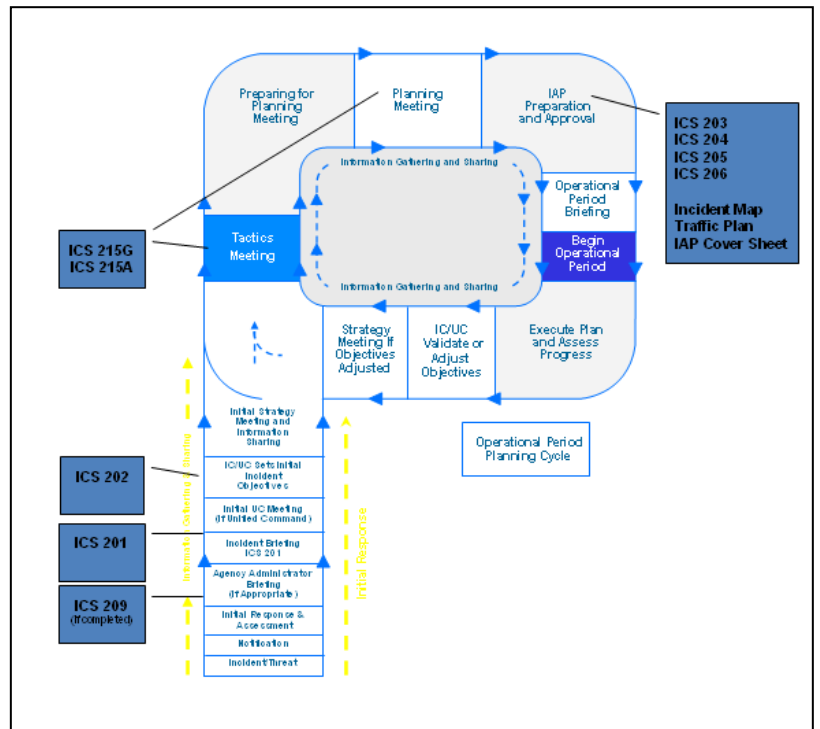
Meeting Overview

Meeting	Description	Who Attends
Strategy Meeting	IC communicates and establishes support for objectives from the Command and General Staff	All C&GS
Tactics Meeting	OSC communicates and establishes support for initial tactics from a small internal group	OSC SOFR PSC LSC Others by invite only.
Planning Meeting	PSC communicates and establishes support for defined tactics from the Command and General Staff	All C&GS
Operational Period Briefing	Command and General Staff communicate details of approved plans to Tactical Supervisors and representatives of supporting and cooperating agencies	All C&GS Tactical Supervisors Agency Representatives

Planning P Concepts

The Planning P provides the framework around which meetings and ICS forms are organized.

- **Strategy Meeting** – How will objectives set by the IC be accomplished?
- **Tactics Meeting** – How do resources selected by the OSC impact safety and logistics?
- **Planning Meeting** – How will Command and General Staff, led by the PSC, support the plan?
- **IAP Preparation and Approval** – How will the plan be formalized and communicated?
- **Operational Period Briefing** – How will all participants understand what will be done?

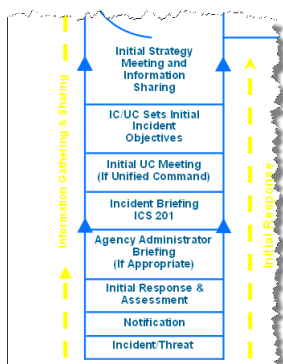


Useful Links

This list of links provides resources for additional research about Planning or general information about IMTs.

Site	Address
NIMS Resource Center	http://www.fema.gov/emergency/nims
NRF Resource Center	http://www.fema.gov/emergency/nrf
USFA Website	http://www.usfa.fema.gov
FEMA Website	http://www.fema.gov
National Interagency Fire Center (NFIC)	http://www.nifc.gov/
USFA on <i>Twitter</i> [®]	http://twitter.com/USFIRE

Type 3 IMT Initial Response At a Glance



Incident/Threat Occurs

- Incident may be planned or unplanned

Notification

- Team is notified and dispatched to the incident
- Team members gather information
 - Should be done without disrupting the initial IC or other incident personnel
 - Good sources include Internet, TV, and radio

Initial Response and Assessment

- Initial responders or initial IMT attend
- Team members gather information:
 - AA from whom the team is working
 - Initial IC
 - Other staffed Command and General Staff positions

Agency Administrator Briefing (if appropriate)

