# 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](#_Director's_Intent/Message) | Y | [Incident Organization Chart](#_Incident_Organization_Chart) | Y |
| [Incident Priorities and Objectives](#_Incident_Priorities_and) | Y | [Work Assignment](#_Work_Assignment) | Y |
| [Status of Previous Operating Period's Objectives](#_Status_of_Previous) | Y | [Work Sites](#_Work_Sites) | Y |
| [Contact Roster DRO HQ](#_Contact_Roster_DRO) | Y | [Daily Schedule](#_Daily_Schedule_1) | Y |
| [Incident Open Action Tracker](#_Incident_Open_Action_2) | Y | [General Message](#_Daily_Schedule) | Y |
|  |  |  |  |

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| --- | --- |
| 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 |  |
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# Status of Previous Operating Period's Objectives

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| --- | --- | --- | --- |
| 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. |  |
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|  |  | 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** |
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# Contact Roster DRO HQ

|  |  |  |  |
| --- | --- | --- | --- |
| 24 Hour Lines | Name | Phone | Email (@redcross.org) |
| 24 Hour / Lodging |  |  |  |
| 24 Hour / DMH |  |  |  |
| 24 Hour / DHS |  |  |  |
| 24 Hour / Staffing |  |  |  |
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| --- | --- | --- | --- |
| 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 |  |  |  |
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| 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 |  |  |  |
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| 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 |  |  |  |
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| 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 |  |  |  |
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# Incident Organization Chart

## Command and Section Staff

## Operations Section

## District 1

## 

# Work Assignment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **District/ Zone/ County** | | | | |
| **Operations Leadership:**  AD Operations -  District Director -  Deputy District Director - | | | | |
| **Resources** **Assigned** | | **Total # of persons** | **Reporting Location** | **Reporting Time / Operating Hours** |
| **Resource Identifier** | **Leader Name**  **& Contact Information** |
| 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** | | | |
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| **Work Assignment** | | | |
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| **Work Assignment** | | | |
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| **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 |  |
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# 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. |

## 