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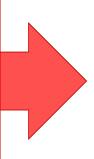
Branch Level Planning "P"

OPBD and ASOFR develop an ICS-215 and ICS-215a for all Divisions, Groups, and Staging Areas under the Branch

The OPBD develops ICS-204s for each DIVS and STAM.
ICS-204s are specific and are briefed to each DIVS.

OPBD develops a single ICS-204 that covers the entire Branch's operations for the OSC's approval. This is the ICS-204 that is included in the IAP along with specific ICS-204s created for each DIVS and STAM working in the Branch (see note below).

Planning "P" cycle

- Tactics Meeting
- Prepare for Planning Meeting
- Planning Meeting
- Prepare for Tactics Meeting
- IAP Preparation and Approval
- Strategy Meeting/ Command and General Staff Meeting (if necessary)
- Operational Period Briefing
- IC/UC Develops/Updates Incident Objectives
- Execute Plan and Assess Progress
- *New Operational Period Begins*
- Initial UC Meeting (if Unified Command)
- Incident Briefing
- Agency Administrator Briefing (if appropriate)
- Initial Response and Assessment
- Notification
- Incident

Initial Response

Left side (upward arrow)

OSC and PSC in consultation with affected Branch(es) determine Planning Support required to support BLP

OSC and PSC advise Incident Commander/Unified Command and seek approval for BLP

OSC and PSC agree that Branch Level Planning (BLP) is appropriate for the situation

Right side notes

IAP Preparation and Approval
- The PSC ensures that the ICS-204 submitted to the OSC by the OPBD includes resources, strategic focus, communications, logistical support, and safety.

Operational Period Briefing
- The OSC will brief the Branch's assignment from a strategic level and the OPBD will conduct the detailed briefing to their DIVS and STAM.

Execute Plan and Assess Progress
- The OSC, PSC, and OPBD assess and monitor the implementation of the Branch Level Planning effort and make necessary corrections.

Note: If the tactical operations are classified, the OSC may only include the Branch Level ICS-204 that covers all of the Branch's Operations. This can help protect classified information while still ensuring that all operations are included in the Incident Action Plan.

Legend:
- Meeting
- Briefing
- Action

Considerations for determining when to use
Branch Level Planning

The OSC and PSC will determine if Branch Level Planning is appropriate for the situation.

- Classification level of the tactical operation (e.g., weapons accident)
- During the initial phase of an incident, when the incident situation is not well known and the Planning Section is not robust
- The technical qualifications necessary to do effective planning resides with the tactical asset (e.g., SWAT, high angle rescue, US&R)
- When specialized tactical assets are operating off pre-determined Division Assignment forms, ICS-204
- Geographic separation from the ICP makes it impractical to have tactical planning done at the ICP

Branch Level Planning Development Checklist

What level of support is required by the following functions?

Planning Section

- Resource tracking of Branch assets (e.g., Check-in, demobilization)
- Incident situation update requirements (e.g., FOBS, situation reporting to ICP)
- GIS mapping capabilities
- Modeling (ALHOA, CAMEO, NARAC)
- Meteorological forecast
- Technical Specialist
- Resource ordering of Branch assets (who will do it)
- Branch level incident documentation[1]
- Reporting requirements between the Branch and Planning (e.g., how often, method)
- Support plan development (e.g., incident evacuation plans, decontamination plans)
- Contingency plans (e.g., an incident within an incident)
- Planning support material (e.g., forms, T-cards)

Logistics Section

- Incident communications management in support of the development of the Incident Action Plan form ICS-205, Incident Communications Plan (e.g., frequencies assignment, secure communications)
- Medical Plan
- What facilities are required to support the Branch?
- What level of incident support facility security is required?
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Operations Section Chief

- Communicates Command's direction (e.g., decisions, priorities)
- Collection of operational effectiveness reports from the Branch
- Provides assistance and support in developing strategies
- Delineation of authority between OSC and OPBD
- Air Operations support
- Reporting thresholds (e.g., critical information)
- Coordination with other Command and General staff as needed to maximize effectiveness and efficiency of Branch operations

Safety Officer

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[1] Documentation of unclassified documents and activities

- Assignment of Assistant Safety Officer(s) (ASOFR)
- Site Safety Plan development and implementation
- Management of PPE issue, use, and disposal for the Branch
- Coordination with Medical Unit Leader and other medical entities as necessary to assure most expeditious access to medical services for Branch personnel
- Provide safety input into Branch planning, process, and documents
- Agreement on the authority of ASOFR's from the Safety Officer
- Safety reporting requirements back to the ICP