

RELATED TERMS

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LESSON LEARNED

Exercise Planning: Developing a Timeline for Submission of Incident Action Plans

SUMMARY

Exercise planners should consider establishing deadlines for each participating response organization to submit its section of the inter-agency Incident Action Plan (IAP) prior to a multi-agency exercise. This will allow sufficient time for planners to consolidate each organization's section into the IAP for the exercise.

DESCRIPTION

On July 3, 2006, the Columbus, Ohio, Urban Area conducted a 6-hour exercise to test its Tactical Interoperable Communications Plan (TICP). The purpose of the exercise was to validate the Columbus Urban Area's TICP and to help the participating agencies gain familiarity with the plan's organizational structure and their communications equipment. Exercise planners designed this exercise to take place on the morning of Columbus's "Red, White, and Boom" Independence Day celebration. The exercise occurred at multiple locations, including downtown Columbus, the City of Columbus Emergency Operations Center (EOC), and the Franklin County Emergency Management and Homeland Security Office. Exercise participants included 1,100 representatives from 12 local organizations, 4 state organizations, the Federal Bureau of Investigation, and the Federal Aviation Administration. Unified Command was established in the City of Columbus EOC to direct the efforts of participating organizations during the exercise.

The **Columbus Urban Area TICP** describes the types of interoperable communications resources available within the Columbus Urban Area. The plan also details which emergency response organizations control each resource and prescribes operational procedures for the use of each resource during emergency response.

Some participating organizations did not submit their section of the inter-agency IAP to exercise planners prior to the start of the exercise. As a result, the IAP initially distributed to exercise evaluators did not include sections from all the participating organizations. Although all sections were eventually submitted to planners, at least one was not delivered until the exercise had already begun. Following this exercise, the Columbus Urban Area decided to identify clear deadlines for emergency response organizations to submit their section of the IAP to exercise planners prior to a multi-agency exercise. The deadlines will be based upon the type and scope of exercise.

Exercise planners should consider establishing deadlines for each participating emergency response organization to submit section of the inter-agency IAP prior to a multi-agency exercise. This will allow sufficient time for planners to consolidate each organization's section into the IAP for the exercise.

CITATIONS

Columbus Police Department and Ohio Emergency Management Agency. *Columbus, OH, Urban Area Red, White, and Boom After-Action Report/Improvement Plan*. 15 Aug 2006. https://www.llis.dhs.gov/member/secure/detail.cfm?content_id=25731

McVey, Tim. Sergeant, Columbus Police Department. Interview with *Lessons Learned Information Sharing*, 13 Jul 2007.

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