

Typical Plan contents and sequence in RICS.

PAGE	TITLE	FORM #	CONTENTS
1	Plan Cover Sheet	III-1	Incident name/key info; drawing or map.
2	Plan Organization	III-2	Personnel names assigned to leader jobs.
3	Plan Summary	III-3	Plan overview; good VIP briefing handout.
4	Leader Assignment Sheet	III-4	Division/Group personnel specific assignment.
5	Plan Special Instructions	III-5	Handy for convoys, drawings and/or maps. Use when needed.
6	Tailgate Safety Session	VI-1	Safety info; danger points; health and safety.

NOTE: A RICS Plan is usually 4 to 7 pages, depending on the complexity of your project. As a minimum, I suggest every plan include a Cover, Plan Organization, Leader Assignment Sheets, and a Tailgate Safety Session. Save a copy of your Plan for documentation of volunteer efforts. File your Plan with your volunteer sign-in forms to have a complete project package. Use this documentation to help obtain event insurance and grant money for your trails.

Recreational Incident Command System (RICS)

Incident Commander Checklist

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With Assistance and Input from Jacquelyne “Bebe” Theisen, Incident Commander FOTR

Duties: Plan, Organize, Direct and Control

- Assess the situation and/or obtain a briefing from the hosting or governing agency/group.
- For trail projects, gather input from trail users or Federal Land Managers regarding problem spots on the trail.
- Establish a Planning Team and start the Plan
- Determine the obstacles to accomplishing your mission; create solutions for each issue
- Coordinate with all interested parties, individuals and groups that may have an interest in the event/project.
- Prioritize projects
- Organize the Planning Team and build the necessary organization/staff
- With the Planning Team, Determine how many volunteers it will take to complete; use Outcome, Methods and Resources (OMR) Planning Model to:
 - Determine materials needed
 - Determine tools needed
 - Determine rigs/ trailers needed (for trail project)
- Contact responsible Land Managers to discuss outline of project the work to be performed
- Gain their approval in writing if possible
- Be prepared to complete paperwork required by the land management agency
- Determine with the land manager how many projects can be completed in one workday
- Assign Command Staff and Team Leaders
- Brief Team Leaders and Command Staff.
- Collectively build the incident action plan and appropriate actions.
- Gather Team and Crew Leaders for each project/task as needed
- Ask team members as they sign up for the work parties which project they prefer to work on. Not all will be able to be where they would like.
- Assign team members to each project.
- Establish meetings and briefings as needed.
- Establish Goals and Objectives for the event/incident.
- Write and publish Incident Commander Expectations (along with Goals and Objectives).
- If needed, write initial Team Leader Assignments/Job Descriptions.
- Complete Leader Assignments sheets
- Recruit additional Team Leaders and Crew Leaders as needed.
- Authorize release of information to the news media.
- Announce workday and projects to be completed

- Ensure planning meetings are scheduled as required.
- Establish and monitor incident organization.
- Provide Team Leaders and Command Staff with their portion of RICS to be completed and returned to IC
- Approve the implementation of the written or oral Recreational Incident Action Plan (IAP).
- Ensure that adequate safety measures are in place at all times.
- Ensure feeding, lodging and other logistical arrangements are in place
- Ensure communications, medical and transportation needs are accounted for and met.
- Ensure financial accountability
- Coordinate activity for all Command and General Staff (Plans, OPS, LOGS, Finance, IO, Safety, etc.).
- Coordinate with key people and officials.
- Keep agency administrator (or landowner or hosting group) informed of incident status.
- Demobilize the incident and release surplus folks when appropriate.
- Personally thank every volunteer if possible (even if just on the radio/CB, or afterwards via email).
- Set overall tone of the incident
- Meet and greet the press/media
- Ensure incident documentation is completed.
- Ensure Press Release after the event/job/project hits the Internet and media outlets ASAP
- Meet the goals, objectives and expectations as set for the incident. Get the job done.

