

Incident Planning Process for Extended Operations  
Course Preparation Checklist

- Schedule the training course with instructor(s)
- Reserve the classroom facility
- Select a course schedule (5, 6, 7, or 8 hours) that meets your needs
- Invite and confirm participants
- Assign each participant to one of the eight Command or General staff positions that make up an Incident Management Team (IMT).
- Ensure participants have been trained on the duties and responsibilities of their assigned Command or General staff position and each are certified at the ICS-100 and ICS-200 level.

**Note:** *Personnel who lack a fundamental knowledge of ICS/HICS will be overwhelmed. Plan for success by ensuring everyone has been trained.*

- Procure all classroom supplies and materials outlined in the course supplies and materials list, e.g. wall sized ICS-215 and 215A, ICS Forms, maps, markers, etc.
- Develop a multi operational period incident scenario based upon one of your facility's top 10 hazards identified in your Hazard and Vulnerability Analysis (HVA).

**Note:** *The incident must require multiple days to mitigate in order to fully appreciate the benefits of the incident planning process.*

- Complete an Incident Briefing, based upon your scenario, documented on an ICS-201 Form
- Develop a simple Master Scenario Events List (MSEL) with injects designed to keep all participants actively engaged.

Examples:

- An inquiry on the current and projected cost of this incident (Finance Section Chief)
- Media inquirers, prompting the development of a press release and preparation for a news conference (Public Information Officer)
- Assisting agency, cooperating agency, and/or stakeholder issues (Liaison Officer)

- Review and finalize the incident scenario, MSEL, and course schedule with the instructor(s).
- Reconfirm participation
- Setup the classroom facility
- Conduct the course