



Incident Action Plan (IAP) Template Instructions

The Incident Action Plan (IAP) Template is designed to be a one-page document (unless complexity of the incident necessitates more than a single page) with all the required information for a shift at an incident, with the Incident Map being printed and added to the overleaf.

This IAP Template is to be considered for protracted incidents. Informal or verbal IAPs normally occur for small, short duration incidents (not beyond a single shift).

Each of the text input areas are setup to expand automatically as they are filled in. The final version must be signed by the Incident Controller (IC) and uploaded to ICON.

1. Header

- **Incident Name:** Overall incident name, as well as individual Complex or Division name, if required.
- **Operational Period:** Date Time Group (DTG) IAP is valid for, written as 24-hour time, Day, Month, Year. Start and end DTG required as well as time period IAP is valid for.
 - E.g. 12 0800 JAN 25 to 12 2000 JAN 25, 12Hr
- **IC Intent:** Insert a brief IC's intent relevant to the scope of the IAP.

2. Situation

- **Current Situation:** Short description of the incident and how it started. Any significant points in timeline such as date fire started and significant events.
 - E.g. On 3/11 fire took a 20km run to the East, impacting assets in Smithtown.
- **Forecast/Predicted Situation:** Short description, including fire behaviour drivers and anticipated changes that may affect the fireground, relevant to the duration of the IAP.
- **Topography, Fuel Loads, Vegetation:** short description of terrain.
 - E.g. flat plains, steep valleys, estimated or known fuel loads in area, and predominant vegetation type in area.
- **Assets:** Significant assets in area of concern.
 - **Weather:** Two (2) hourly weather from Incident Weather Forecasts (IWF) is preferred, with a text description of overall expected weather and any significant changes expected. E.g. Cool and damp in the morning, hot and windy with unstable atmosphere towards the afternoon.
 - Where IWF are not available, other suitable fire weather forecasts such as point forecast in the ICON Fire Weather section.

3. Mission

- **Mission:** Description of the outcome required based on the IC's intent. Include the overall IC's intent as well as the strategy for the period covered by the IAP.
 - E.g. IC intent is to contain the fire by 5/02 within this area. Current tasks are to complete containment in X Div, Y Div to identify suitable containment options in Q and R sectors, continue construction of containment lines in C and D sectors.

4. Execution

- **Execution:** Planned actions to be taken to achieve the mission.
 - E.g. X Div: complete backburn in bush sector. Mop up all other sectors. Y Div: Recon crews to check lines A, B and C for suitability for future containment. Support heavy plant construction of lines for future back burning in C and D sectors.
 - Where aircraft/heavy plant are engaged, ensure any specific taskings/priorities for aircraft/heavy plant are included in the execution section.
 - Identify and articulate environmental and cultural values (i.e. Assets of Intergenerational Significance, high-value assets, assets with vulnerable people) requiring protection.

5. Administration

- **Staging Area:** Location description and grid reference of staging area. Include briefing time and location if IAP is distributed electronically.
- **Meals:** Location where meals will be provided. Include pre and post shift meals.
- **Water Points:** Locations of water points accessible for appliances, aircraft, etc. List of locations to be avoided, such as contaminated or aggressive landholder.
- **Fuel:** Locations of fuel for appliances, aircraft, etc.

6. Command and Communications

- List of radio channels and what/who they are allocated to; Command, ESO, Tactical, Divisions and Sectors (consider the insertion of a communications table if required).
- **Roles:** List of key roles and contact details.
- **Resources:** List of resources and where they are allocated to.
- **Aviation:** Aviation assets attached to the incident.
- **Heavy Plant:** List of plant and allocations.

7. Safety and Hazards

- **Fire Specific Messages:** Insert any specific safety warnings for the incident. Do not include generic fireground safety issues covered by training/OPGs (i.e., slips/trips/falls) unless they are specifically relevant to the current incident.
- A prompt of the acronym LACES, as well as the steps to follow in the case of an injured firefighter, is provided here to act as a reminder for all crew. If remote area teams are activated, the Medical Emergency Response Plan (MERP) should be attached to the IAP.
- **Nearest Hospital:** Description and address to be provided.
- **Helicopter Landing Point/s:** A name, short description, address or cross street, grid and map reference, and Lat/Long should be provided.
- **Ambulance Meeting Point/s:** A name, short description, address or cross street, grid and map reference, and Lat/Long should be provided.

8. QR Code

- A QR Code from FireMapper should be placed in the bottom right corner (replace the example) allowing members and other agencies without a Mobile Data Terminal (MDT) to access the electronic map of the incident. This allows people to update the map and share photos and intel directly to the Incident Management Team (IMT) and with each other.

9. Record Management

- On completion, the IAP should be saved to the relevant shared environment, then uploaded to ICON once approved by the IC.
- File name convention: IAP 'Fire Name' 'DTG' 'Individual Complex or Division name (if required)'.
 - E.g. IAP Sample Fire 12 0800 JAN 25 Alpha Division