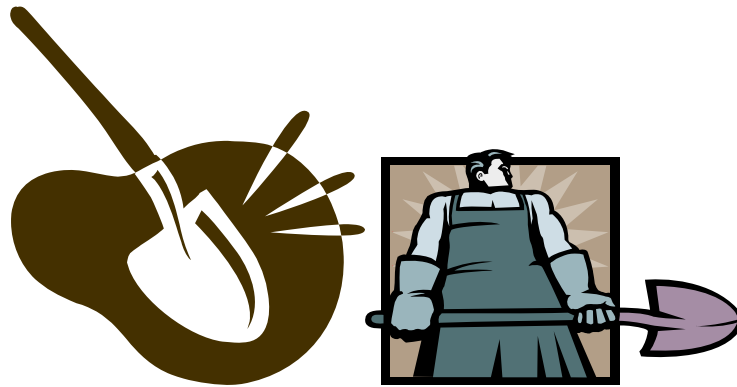
PLAN COVER

EVENT: _____

Incident Commander: _____

EVENT DATE: _____

LOCATION: _____



PLAN SUMMARY

EVENT: _____ **Incident Commander:** _____

EVENT DATE: _____

I. GOALS, OBJECTIVES & EXPECTATIONS:

II. ORGANIZATION:

III. LOGISTICS:

IV: COMMUNICATIONS:

PLAN SPECIAL INSTRUCTIONS

EVENT: _____ **Incident**

Commander: _____

EVENT DATE: _____ **LOCATION:** _____

Large empty rectangular area for writing special instructions.

TAILGATE SAFETY SESSION

Job Hazards Analysis

EVENT: _____

Incident Commander: _____

EVENT DATE: _____

Safety Officer: _____

I. PROJECT OVERVIEW:

II. KEY DANGER POINTS:

III. SAFETY GEAR CONSIDERATIONS:

IV. PERSONAL HEALTH & HYGIENE:

PLAN ORGANIZATION

EVENT: _____

Incident Commander:

EVENT DATE: _____

POSITION/TITLE:	Title	ASSIGNED TO:
Incident Commander (IC)		
Planning Chief (PLANS)		
Operations Chief (OPS)		
Logistics Chief (LOGS)		
Finance Chief (FC)		
Information Officer (IO)		
Safety Officer (SO)		
PLANS:		
Sign In Team Leader (STL)		
Documentation Team Leader (DOCS)		
OPS:		
Division Team Leader (DTL)		
Division Team Leader (DTL)		
Division Team Leader (DTL)		
Division Team Leader (DTL)		
Group Team Leader (GTL)		
Group Team Leader (GTL)		
Crew Leader (CL)		
Crew Leader (CL)		
Crew Leader (CL)		
Crew Leader (CL)		
LOGS:		
Facilities Team Leader (FTL)		
Chow Team Leader (CTL)		
Supply Team Leader (SUP)		
Communications Team Leader (COMMO)		
FC:		
Accounting Team Leader (ATL)		
Procurement Team Leader (PTL)		

EVENT: _____ **Incident Commander:**

- I. WELCOME:**
(Conducted by IC; dignitaries, participants, organization)
- II. TIMING:**
(Conducted by PLANS or IC; start, stop, speaking, schedules, etc.)
- III. INTRODUCTIONS:**
(Conducted by IC or PLANS; all around)
- IV. AGENDA:**
(Conducted by PLANS or IC; review agenda; add as needed)
- V. ROLES/RULES:**
(Conducted by PLANS or IC; roles of group and ground rules – breaks, speaking, questions, etc.)
- VI. PLAN ORGANIZATION (RICS III-2):**
(Conducted by PLANS or IC; RICS leadership – chain of command)
- V. PLAN SUMMARY (RICS III-3):**
(Conducted by IC; broad goals, specific objectives, plan overview)
- VIII. LEADER ASSIGNMENT SHEETS (RICS III-4 and 5):**
(Conducted by OPS; sequence of events; specific Division/Group/Team assignments)
- IX. LOGISTICS:**
(Conducted by LOGS; Chow, water, supplies, arrangements, facilities, gear, etc.)
- X. COMMUNICATIONS:**
(Conducted by COMMO; CB channel; HAMM radio freqs; protocols, etc.)
- XI. TAILGATE SAFETY SESSION (RICS VI-1):**
(Conducted by SO; use TSS form)
- XII. QUESTIONS AND ANSWERS:**
(Conducted by IC and/or PLANS)