Incident Action Plan [#XX]

DR XXX-XX [DR common name]

06:00 dd/mm/yyyy to 05:59 dd/mm/yyyy

[Insert Photo]

Documents Included:	Y/N	Documents Included:	Y/N
Director's Intent/Message	Y	Incident Organization Chart	Y
Incident Priorities and Objectives	Y	Work Assignment	Y
Status of Previous Operating Period's Objectives	Y	Work Sites	Y
Contact Roster DRO HQ	Y	Daily Schedule	Y
Incident Open Action Tracker	Y	General Message	Y

Prepared By:	Approved By:
[name] AD Information & Planning	[name] DRO Director

Director's Intent/Message

DRO Brief Link (RC View) –

Account String

Incident Priorities and Objectives

Incident Priorities:

1.
2.
3.
4.
5.

Incident Objectives:

#	Description
1.1	
1.2	
1.3	
2.1	
2.2	
2.3	
3.1	
3.2	
3.3	
4.1	
4.2	
4.3	
5.1	
5.2	
5.3	

Status of Previous Operating Period's Objectives

Obj #	Objective	Status	Significant Actions
1.	Monitor current evacuation areas and continue communicating to the workforce about evacuation precautions.	Achieved	Evacuation areas monitored; precautions communicated to workforce through IAP and daily briefings.
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	

Incident Open Action Tracker

ID	Mission Title	Status	Request Type	Requestor Agency Type	Mission Owner Name	Due Date	District/ Zone

Contact Roster DRO HQ

24 Hour Lines	Name	Phone	Email (@redcross.org)
24 Hour / Lodging			
24 Hour / DMH			
24 Hour / DHS			
24 Hour / Staffing			

Command	Name	Phone	Email (@redcross.org)
DRO Director			
Deputy DRO Director			
Chief of Staff			
Elected Official Liaison (EOL) Chief			
RCCO			
Regional Executive			
Operations Section	Name	Phone	Email (@redcross.org)
AD Operations			
Deputy AD Operations			
HQ Mass Care Chief			
HQ Sheltering Manager			
HQ Feeding Manager			
HQ DES Manager			
HQ Reunification Manager			
HQ Shelter Resident Transition Manager			
HQ Client Care Chief			
HQ Disaster Health Services Manager			
HQ Disaster Mental Health Manager			
HQ Disaster Spiritual Care Manager			
HQ Disability Integration Manager			
HQ Casework Manager			
HQ Quality Control Manager			
HQ Recovery Manager			

Logistics Section	Name	Phone	Email (@redcross.org)
AD Logistics			
Deputy AD Logistics			
HQ Logistics Chief			
HQ Fulfillment Manager			
HQ Sourcing Manager			
HQ Facilities Manager			
HQ In-Kind Donations Manager			
HQ Transportation Manager			
HQ Warehousing Manager			
HQ DST Chief			
HQ Computer Operations Manager			
HQ DST Customer Service Manager			
HQ DST Networking Manager			
HQ DST Communications Manager			
Workforce Section	Name	Phone	Email (@redcross.org)
AD Workforce			
Deputy AD Workforce			
HQ Staff Planning & Support Manager			
HQ Staff Relations Manager			
HQ EBV/LCV Manager			
HQ Training Manager			
HQ Lodging Lead			
Information & Planning Section	Name	Phone	Email (@redcross.org)
AD Information & Planning			
Deputy AD Information & Planning			
HQ Disaster Assessment Manager			
HQ Situation Unit Manager			
HQ Documentation Manager			
HQ Contact Center Liaison			

