

1. Incident Name			2. Operational Period (Date / Time) From: _____ To: _____										OPERATIONAL PLANNING WORKSHEET ICS 215-OS				
3. Division / Group or Location	4. Work Assignments	5. Resource / Equipment										9. "X" here if 204a Needed					
		Resource											6. Notes / Remarks	7. Reporting Location	8. Requested Arrival Time		
		Req.															<input type="checkbox"/>
		Have															<input type="checkbox"/>
		Need															<input type="checkbox"/>
		Req.															<input type="checkbox"/>
		Have															<input type="checkbox"/>
		Need															<input type="checkbox"/>
		Req.															<input type="checkbox"/>
		Have															<input type="checkbox"/>
		Need															<input type="checkbox"/>
		Req.															<input type="checkbox"/>
		Have															<input type="checkbox"/>
		Need															<input type="checkbox"/>
10. Total Resources Required														13. Prepared by: Date _____ Time _____			
11. Total Resources On Hand																	
12. Total Resources Needed																	

Originated by Operations Section Chief and Planning Section Chief at the Tactics Meeting

OPERATIONAL PLANNING WORKSHEET (ICS FORM 215-OS)

Purpose. This form communicates to the Resources Unit the resources needed as a result of decisions made during the Tactics and Planning meetings. The Worksheet is used by the Resources Unit to complete the Assignment List (ICS form 204-OS) and by the Logistics Section Chief for ordering resources. The worksheet may also be used by the Resources Unit Leader to complete the Assignment List Attachment(s) (ICS form 204a-OS), if the Operations and Planning Section Chiefs deem it necessary.

Preparation. This form is initiated at the Tactics Meeting and modified and finalized at the Planning Meeting. For ease of use, the form should be enlarged to poster size. This form is principally crafted by the Operations and Planning Section Chiefs. When decisions are reached, the appropriate resource information should be recorded on the form. Use additional sheets, as needed.

Distribution. When the work assignments and accompanying resource allocations are agreed to, the form is distributed to the Resources Unit to help prepare Assignment Lists (ICS form 204-OS) and any needed Assignment List Attachment(s) (ICS form 204a-OS). The Planning Section will use a copy of this worksheet for preparing resource requests for the next operational period.

All completed original forms MUST be given to the Documentation Unit.

