

At-a-Glance Table

Forms for Developing a Written DOC Action Plan

Standard Form Title	Description	Who Prepares
Incident Briefing, ICS 201 (Not usually part of an action plan, but recommended.)	Provides basic information regarding the incident and allocation of resources. Serves as a permanent record of the initial incident response.	DOC Manager
Incident Objectives, ICS 202	Describes the basic strategy and objectives for each operational period	Resources Unit Leader
Organization Assignment List, ICS 203	Provides information on ICS organization and staffing.	Resources Unit Leader
Assignment List, ICS 204	Informs personnel about division and group assignments.	Resources Unit Leader
Incident Radio Communications Plan, ICS 205	Provides information on all radio or trunked radio system talk-group assignments.	Communications Unit Leader
Medical Plan, ICS 206	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures	Medical Unit Leader
Incident Check-In List, ICS 211	Records arrival and departing times of personnel and equipment at the incident. Check-in/out consists of reporting specific information on the form.	Recorder, or other assigned ICS personnel
General Message, ICS 213	Records incoming messages that cannot be transmitted orally to the intended recipients; provides hard-copy for delivering messages to other personnel and for transmitting messages via radio or telephone.	Any ICS personnel who must record or originate a message
Activity Log, ICS 214	Records details of notable activities and serves as a reference for any after-action reports.	Various ICS personnel, as appropriate

Standard Form Title	Description	Who Prepares
Operational Planning Worksheet, ICS 215	<p>Documents decisions concerning resource needs for the next operational period.</p> <p>The planning section uses this worksheet to complete assignment lists.</p> <p>The logistics section uses it for ordering resources for incident response.</p>	Operations Section Chief (may involve Logistics Section Chief and the Safety Officer)
Incident Action Plan Safety Analysis, ICS 215A	Communicates health and safety issues to the chiefs of the operations and planning sections.	Safety Officer