



INCIDENT ACTION PLAN (IAP) OUTLINE

1. Incident Header

- Incident Name
- Tracking Number (EOC Incident Number)
- Date/Time (Start & Estimated End)
- Map/Sketch (Attach reference)

2. Situation Summary & Safety Briefing

- **Current Status:** Brief incident overview (e.g., affected locations, utility updates).
- **Immediate Risks:** Key hazards (e.g., no HVAC, IT failure).
- **Critical Needs:** Urgent priorities (e.g., backup power, communications).

3. Objectives

- **Current:** Immediate goals (e.g., evacuate, deploy resources).
- **Planned:** Longer-term goals (e.g., restore services, document costs).

4. Actions & Strategies

- **Time-Based Table:**
| Timeframe | Action | Responsible Party | Resources Needed |

5. District Organization (ICS Roles)

- **Command Team List:** Titles/roles (e.g., Incident Commander, Facilities Lead).

6. Resources Summary

- **Equipment:** Available/deployed (e.g., generators, meals).
- **Personnel:** Staff assigned (e.g., nurses, transport teams).
- **External Support:** Agency/utility coordination.

7. Approval & Documentation

- Prepared by: [Name/Title]
- Approved by: [Incident Commander]
- Time/Date: