

Incident Action Plan and Safety Plan
30 Minute Plan & Emergency Response Cards

Time: _____ **Date:** _____

Incident Name or # _____

Overall Objective:

- ☐ **Rescue** ☐ **Life Safety/Personnel Accountability** ☐ **Medical** ☐ **Reconnaissance**
- ☐ **Defensive (SIMPLE)** ☐ **Offensive (SIMPLE)** ☐ **Salvage/Overhaul** ☐ **Other:** _____

Tasks: Clear short term (5 to 10 minute) tasks supported by P&ID, pictures, diagrams, SOP's, plans, etc.

1.

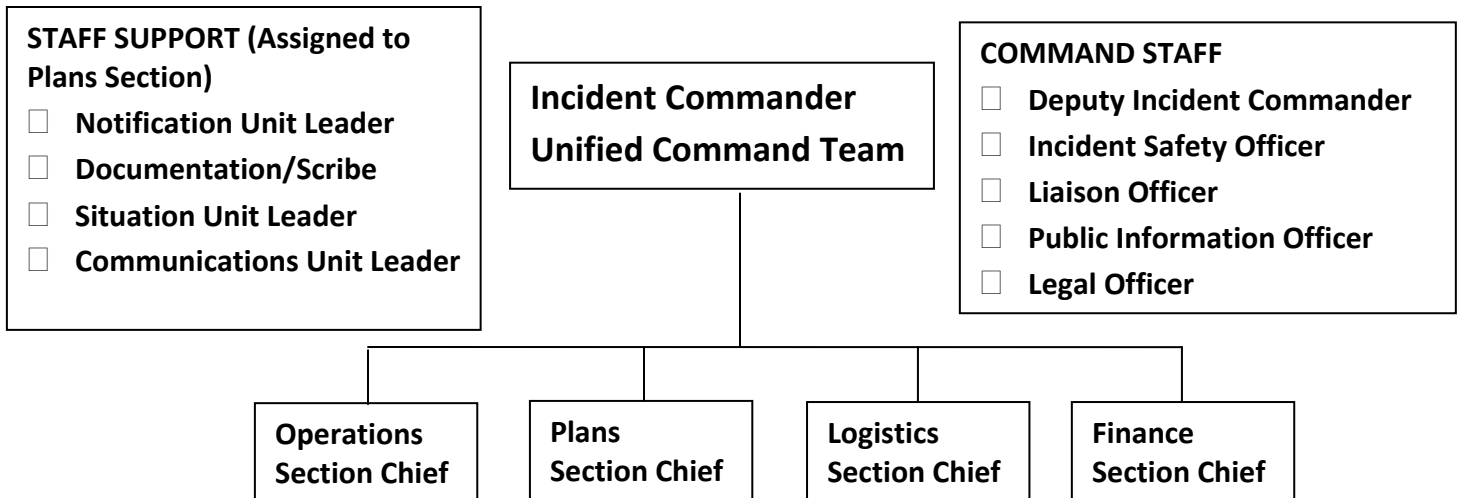
2.

3.

Safety Plan may include:

- ☐ **Decon, Rehab and Emergency Medical Readiness**
- ☐ **Zones and Controls (Hot, Warm, Cold Zones; 2 in 2out; IAP Task Clarity, etc.)**
- ☐ **PPE Accountability and Entry Team Monitoring (time within Hot Zone and task clarity)**
- ☐ **Wind & Weather Monitoring (current and forecasted) - Downwind and Downstream Monitoring**
- ☐ **SOP's and Safety Policies Enforced (lock out/tag out, valve operations, system controls, etc.)**

Incident Action Plan - Discovery/Initial Response Phase



Discovery/Initial Response: Positions to consider while forming the first incident action plan

- ☐ **Hot Zone Safety Officer:** Secure hot zone and protective action zone safety - PPE and SOP compliance
- ☐ **System Control Group Supervisor:** Engages rescue protocol, defensive SIMPLE, and utility control as coordinated with the other Group Leaders - consider assigning a Utility Control Team Leader
- ☐ **Rescue Group Supervisor:** Coordinates with other group supervisors to accomplish rescue mission
- ☐ **Evacuation Group Supervisor:** In charge of evacuation, shelter-in-place, and personnel accountability
- ☐ **Production Control Group Supervisor:** Production system controls and employee movement in the production area as coordinated with the emergency event
- ☐ **Ventilation Group Supervisor:** Controlling ventilation/air movement from the hot zone and in the downwind, making sure that all downwind air handling equipment is properly managed
- ☐ **Security Team Leader:** Secures facility perimeter, manage access, and direct lead emergency responders and regulators to the incident command post for briefing and assignment

Sustained Response Incident Action Plan and Safety Plan : 30 Minute Plan & Emergency Response Cards

Overall Objective: ☐ Rescue ☐ Life Safety/Personnel Accountability ☐ Medical ☐ Reconnaissance
☐ Defensive (SIMPLE) ☐ Offensive (SIMPLE) ☐ Salvage/Overhaul ☐ Other: _____

Tasks: Clear short term (5 to 10 minute tasks) supported by P&ID, pictures, diagrams, SOP's, plans, etc.

1.

2.

Safety Plan may include:

- ☐ Decon, Rehab and Emergency Medical Readiness
- ☐ Zones and Controls (Hot, Warm, Cold Zones; 2 in 2out; IAP Task Clarity, etc.)
- ☐ PPE Accountability and Entry Team Monitoring (time within Hot Zone and task clarity)
- ☐ Wind & Weather Monitoring (current and forecasted) - Downwind and Downstream Monitoring
- ☐ SOP's and Safety Policies Enforced (lock out/tag out, valve operations, system controls, etc.)

Discovery and Initial Response ICS Chart

**Incident Commander
Unified Command Team**

COMMAND STAFF

- ☐ Deputy Incident Commander
- ☐ Incident Safety Officer
- ☐ Liaison Officer
- ☐ Public Information Officer
- ☐ Legal Officer

**Operations
Section Chief**

- ☐ Hot Zone Safety Officer
- ☐ System Control Group Supervisor
- ☐ Evacuation Group Supervisor
- ☐ Production Control Group Supervisor
- ☐ Ventilation Group Supervisor
- ☐ Security Team Leader
- ☐ Rescue Group Leader

**Plans
Section Chief**

- ☐ Notification Unit Leader
- ☐ Documentation Unit Leader
- ☐ Situation Unit Leader

**Logistics
Section Chief**

- ☐ Medical Unit Leader
- ☐ Response Equipment Unit Leader
- ☐ Communications Unit Leader

**Finance
Section Chief**

- ☐ Purchasing Unit Leader