- Outlines Type 3 IMT direction, fiscal constraints, and boundaries
- Emphasizes the AA's authority
 - Establish that the IMT is working for the AA
- May be difficult to receive in the all-hazard environment, due to the potential inability to identify primary agency head
- Other possibilities
 - Mission assignment
 - Memorandum of Understanding (MOU)
 - Letter of Expectations
 - Who will order and from where

ICS Form 201: Incident Briefing

- Provides basic information regarding the incident
- Includes:
 - Map
 - Resources allocated
 - Record of the initial response
 - If a 201 is not already prepared, have the PSC fill one in as they are briefed and ask questions to fill in all of the blanks

Initial UC Meeting (if Unified Command)

- Initial meeting of Unified Commanders
 - Must come to consensus on priorities
 - Determine who is the lead spokesperson for UC
- Opportunity to determine the appropriate roles and responsibilities of all representatives involved
 - Local and State governments
 - Tribal governments
 - Responsible party

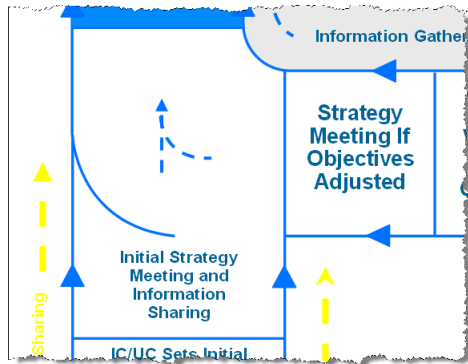
IC/UC Sets Initial Incident Objectives

- IC determines objectives using SMART method

SMART Objectives

- **Specific**—Is the wording precise and unambiguous?
- **Measurable**—How will achievements be measured?
- **Action-oriented**—Is an action verb used to describe expected accomplishments?
- **Realistic**—Is the outcome achievable with given available resources?
- **Time-sensitive**—What is the timeframe? (if applicable)

Type 3 IMT Strategy Meeting At a Glance



Purpose

- IC communicates and establishes support for objectives from the Command and General Staff
 - Reiterate the incident objectives (using ICS 202: Incident Objectives)
 - Establish Operational Periods
 - Establish meeting schedules
 - Communicate additional resource needs

Who Attends

- Command and General Staff members

Methodology

- Conduct meeting soon after the AA’s and initial IC/UC briefings
- The ■ IC shares the incident objectives, strategies and schedule
- Each team member shares information

NOTE: Do not have an open discussion of tactics—the ⚙️ OSC and the ⚠️ SOFR have the responsibility to develop these tactics.





Inputs → ■

Input	Role(s) Responsible
Incident Objectives	■ IC
Share information relevant to the Incident Objectives	All C&G staff

■ **Outputs** →

Output	Role(s) Responsible
Strategy for the next Operational Period (ICS Form 202: Incident Objectives)	C&G staff

Roles and Responsibilities

Icon	Role Name	Responsibilities
	Incident Commander	<ul style="list-style-type: none"> • Give overall direction • Communicate with staff • Play role of high-level manager • Set the operational periods for the incident • Define incident boundaries (with Agency Administrator) • Work with  PSC to establish meeting schedule
	Planning Section Chief	<ul style="list-style-type: none"> • Work with  IC to establish meeting schedule
ALL	Command and General Staff	<ul style="list-style-type: none"> • Communicate info • Consolidate resource orders

Type 3 IMT Tactics Meeting At a Glance



Purpose

⚙️ OSC communicates and establishes support for initial tactics from a small internal group

- Determines how the strategy will be used to achieve objectives
- Assigns type and quantity of resources to implement tactics
- Identifies methods for monitoring tactics and resources to determine adjustments (different tactics, different resources , or new strategy)
- Identifies possible hazards and mitigation measures

Who Attends

- ⚙️ OSC
- 🧑‍🔧 LSC
- ⚠️ SOFR
- 🚒 PSC (with Resources Unit Leader [RESL] if staffed)
- Others by invitation only

Methodology



- Coordinated by the ⚙️ OSC
- Complete the following draft forms:
 - ICS Form 215: Operational Planning Worksheet
 - ICS Form 215A: Incident Action Plan Safety Analysis
- Discuss tactics, hazard/risk, mitigation, and resources required, available, or needed

NOTE: The ICS 215 is a blueprint of tactical deployment for the next Operational Period will be developed and revised before the Planning Meeting. This is where formal deployment of resources and work assignments will be supported by the Command and General Staff and approved by the 🧑‍💼 IC.






