



## DHS's NIMS Incident Command System (ICS) Planning Cycle Meeting and Briefings Video



### Introduction

*DHS's NIMS ICS Planning Cycle Meeting and Briefings Video* was produced by DHS in an effort to standardize basic incident response planning processes across the country. In previous efforts to create a video along these lines, significant amounts of footage were shot of various Incident Management Teams (IMTs) at actual incidents. DHS determined that, as part of its support for the utilization of ICS, a video presenting as close as possible a complete Planning P cycle and meeting interactions would provide IMT personnel with a model for how the Planning P is used in practice. This video is the result of that decision.

### Purpose of the Video

NIMS/ICS is designed so all responders can work together in a common environment. This includes a common planning process that results in an Incident Action Plan (IAP) that everyone recognizes and can execute to meet the intent of the Agency Administrators (AA) and Incident Commanders (IC). It is imperative for purposes of incident safety and response effectiveness that responders understand and use the same planning process.

The purpose of the video is to show how the ICS Planning Process works in practice. The Planning P lays out the sequential steps that successful IMTs use to manage an incident. The stem of the Planning P shows the processes in the initial stages of an incident while the circle part of the P shows the repeated processes that continue until the end of the incident when the planning process is no longer required.

This DVD was designed to be used as a supplement to DHS's NIMS curriculum that is taught to incident response personnel. Although it can be used in a stand alone format, the video was designed with the intent that instructors would provide additional context and answer student/viewer questions about the planning process depicted in the video. The video is especially useful for personnel who have not had the opportunity to participate at an actual incident where the ICS Planning process is employed. In addition, the video helps to standardize the understanding of the planning process, which is essential for IMTs. The video was vetted by experienced practitioners who have successfully performed many of these activities hundreds of times on actual incidents as well as routinely instruct the material to a wide variety of audiences.

### Scenario Overview

In addition to demonstrating the basic ICS Planning Process, the scenario selected for this video contains several key features that have been shown to be key building blocks in actual complex incidents and reinforces lessons taught in DHS's NIMS curriculum. The scenario consists of an overturned tractor trailer involving fifteen 300 gallon containers full of the pesticide diazinon, plus about 200 gallons of diesel from the truck's fuel tanks. Jefferson County (a fictional county in the Commonwealth of Virginia) is in Unified Command (UC) with the ICs from the Virginia Department of Environmental Quality (DEQ) and US Environmental Protection Agency (EPA). The Virginia State police and Virginia Department of Transportation act as Assisting Agencies and are not in Unified Command. The Jefferson County IMT is filling all Command and General Staff positions under the Unified Commanders.

## Video Chapter Outline

The video is comprised of 11 chapters, each of which covers a different phase of the Planning P. Though the comprehensive video is 45 minutes, the outline below identifies the time allocated to each chapter or phase of the Planning P.

Chapter	Time
1. Introduction	2 ½ minutes
2. Agency Administrator Briefing	6 minutes
3. Incident Briefing ICS 201	½ minute
4. Initial UC Meeting & IC/UC Sets Initial Unified Incident Objectives	3 ½ minutes
5. Initial Strategy Meeting	4 ½ minutes
6. Tactics Meeting	4 minutes
7. Prepare for the Planning Meeting	½ minute
8. Planning Meeting	9 minutes
9. IAP Preparation and Approval	1 minute
10. Operational Period Briefing	10 minutes
11. Conclusion	2 ½ minutes

## Video Navigation

The DVD is designed to self-launch when you load it into the DVD player or computer. Depending on your computer settings, the software that plays the video may be different than the software referenced here. When the video menu appears on the screen, you can select any of the chapters you wish to play in any sequence.

If you are using Windows Media Player to play the video, you can navigate between chapters by selecting "View," then "DVD Features." The selection of "Root Menu" will direct you to the "Chapter Menu" screen where you can easily select the portion of the video you want to play.



## Preparing to Use the Video

Because the video was intended to be used within the context of a training course, it is important that instructors have experience within the ICS Planning Process so that you will be able to answer student questions or provide explanations of why certain elements are covered in specific parts of the Planning P.