

# Barren River District Health Department

## Standard Operating Guideline

**Title:** IAP Development

**Guideline:** 2015-0008

**Affected Section:** ICS Planning Section or ERRT or IC

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This document provides direction on the establishment of guidelines for the development of the Incident Action Plan for an operational period.

The following assumptions are made in developing this SOG:

- The planning P process will be utilized when BRDHD activates its Department Operation Center (DOC) or ERRT for Multiple Operational Periods.
- The BRDHD ICS 202 template will be utilized. It is located on the Shared Drive (I:) in Tab 4 of All Hazard Plan (Most recent version) Appendix A **DOC** folder or download from FEMA's website, <https://training.fema.gov/emiweb/is/icsresource/icsforms.htm>.
- District Director or Designee (Incident Commander) will have authority over the response.
- The BRDHD DOC is the BRDHD Department Operation Center.

### 1. Initial IAP development

- Acquire an incident number from the county Emergency Manager if applicable.
- Determine name of incident
  - If disaster, acquire the name being used by emergency management
  - If Public Health leads the event, determine the incident name in conjunction with KDPH.
- Have Incident Commander determine operational period

### 2. IAP Development general

- Verify Incident name and number
- Update: date, time and operational period (validate period with Incident Commander).
- Update weather forecast [http://www.crh.noaa.gov/lmk/?n=em\\_briefing](http://www.crh.noaa.gov/lmk/?n=em_briefing)

### 3. Overall Objective

- Strategic mission of the response should not be limited to one operational period
- Incident Commander shall establish the overall objective.

### 4. Incident Commander and General Staff objectives

- Utilizing the Planning P or through discussion with Incident Commander and general Staff determine operational period objectives by ICS Section.
    - Each Section should review and confirm their ability to perform objectives.
    - Objectives should be clear and concise.
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- ICS 204s may be utilized for assignment details. This can be located on the Shared Drive (I:) in Tab 4 of All Hazard Plan (Most recent version) Appendix A **DOC** folder or download from FEMA's website,  
<https://training.fema.gov/emiweb/is/icsresource/icsforms.htm>.
  - 5. List or update DOC calls and/or meetings (Date and Times)
    - Ensure conference call information is correct
    - Ensure locations of meetings are confirmed and rooms are reserved.
  - 6. General Safety Message
    - Safety Officer or Incident Commander shall develop or update overall safety message describing response specific hazards.
  - 7. DOC ICS staffing Chart
    - Planning Section is responsible for scheduling staff for operational periods.
      - Determine staffing requirements for next operational period in conjunction with the Incident Commander.
      - Develop ICS chart
      - Assign available staff to ICS roles based on their skills and training.
      - ICS chart shall expand or contract based on staffing needs
  - 8. Approval / Release
    - Incident Commander shall review and upon approval, sign a hard copy, along with the Planning Section Chief.
    - IAP will be released upon signature of Incident Commander
      - Post on WebEOC Statewide Health and Medical Events boards.
      - Email staff and partners involved in the response and other agency representatives as directed by Incident Commander
    - Save IAP on the Shared drive (I:) in Tab 4 of All Hazard Plan (Most recent version) Appendix A **DOC** folder.
      - Save in folder named for the event
      - Ensure date and time are in name of IAP (Example :IAP3-16-14-0800)
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### Additional Resources:

- FEMA ICS Forms - <http://www.training.fema.gov/emiweb/is/icsresource/icsforms.htm>
- WebEOC - <https://webeoc.chfs.ky.gov/eoc7/>
- KDPH modified ICS 202 (IAP Template) – see below



**Kentucky Public Health**  
Prevent. Promote. Protect.

**Standard Operating Guideline  
Barren River District Health Department**

**Title:** Developing and Disseminating Incident Action Plans (IAPs)

**Affected Section:** Department Operations Center

**Guideline #:** 2015-0008

## ENCLOSURE 1 – INCIDENT ACTION PLAN (IAP) TEMPLATE

INCIDENT OBJECTIVES  ICS Form 202	1. INCIDENT NAME/ INCIDENT NUMBER	2. DATE	3. TIME
4. OPERATIONAL PERIOD (DATE/TIME)			
<p>GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)</p> <p><u>Overall Objective:</u></p> <p><u>DOC/EOC Manager:</u> [Individual Name]</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><u>Operations Section:</u> [Individual Name]</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><u>Planning Section:</u> [Individual Name]</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><u>Logistics Section:</u> [Individual Name]</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><u>Finance Section:</u> [Individual Name]</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><u>Conference Calls/Meetings</u></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><u>Email</u></p> <ul style="list-style-type: none"> <li>• Emails sent to KDPH regarding this incident should be cc'd to the <a href="mailto:chfsdphdoc@ky.gov">chfsdphdoc@ky.gov</a></li> </ul>			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD –			
7. GENERAL SAFETY MESSAGE			
8. ATTACHMENTS <input checked="" type="checkbox"/> if attached			
<input checked="" type="checkbox"/> Attachment A: LHD ICS Chart		<input type="checkbox"/> Attachment C:	
<input type="checkbox"/> Attachment B:		<input type="checkbox"/> Attachment D:	
9. PREPARED BY (PLANNING SECTION CHIEF)		10. APPROVED BY (INCIDENT COMMANDER)	



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## **ENCLOSURE 1 – INCIDENT ACTION PLAN (IAP) TEMPLATE CONTINUED**

### **LDH ICS Structure**

**Insert copy of**

**LHD ICS Structure Here**

**Or**

**Copies are located in Tab 4 Section 2 of the  
BRDHD All Hazard Plan**



## ENCLOSURE 2 – PLANNING MEETING AGENDA ITEMS

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Operational Period:** \_\_\_\_\_

Topic	Briefed By
Briefing on Current Situation	Situation Unit Lead
Review Incident Objectives/IAP	OSC LSC FSC PSC
Ensure draft IAP meets incident objectives	PSC
Obtain commitment from Command and General Staff	PSC
Obtain IAP approval	PSC
Final comments and direction	DOC/EOC Manager