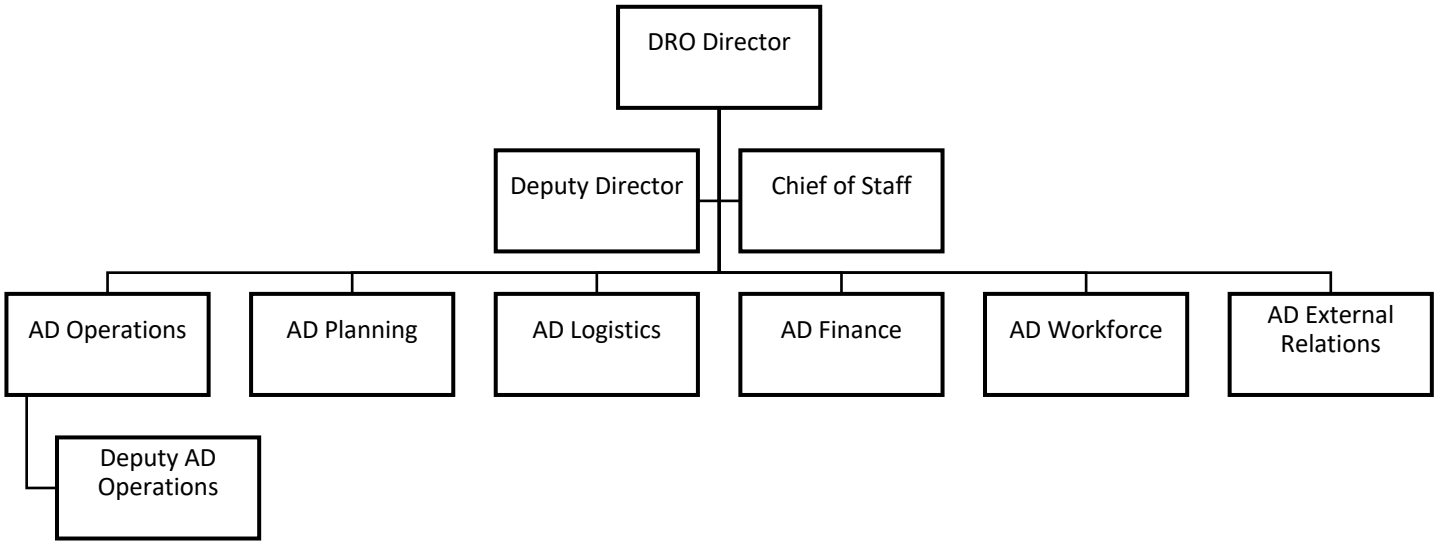
External Relations Section	Name	Phone	Email (@redcross.org)
AD External Relations			
Deputy AD External Relations			
HQ CEP Manager			
HQ Government Operations Manager			
HQ Disaster Public Affairs Manager			
Finance Section	**Name**	**Phone**	**Email (@redcross.org)**
AD Finance			
HQ Finance Manager			

