

1. Incident Name PCA Fair	2. Operational Period to be covered by IAP (Date/Time) From: 12 SEP 15 / 0700 To: 13 SEP 15 / 1700	CG IAP COVER SHEET
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3. Approved by Incident Commander(s):

ORG	NAME
D11n	Mary Kirkwood, IC

INCIDENT ACTION PLAN

The items checked below are included in this Incident Action Plan:

- ICS 202-CG (Incident Objectives)

- ICS 202A-CG (Command Direction)

- ICS 203-CG (Organization List) – OR – ICS 207-CG (Organization Chart)

- ICS 204-CGs (Assignment Lists)
One Copy each of any ICS 204-CG attachments:

- ICS 205-CG (Communications Plan)

- ICS 206-CG (Medical Plan)

- ICS 208-CG (Site Safety Plan) or Note SSP Location

- Map / Chart

- Weather Forecast / Tides/Currents

Other Attachments

- IF Needed _____
- _____
- _____
- _____
- _____
- _____
- _____

NOTE: This IAP is for demonstration purposes ONLY.

4. Prepared by: Bruce Martin, PSC	Date/Time 08 SEP 2016 1800
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1. Incident Name PCA Fair	2. Operational Period (Date/Time) From: 12 SEP 15 To: 13 SEP 15	INCIDENT OBJECTIVES ICS 202-CG
3. Objective(s) <p>THIS IS SAMPLE LANGUAGE FROM ANOTHER TRAINING EVENT. WE WOULD CREATE PCA SPECIFIC OBJECTIVES.</p> <p>Mission:</p> <p>To provide opportunities for the continued advancement of USCG Auxiliary Safety and Education.</p> <p>Purpose:</p> <p>It is the purpose of the PCA Fair to provide a forum for Auxiliary personnel to exchange ideas, information, methodology, problems and solutions with others that have similar interests. The PCA Fair emphasizes the training experience, boating safety and the sharing of tomorrow's Auxiliary.</p> <p>Goals:</p> <ol style="list-style-type: none"> 1. Provide quality instructional programs with the emphasis on training Auxiliarists. 2. Provide Train-the-Trainer instructional programs to be taken back to Divisions and Flotillas. 3. Provide a forum for networking and fellowship with other Auxiliarists. 		
4. Operational Period Command Emphasis (Safety Message, Priorities, Key Decisions/Directions) <p>Classrooms: Review the Evacuation Plan and designate a meeting location for accountability. Review Medical Plan (206) and the Communication Plan (205) prior to each class. Inspect classroom for hazards (trip) and mitigate any hazards.</p> <p>Approved Site Safety Plan Located at: N/A</p>		
5. Prepared by: (Planning Section Chief) B Martin		Date/Time 08 SEP 2015/1800

1. Incident Name PCA FAIR		2. Operational Period (Date/Time) From: 12 SEP 15 To: 13 SEP 15		ORGANIZATION ASSIGNMENT LIST ICS 203-CG	
3. Incident Commander(s) and Staff			7. OPERATION SECTION		
Agency		IC	Deputy		Chief
		MARY KIRKWOOD			C. VANDEBOOM
					Deputy
					Deputy
					Staging Area Manager
					Staging Area Manager
					Staging Area Manager
Safety Officer:		D. LACHAPELLE			
Information Officer:		J. EDELEN			
Liaison Officer:		T. KAHN			
4. Agency Representatives					
Agency	Name				
USCG	CWO2 MATT JAMES				
EXCOM	DCOS WALLY SMITH				
5. PLANNING/INTEL SECTION					
Chief		BRUCE MARTIN			
Deputy					
Resources Unit					
Situation Unit					
Environmental Unit					
Documentation Unit					
Demobilization Unit					
Technical Specialists					
6. LOGISTICS SECTION					
Chief		S. ADAIR			
Deputy					
a. Support Branch					
Director					
Supply Unit					
Facilities Unit					
Vessel Support Unit					
Ground Support Unit					
b. Service Branch					
8. FINANCE/ADMINISTRATION SECTION					
Chief		F. FISHER			
Deputy					
Time Unit					
a. Branch – CLASSROOMS					
Branch Director		W. SUMNER			
Deputy					
Division Group					
Division Group					
Division Group					
Division/Group					
Division/Group					
b. Branch – REGISTRATION					
Branch Director		G. SCHEUERMAN			
Deputy					
Division/Group					
c. Branch – OTHER ACTIVITIES					
Branch Director		D. MCFARREN			
Deputy					
Division/Group		DIST STOR E ST. GEORGE ROGERS			
Division/Group					
d. Air Operations Branch					
Air Operations Br. Dir		N/A			
Helicopter Coordinator					

Director		Procurement Unit	
Communications Unit	MIKE WILLIAMS	Compensation/Claims Unit	
Medical Unit		Cost Unit	
Food Unit	LINDA HAYNES		
9. Prepared By: (Resources Unit)		Date/Time	
BRUCE MARTIN, PSC		08 SEP 2015/1800	

