



## **Lakewood Police Department Policy and Procedure**

**Effective  
Date:03/24/2025**

### **Policy Number: PP – 4906 ICS PLANNING FUNCTION**

#### **A. Policy**

The ICS Planning Section collects, evaluates, and disseminates incident situation and resource information for use in developing Incident Action Plans (IAPs). Dissemination can be in the form of the Incident Action Plan, formal briefings, or through map and status board displays. Personnel and resource status information is used to formulate and distribute the eventual demobilization plan. The Planning Section maintains incident documentation files in a large incident.

#### **B. Procedure**

1. If activated, the Planning Section is managed by the Planning Section Chief who is a member of the ICS general staff under the Incident Commander.
2. Major responsibilities of the Planning Section Chief:
  - a. Collecting, organizing, displaying, and disseminating incident status information and analyzing the situation as it changes Provide input to the Incident Commander and Operations Section Chief for use in preparing the Incident Action Plan.
  - b. Supervise preparation of the Incident Action Plan.
  - c. Conduct and facilitate planning meetings.
  - d. Reassign personnel already on site to ICS organizational positions.
  - e. Establish information requirements and reporting schedules for Planning Sections units such as Resources Unit, Situation Unit, Demobilization Unit, and Documentation Unit.
  - f. Recording the status of resources and anticipated resource needs.
  - g. Determine the need for specialized resources to support the incident such as meteorologists, hazmat specialists, structural engineers, or bomb technicians.
  - h. Assemble information on alternative strategies and contingency plans.
  - i. Compile and display incident status information.
  - j. Oversee preparation of the Demobilization Plan.
  - k. Incorporate Traffic, Medical, Communications Plans, and other supporting material into the Incident Action Plan.

#### **3. Incident Action Plan**

Every incident or event should be managed according to a plan. The Incident Action Plan (IAP) may be verbal or written. It is not always possible to have a written IAP. In simple and even some complex events of short duration, the IAP will be developed by the Incident Commander and communicated to subordinates in a verbal briefing. In larger incidents, organizational components are responsible for contributing information to the IAP. The incident action planning process helps synchronize operations and ensure that they support incident objectives. The development of IAPs is a

cyclical process, and personnel repeat the planning steps every operational period. Personnel develop the IAP using the best information available at the time of the Planning Meeting.

Written Incident Action Plans documenting planning decisions should be considered whenever:

- a. Two or more jurisdictions are involved
- b. The incident continues into another operational period.
- c. A number of organizational elements have been activated, and the incident complexity increases.

4. Written Incident Action Plans provide:

- a. A clear statement of objectives and actions.
- b. A basis for measuring work and cost effectiveness.
- c. A basis for measuring work progress.

5. Written action plans will be prepared by the Planning Section, as directed by the Incident Commander. ICS forms are available for the parts in any plan. Essential elements in the Action Plan include:

- a. Statement of Objectives (ICS Form 202)– What is expected to be achieved. Objectives must be measurable and specific to the operational period.
- b. Organizational Assignment List and/or Chart (ICS 203, 207) - provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit.
- c. Tactics and Assignments – Describes tactics and control operations and what resources will be assigned.
- d. Communications Plan (ICS Form 205) - provides information on all radio frequency or trunked radio system talk group assignments for each operational period.
- e. Medical Plan (ICS Form 206) - provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.
- f. Incident Maps
- g. Site Safety Plan (ICS Form 208) – provides critical safety information, site safety plan, and the safety message.
- h. Supporting Material – Examples include a specific plan to account for traffic, decontamination, demobilization, sheltering, evacuation, or other incident specific requirements.

6. Incident Demobilization

Demobilization planning helps to assure a controlled, safe, efficient, and cost-effective means to scale down from an incident and return to normal operations.

- a. Smaller incidents, with only a few tactical resources assigned and a partial ICS organization, are relatively simple and may not require a written plan.
- b. On larger, multi-agency operations, the Planning Chief should consider assigning demobilization planning to a separate unit with no other responsibilities.
- c. All elements of the organization should be involved in determining the release priorities but only after a full understanding of the long-term needs of the incident.

- 1) Planning Section – Has basic information on resources such as check-in lists and briefing forms.
- 2) Liaison Officer – Knows terms of agreements involving use and release of other agency's resources.
- 3) Safety Officer – Considers physical condition of personnel, personal needs, and adequacy of transportation.
- 4) Logistics Section – Handles transportation availability, communications, maintenance, and continuing support.
- 5) Operations Section – Knows continuing needs for various kinds of tactical resources.
- 6) Finance / Administration Section – Processes any claims, time records, and costs of individual resources which are a factor in determining release.
- 7) Agency Dispatch Centers – Give high priority to timely return of resources.

d. Demobilization Plan

The Demobilization Plan should have the following sections:

1. General Information – A discussion of the demobilization procedure.
2. Responsibilities
3. Release priorities
4. Release Procedures
5. Directory (Maps, telephone listings)

7. Intelligence/Investigations Function

- a. The sharing and analysis of information and intelligence is an important part of the ICS. The purpose of the intelligence/investigations function within ICS is to determine the source or cause of the incident to control its impact and/or help prevent the occurrence of similar incidents. Related to an incident response, intelligence may include general or specific criminal/terrorist/security information, suspect description and history, risk assessments, medical intelligence, weather information, geospatial data, structural designs, toxic contaminant levels, or utility and public works data.
- b. For incidents that involve or may involve a significant level of intelligence/ investigative work, the Incident Commander or Unified Command may choose to consolidate the intelligence/investigations function in the ICS organization to a function within the Planning Section, as a section within the General Staff, or embedded within the Command Staff.

c. Information and Intelligence Unit responsibilities include:

- Gather incident related information or previously analyzed intelligence from any/all available sources.
- Analyze information/intelligence in context of event circumstances.
- Disseminate event intelligence as directed by the Incident Commander ensuring that sensitive information reaches the correct personnel and is protected.
- Develop, conduct, and manage operational and informational security plans as directed in the IAP.

- Coordinate the information/operations security plans with the Public Information Officer both to receive information and to provide or restrict public awareness of those plans.