This is one template format for a generic incident plan, based on the ICS Form 201 Incident Briefing. It is not mandatory - municipalities may modify this template or use any other format that suits their planning requirements. Each incident plan should be specific enough that it contains all key information that would be relevant to an incident of this type, without being so detailed that it creates confusion when an actual emergency does not conform to the issues the plan addresses. Incident plans are often not used as-is, but are frameworks that towns should be able to modify quickly during an emergency to provide a usable incident action plan for the actual situation. *Text in blue italics is shown only for example*. Delete this paragraph in the final version of this document!

Map/Sketch. If appropriate, include a diagram of likely affected areas or other graphic information.

Situation Summary. Describe the general background or triggers this specific incident annex addresses, e.g. ice storm, HAZMAT spill, flood, school crisis, etc. *In this kind of incident, ...*

Responder Safety Concern and Controls.

* *Cold / hot weather*
* *Hazardous material exposure*
* *Fatigue*

Objectives.

* Objective 1
* *Inform residents of the expected threat so they can prepare themselves*
* *Collect and share damage reports with the state, surrounding towns, and the public*
* *Maintain and if needed restore roads to ensure mobility for emergency vehicles and residents*
* *As needed, act to protect lives and property within the town*

Actions, Strategies, and Tactics.

* Time, Action
* *0800, Host teleconference for school and selectboard to provide information update*

Response Organization.

Include a diagram if appropriate.

* Incident Commander: *Name*
* *Emergency Operations Center Director: Name*
  + *Public Information Officer: Name*
  + *Situational Awareness: Name*
  + *Planning Support: Name*
  + *Resources Support: Name*
  + *Center Support: Name*
* *Fire Department*
  + *Chief: Name*
* *Highway Department*
  + *Road Foreman: Name*
* *Volunteer Group*
  + *Coordinator: Name*

Resource Summary.

* General type: equipment, personnel, other notes
* *Fire Department: 2 Fire Trucks, 1 Rescue Truck, 20 volunteers on call*
* *Highway Department: Town equipment, 4 personnel*
* *School Buses: 2 44-person buses, 1 24-person bus; 3 drivers*
* *LOCAL CONTRACTOR: 2 Dump Trucks, 2 personnel*