Contact Roster District X

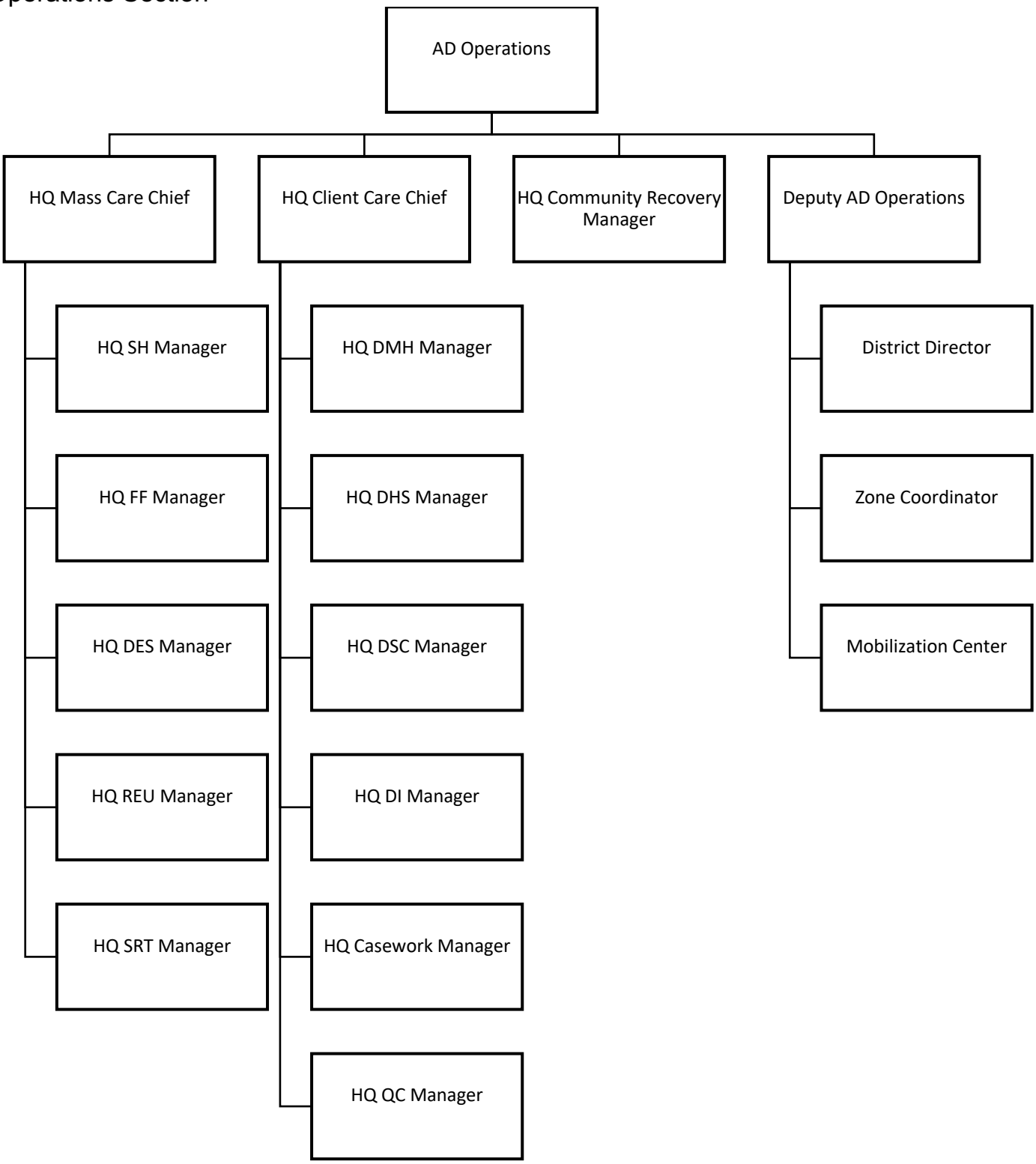
Operations Section	Name	Phone	Email (@redcross.org)
Deputy AD Operations			
District Director			
Deputy District Director			