1. Incident Name PCA FAIR		2. Operational Period (Date/Time) From: 12 SEP 15 To: 13 SEP 15		Assignment List ICS 204-CG	
3. Branch CLASSROOMS			4. Division/Group/Staging		
5. Operations Personnel					
Name		Affiliation		Contact # (s)	
Operations Section Chief: _____		C. VANDEBOOM			
Deputy Operations Section Chief: _____					
Branch Director: _____		W. SUMNER			
Deputy Branch Director: _____					
Division/Group Supervisor/STAM: _____					
↓					
Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# Of Persons	Reporting Info/Notes/Remarks	
CLASS ROOM #1	A. FARNHOLTZ				<input type="checkbox"/>
ROOM 2	S. FRY				<input type="checkbox"/>
ROOM 3	J. DUNCAN				<input type="checkbox"/>
ROOM 4	C. CLASPELL				<input type="checkbox"/>
ROOM 5	J. LOSI				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
7. Work Assignments					
1. Identify instructors needs (copies, handouts, AV equipment, etc.)					
2. Maintain student learning environment (room temp, water, etc.)					
3. Ensure all AUX materials are returned to MA at the DIRAUX Office.					
4. Ensure students complete PCA FAIR and course evaluations, return them to Check-In					
8. Special Instructions					
1. Ensure instructors review the evacuation plan with the students at the beginning of class.					
2. Review Medical Plan and Communication Plan with Instructors.					
3. Secure all Hazards (trip)					
4. Assure that students are aware of restroom facility locations					
9. Communications (radio and/or phone contact numbers needed for this assignment)					
<u>Assignment</u>	<u>Channel Name</u>	<u>Frequency (Tx)</u>	<u>Phone</u>		
MARY KIRKWOOD	_____	_____	415-123-4567		
CARRIE VANDEBOOM	_____	_____	209-123-4567		
WIL SUMNER	_____	_____	510-987-6543		
Emergency Communications					
Medical 9-1-1	_____	Evacuation	_____	Other	_____
10. Prepared by: BRUCE MARTIN, PSC		11. Reviewed by (PSC): BRUCE MARTIN		12. Reviewed by (OSC): MARY KIRKWOOD	
Date/Time		Date/Time		Date/Time	

ASSIGNMENT LIST (ICS 204-CG)

1. Incident Name PCA FAIR		2. Operational Period (Date/Time) From: 12 SEP 15 To: 13 SEP 15		Assignment List ICS 204-CG	
3. Branch OTHER ACTIVITIES			4. Division/Group/Staging		
5. Operations Personnel					
		Name	Affiliation	Contact # (s)	
Operations Section Chief:		CARRIE VANDEBOOM			
Deputy Operations Section Chief:		_____			
Branch Director:		DEAN MCFARREN			
Deputy Branch Director:		_____			
Division/Group Supervisor/STAM:		_____			
↓					
Strike Team/Task Force/Resource Identifier	Leader	Contact Info. #	# Of Persons	Reporting Info/Notes/Remarks	
DISTRICT STORE	ST. GEORGE ROGERS	415-234-5678			<input type="checkbox"/>
OUTSIDE CLASS	PHIL GROVE	123-456-7890		AT WATER'S EDGE	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
7. Work Assignments					
1. Identify instructors' needs (copies, handouts, AV equipment, etc.)					
2. Maintain student learning environment (TRAFFIC, water, etc.)					
4. Ensure all AUX materials are returned to MA at DIRAUX.					
5. Ensure students complete PCA and course evaluations, return them to Check-In					
8. Special Instructions					
1. Ensure instructors review the evacuation plan with the students at the beginning of class.					
2. Review Medical Plan and Communication Plan with instructors.					
3. Secure all Hazards (trip)					
4. Assure that students are aware of restroom facility locations					
9. Communications (radio and/or phone contact numbers needed for this assignment)					
<u>Assignment</u>	<u>Channel Name</u>	<u>Frequency (Tx)</u>	<u>Phone</u>		
MARY KIRKWOOD	_____	_____	415 -123-4567 _____		
CARRIE VANDEBOOM	_____	_____	209-123-4567 _____		
DEAN MCFARREN	_____	_____	209-555-1212 _____		
Emergency Communications					
Medical 9-1-1 _____		Evacuation _____		Other _____	
10. Prepared by: BRUCE MARTIN		11. Reviewed by (PSC): BRUCE MARTIN		12. Reviewed by (OSC): MARY KIRKWOOD	
Date/Time		Date/Time		Date/Time	

ASSIGNMENT LIST (ICS 204-CG)

1. Incident Name PCA FAIR		2. Operational Period (Date / Time) From: 12 SEP 15 To: 13 SEP 15		MEDICAL PLAN ICS 206-CG		
3. Medical Aid Stations						
Name	Location	Contact #	Paramedics On site (Y/N)			
FIRST AID	POINT WELCOME	123-4567	N			
USCG??	BASE ALAMEDA	9-911 ??	??			
4. Transportation						
Ambulance Service	Address	Contact #	Paramedics On board (Y/N)			
ALAMEDA FIRE	9-1-1	9-1-1	Y			
5. Hospitals						
Hospital Name	Address	Contact #	Travel Time		Burn Ctr?	Heli-Pad?
			Air	Ground		
CHILDRENS						
HIGHLAND						
6. Special Medical Emergency Procedures CALL 9-1-1. RENDER AID AS ABLE.						
7. Prepared by: (Medical Unit Leader) Date/Time			8. Reviewed by: (Safety Officer) Date/Time			
			D. LACHAPELLE		08 SEP 2015/1800	
MEDICAL PLAN				ICS 206-CG (Rev.07/04)		

MAP OF ISLAND WITH CLASSROOM,
PARKING, ETC.