



OPERATIONAL PLANNING WORKSHEET

PURPOSE

The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section OIC during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section OIC for ordering resources for the incident.

PREPARATION

The ICS 215 is initiated by the Operations Section OIC and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

DISTRIBUTION

When the work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

NOTES

- The ICS 215 can be printed as a wall mount A0 size.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

NO.	TITLE.	INSTRUCTIONS.
1	Incident Name / Type	Enter the name assigned to the incident and the type of incident.
2	Date / Time Prepared	Enter date prepared (day/month/year) and the time prepared (Use 24-hour clock).
3	Operational Period	Enter the Start and End of the Operational Period including date and time.
4	Division or other location	Enter the Division, Group or Location identifiers, eg: DIV ALPHA, GRP CHARLIE
5	Work Assignments	Enter the specific work assignment for that Division, Group or Location.
6	Resources by Type	Enter the Kind and Type of resource, then list number required, number already have and number still needed.
7	Reporting Location	Enter the Start and End of the Operational Period including date and time.
8	Requested Arrival Time	Enter the time the resources are requested to arrive at the Reporting Location.
9	Total Resources Required	Enter the TOTAL Number of resources required, the TOTAL number currently on hand and the TOTAL number still needed.
10	Prepared By	Enter the Name and Position (if NOT the Operations Section Chief) of the person completing the ICS 215.

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1. INCIDENT NAME / TYPE

2. DATE PREPARED

3. OPERATIONAL PERIOD (DATE / TIME)

TIME PREPARED

4. DIVISION OR OTHER LOCATION	5. WORK ASSIGNMENTS	6. RESOURCES BY TYPE (SHOW STRIKE TEAM AS ST)												7. REPORTING LOCATION	8. REQUESTED ARRIVAL TIME	
		RESOURCE TYPE														
		REQ.														
		HAVE														
		NEED														
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		REQ.														
		HAVE														
		NEED														



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9. TOTAL RESOURCES REQUIRED

TOTAL RESOURCES ON HAND

TOTAL RESOURCES NEEDED

SINGLE RESOURCES	STRIKE TEAMS	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
SINGLE RESOURCES	STRIKE TEAMS	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
SINGLE RESOURCES	STRIKE TEAMS	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

10. PREPARED BY (NAME AND POSITION)