Incident Organization Chart

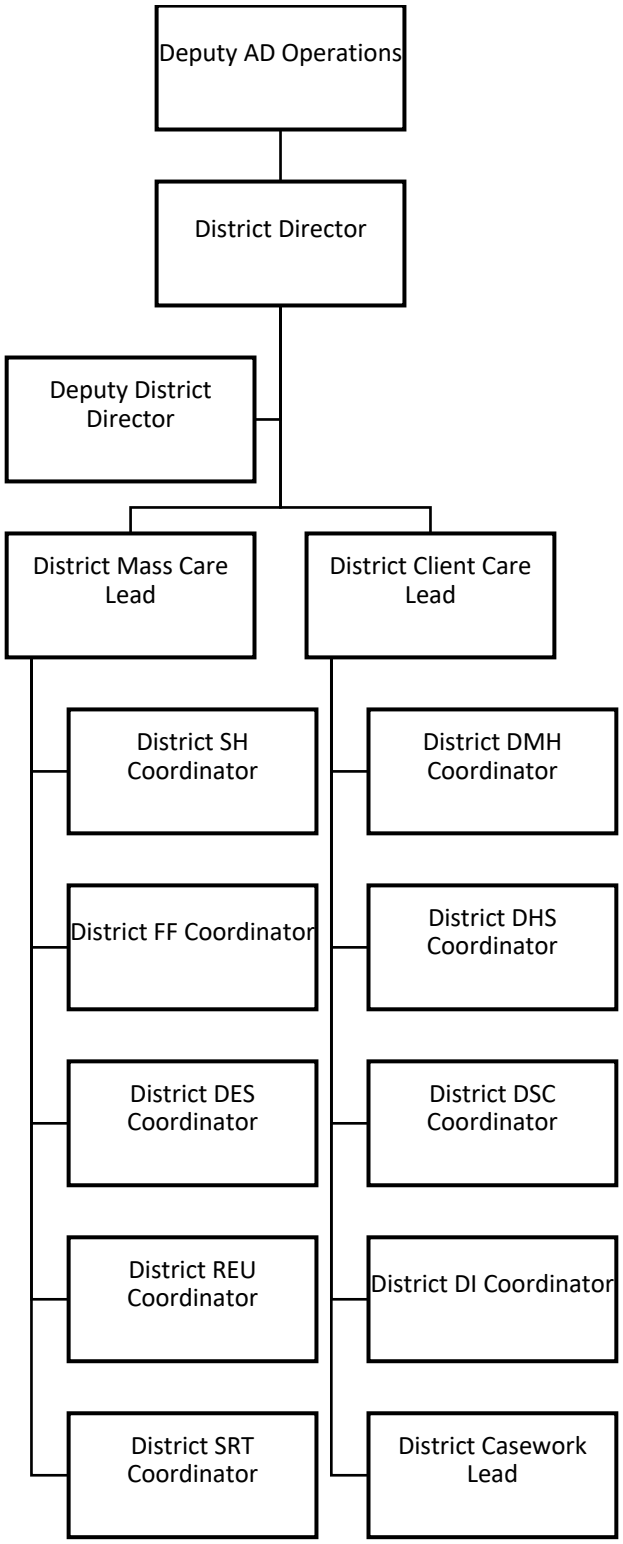
Command and Section Staff



Operations Section



District 1


Deputy AD Operations
District Director
Deputy District Director
District Mass Care Lead
District Client Care Lead
District SH Coordinator
District DMH Coordinator
District FF Coordinator
District DHS Coordinator
District DES Coordinator
District DSC Coordinator
District REU Coordinator
District DI Coordinator
District SRT Coordinator
District Casework Lead

Work Assignment

District/ Zone/ County

Operations Leadership:
AD Operations -
District Director -
Deputy District Director -

Resources Assigned				
Resource Identifier	**Leader Name & Contact Information**	**Total # of persons**	**Reporting Location**	**Reporting Time / Operating Hours**
Ridgeview Shelter	Day - John Doe (999) 999-999 Night – Jane Doe (111) 111-1111	SH/SA – 6 SH/SV – 2	123 Main Street Anywhere MD 21133	06:00 Day Shift 18:00 Night Shift
	Work Assignment Operate a Shelter a Ridgeview ES for 100 persons			
	Work Assignment			
	Work Assignment			
	Work Assignment			
	Work Assignment			

Work Sites

Site Type/Location	District/ Zone/ County	Site Operational Hours	Contact Information	Additional Information
Shelter Mercedes Dome 1202 N. Vermont Mercedes, TX	D1 - Hidalgo	Monday - Sunday 0700 - 1900	Bill Blind 303-359- XXXX	

General Message

Daily Schedule

All times are EDT

Time	Product/Meeting	Location	Required Attendance/Participation
8:00 AM	**Operational Leadership Meeting**	*Room Name* Conf Call # Participant Code:	DRO Director, Deputy Director, all ADs
11:00 AM	**Daily Sheltering Support Coordination Meeting**	*Room Name* Conf Call # Participant Code:	AD of Operations, AD of Logistics, AD of Workforce, Mass Care Chief, Fulfillment Chief, IDC Chief, Gov. Operations Manager, Sheltering HQ Manager, Feeding HQ Manager, NHQ Liaison(s)
12:00 AM	**Operational Planning Worksheets Due**		
1:00 PM	**Tactics Meeting**	*Room Name* Conf Call # Participant Code:	Deputy Director, AD Operations, AD Information & Planning, and District Directors
4:00 PM	**Planning Meeting**	*Room Name* Conf Call # Participant Code:	DRO Director, Deputy Director, AD Operations, AD Information & Planning
6:00 PM	IAP Distributed	Email	All assigned staff in Volunteer Connection and additional personnel
6:00 PM	**Operations Briefing**	*Room Name* Conf Call # Participant Code:	DRO Director, Deputy Director, all ADs, and District Directors.