

Incident Action Plan (IAP) – Chapter 5

CHECKLIST (Mental or written depending on the incident level)



- IAP Cover sheet (INCFORM 01)
- Situation** (Situation Summary Report INCFORM 02)
- Mission** (Incident Objectives and Strategies INCFORM 03)
 - Objectives
- Execution** (Strategy Execution Plan INCFORM 04)
 - Strategies and tactics to be adopted to achieve the defined incident objectives.
 - Provide information on alternative and/or ‘fallback’ strategies.
- Administration and Logistics** (Administration INCFORM 05)
- Command and Communications** (INCFORM 06)
- Safety** (Incident Safety Plan INCFORM 07)

Note: The use of local knowledge to provide information about the incident locale and conditions may allow the incident objectives to be more accurately formulated.

A strategy identified in the IAP to meet a specific objective is the SMART objective.

- Specific
- Measurable
- Achievable
- Relevant
- Timeframed

** If a written IAP is required the INCFORM 01-07 are to used.*

Communicating the Incident Action Plan

SMEACS (Briefings)

S ituation	Current and Predicted – incident details, what is at risk, topography, weather, fire behaviour, hazard risks, resources deployed en route or available.
M ission	Objectives – overall or specific, who/what is saveable, where to stop fire/incident.
E xecution	Strategy and Tactics – task allocation, timing, alternative and/or ‘fallback’ strategies.
A dministration	Assistance and Logistics – what support is needed, staging areas, personnel, fuel, food, water, facilities, information, where/when/quantity.
C ommand	Command, Control and Communications – organisation, divisions, sectors, chain of command, communications plan, channels and procedures.
S afety	Assess the Risk – consult the LCES checklist