Inputs → [Redacted]

Input	Role(s) Responsible
Draft of ICS Form 215: Operational Planning Worksheet	⚙️ OSC
Draft of ICS Form 215A: Incident Action Plan Safety Analysis	⚠️ SOFR/ ⚙️ OSC
Latest Intelligence	⚙️ OSC / 🚒 PSC
Probable tactics	⚙️ OSC
List of available external resources	🧑‍🔧 LSC
List of available resources on incident	🚒 PSC

Outputs 

Output	Role(s) Responsible
Completed draft ICS Form 215: Operational Planning Worksheet	 OSC
Completed draft ICS Form 215A: Incident Action Plan Safety Analysis	 SOFR

Roles and Responsibilities

Icon	Role Name	Responsibilities
	Planning Section Chief	<ul style="list-style-type: none"> • Develop resource status information • Develop situation status, predictions, and alternative strategies • Gather intelligence and other information
	Operations Section Chief	<ul style="list-style-type: none"> • Determine probable tactics • Complete draft ICS 215: Operational Planning Worksheet
	Logistics Section Chief	<ul style="list-style-type: none"> • Determine service and support needs for the incident
	Safety Officer	<ul style="list-style-type: none"> • Work with  OSC on tactical safety issues • Identify hazards/risk and mitigation measures using ICS 215A: Incident Action Plan Safety Analysis

Type 3 IMT Preparing for the Planning Meeting At a Glance



Purpose

Make preparations for an effective Planning Meeting.

Methodology

- Determine meeting location
- Communicate meeting location and time
- Maintain situational awareness
- Prepare displays









List of Displays

- Incident Objectives
- Incident Map
- ICS Form 215: Operational Planning Worksheet(s)
- ICS 215A: Incident Action Plan Safety Analysis
- Meeting Agenda
- Ground Rules
- Others items as appropriate

Inputs → [REDACTED]

Input	Role(s) Responsible
Completed draft ICS Form 215: Operational Planning Worksheet	🧑‍🔧 OSC
Completed draft ICS Form 215A: Incident Action Plan Safety Analysis	🚩 SOFR / 🧑‍🔧 OSC
Display of objectives	🚫 PSC
Display of agenda	🚫 PSC
Meeting location and set up (lighting, seating, etc.)	👷 LSC
Latest information and intelligence	All C&G staff

Roles and Responsibilities

Icon	Role Name	Responsibilities
	Incident Commander	<ul style="list-style-type: none"> • Give overall direction • Communicate with staff • Play role of high-level manager (but do not get involved in details) • Confirm that objectives are still valid
	Planning Section Chief	<ul style="list-style-type: none"> • Prepare incident maps • Develop resource status information • Prepare and displays Planning Meeting materials • Develop situation status, predictions, and alternative strategies
	Operations Section Chief	<ul style="list-style-type: none"> • Obtain and communicate latest intelligence • Complete draft ICS 215: Operational Planning Worksheet • Determine probable tactics • Continue to manage the Operations section for the current period
	Logistics Section Chief	<ul style="list-style-type: none"> • Help determine meeting location and set up the location • Determine service and support needs for the incident • Determine communications needs • Review draft ICS 215: Operational Planning Worksheet for needed resources
	Finance/Admin. Section Chief	<ul style="list-style-type: none"> • Collect information on rental, land use agreements and contracts • Calculate costs for alternative strategies
	Public Information Officer	<ul style="list-style-type: none"> • Determine methods to be used for information flow • Prepare to report on politically sensitive issues • Determine which agencies may assist in the prep of media releases
	Safety Officer	<ul style="list-style-type: none"> • Work with the OSC on tactical safety issues • Provide safety info on establishment and operation of incident base • Identify hazards/risks and mitigation measures using ICS 215A: Incident Action Plan Safety Analysis
	Liaison Officer	<ul style="list-style-type: none"> • Identify cooperating and assisting agencies • Identify special agency needs • Determine capability/limits of cooperating and assisting agencies • Confirm names and contact location of agency representatives

Type 3 IMT Planning Meeting At a Glance



Purpose

● PSC communicates and establishes support for defined tactics from the Command and General Staff.

Who Attends

- All Command and General Staff members
- In some cases, VIPs may attend as well

Methodology

- 🧠 OSC presents ICS Forms 215
- ⚠️ SOFR / 🧠 OSC presents 215A
- Team develops alternative plans if necessary
- Team members indicate support of the plan
- 🟩 IC approves the plan

NOTE: Open discussion of tactics does not take place during the meeting. Tactics are the responsibility of the 🧠 OSC and ⚠️ SOFR and were developed during the Tactics Meeting.














Inputs → []

Input	Role(s) Responsible
Completed draft ICS Form 215: Operational Planning Worksheet	🧠 OSC
Completed draft ICS Form 215A: Incident Action Plan Safety Analysis	⚠️ SOFR / 🧠 OSC
Latest Intelligence	🧠 OSC / ● PSC
Probable tactics	🧠 OSC
Status of Resources	● PSC

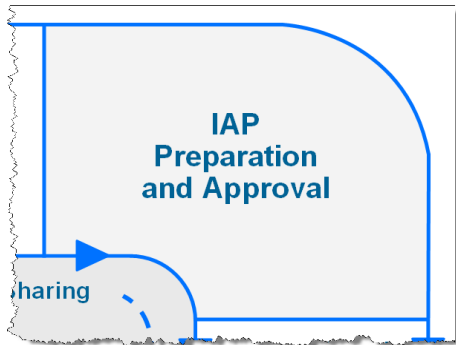
[] **Outputs** →

Output	Role(s) Responsible
Support for the ICS Form 215: Operational Planning Worksheet	All C&G staff
Support for the ICS Form 215A: Incident Action Plan Safety Analysis	All C&G staff
Approved IAP	🟩 IC

Sample Planning Meeting Agenda

#	Task	Role Responsible
1	Welcome, introduction, and ground rules	 PSC
2	Briefing on current situation	 OSC
3	Review incident objectives	 PSC,  IC
4	Presentation of the ICS Form 215: Operational Planning Worksheet <ul style="list-style-type: none"> a) Plot control lines, establish Branch/Division boundaries b) Identify group assignments c) Specify tactics for each Division/Group d) Specify resources needed by Division/Group e) Identify reporting locations and time 	 OSC
5	Specify safety mitigation measures for identified hazards (ICS 215A: Incident Action Plan Safety Analysis)	 SOFR
6	Logistical issues (resource/supply issues, Communications Plan, Medical Plan, Traffic Plan)	 LSC
7	Financial issues	 F/ASC
8	Assisting & cooperating agency issues	 LOFR
9	Information issues (internal/external)	 PIO
10	Finalize, support and approval of the plan	 PSC
11	Closing remarks, IAP products due	 IC,  PSC

Type 3 IMT IAP Preparation and Approval At a Glance



Purpose

Assemble the written IAP in time for the Operational Period Briefing.

Methodology

- ● PSC determines the time when IAP components are due
- Planning Section assembles
- ■ IC Reviews and signs
- Planning Section makes copies of the IAP as needed

Included Components

- ICS 202: Incident Objectives
- ICS 203: Organization Assignment List
- ICS 204: Assignment List
- ICS 205: Incident Radio Communications Plan
- ICS 206: Medical Plan
- ICS 208: Safety Message
- Incident Map
- Traffic Plan
- Other Components (if Needed): Incident and Base Plan, Media Release, Fire Behavior Forecast, Weather Forecast, Resource Demobilization List, Site Safety Plan, and Human Resource Statement

NOTE: The Planning Section is under a tight timeframe. The ■ IC needs to review and approve the IAP in time to make copies prior to the Operational Briefing. The copy job can take hours on large incidents.














Inputs → ■

Input	Role(s) Responsible
Completed ICS 202: Incident Objectives	● PSC / ■ IC (signature)
Completed ICS 203: Organization Assignment List	● PSC
Completed ICS 204: Assignment List	● PSC
Completed ICS 205: Incident Radio Communications Plan	⚙️ LSC
Completed ICS 206 : Medical Plan	⚙️ LSC (completion) / ▲ SOFR (approval)
Completed ICS 208: Safety Message	▲ SOFR
Incident Map	● PSC
Traffic Plan	⚙️ LSC
Other Components (as necessary)	● PSC / C&G staff

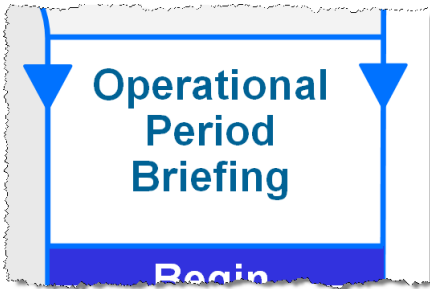
■ **Outputs** →

Output	Role(s) Responsible
Assembled IAP	● PSC
Create copies of IAP	● PSC
Approved IAP	■ IC

Roles and Responsibilities

Icon	Role Name	Responsibilities
	Incident Commander	<ul style="list-style-type: none"> • Approve IAP (sign on ICS 202) • Prepare for next Operational Period
	Planning Section Chief	<ul style="list-style-type: none"> • Prepare ICS 202: Incident Objectives for  IC's approval • Prepare ICS 203: Organizational Assignment List • Work with staff to prepare ICS 204: Assignment List for each Division or Group • Prepare weather forecast • Prepare incident maps • Prepare resource demobilization list • Supervise assembly of IAP
	Operations Section Chief	<ul style="list-style-type: none"> • Manage the Operations Section during current Operational Period • Review the completed ICS 204: Assignment List (optional) • Prepare for next Operational Period
	Logistics Section Chief	<ul style="list-style-type: none"> • Present Communications Plan • Present Medical Plan • Present Traffic Plan • Present logistical info on where to obtain supplies, water, food, etc.
	Finance/Admin. Section Chief	<ul style="list-style-type: none"> • Support  PSC as needed • Provide cost data to  LSC for current and future resources • Prepare for next Operational Period
	Public Information Officer	<ul style="list-style-type: none"> • Prepare media release/message • Prepare for next Operational Period
	Safety Officer	<ul style="list-style-type: none"> • Prepare a general safety message using ICS 202: Incident Objectives • Approve ICS 206: Medical Plan
	Liaison Officer	<ul style="list-style-type: none"> • Support  PSC as needed • Advise  IC on possible participating agencies • Prepare for next Operational Period

Type 3 IMT Operational Period Briefing At a Glance





Purpose

Command and General Staff communicate details of approved plans to Tactical Supervisors and representatives of supporting and cooperating agencies

Who Attends












- Presenters: Command and General Staff (and others as necessary)
- Audience: Tactical Supervisors for the Operational Period and representatives of supporting and cooperating agencies

Methodology

-  IC determines time of meeting
-  PSC facilitates the briefing with support of the C&G staff, who detail the assignments and other relevant information in the IAP for the next Operational Period

NOTE: Upon conclusion of the briefing, the IMT responsibilities continue as they measure the effectiveness of their decisions, make adjustments, and prepare to start the planning cycle over again. On a large incident that requires 24-hour a day staffing, this planning cycle may need to be accomplished twice a day, once for each 12-hour Operational Period.









Inputs  

Presentation	Role(s) Responsible
Welcome, Ground Rules	 PSC
Current Situation	 OSC
Set/Review Incident Objective	 OSC
Operational Plan (incident boundaries, tactics, assignments, resources)	 OSC
Safety Issues (Safety Message)	 SOFR
Logistical Issues (Communication Plan, Medical Plan, Traffic Plan)	 LSC
Finance Issues	 FSC
Assisting and Cooperating Agencies	 LOFR
Information Issues (internal, external)	 PIO
Closing remarks	 IC
Conclusion	 PSC

 **Outputs** 

Output	Role(s) Responsible
Presents IAP assignments to Tactical Supervisors	All C&G Staff
Issues assignments to Tactical Units	All Tactical Supervisors

Roles and Responsibilities

Icon	Role Name	Responsibilities
	Incident Commander	<ul style="list-style-type: none"> • Support PSC as needed • Provide closing comments • May present incident objectives
	Planning Section Chief	<ul style="list-style-type: none"> • Facilitate the briefing • Present incident maps • Present weather forecast (if no meteorologist) • Present other components as necessary
	Operations Section Chief	<ul style="list-style-type: none"> • Present Situation Report • Present and issue assignments to Tactical Supervisors using ICS 204
	Logistics Section Chief	<ul style="list-style-type: none"> • Present Communications Plan • Present Medical Plan • Present Traffic Plan • Present logistical information on where to obtain supplies, water, food, etc.
	Finance/Admin. Section Chief	<ul style="list-style-type: none"> • Present information on timesheets • Present information on reimbursement
	Public Information Officer	<ul style="list-style-type: none"> • Present media message • Report on politically sensitive issues • Discuss how to handle media
	Safety Officer	<ul style="list-style-type: none"> • Present safety message
	Liaison Officer	<ul style="list-style-type: none"> • Present information on cooperating and assisting agencies