

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"/>
<b>10. Total Resources Required</b>														<b>13. Prepared by:</b>  Date _____ Time _____			
<b>11. Total Resources On Hand</b>																	
<b>12. Total Resources Needed</b>																	

Electronic version: NOAA 1.0 June 1, 2000

## 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.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Division/Group or Location	Enter the Division/Group or other Location Identifier (e.g., Division A - Segment 1, On-water Group 1, Air Group 1, etc.).
4.	Work Assignments	Enter the specific work assignments given to each Division/Group (e.g., on-water skimming, Shoreline Cleanup Assessment Team, shoreline cleanup crews, conduct overflights, etc.).
5.	Resource/Equipment	Complete resource description. Enter the number of resources required "Req." and the number of resources available "Have" to perform the work assignment. The number of resources needed "Need" is the difference between "Req." and "Have."
6.	Notes/Remarks	Provide any additional information needed for this work assignment.
7.	Reporting Location	Enter the specific location the "needed" resources are to report for the work assignments (staging area, etc.)
8.	Requested Arrival Time	Enter time resources are requested to arrive at reporting location (24-hour clock).
9.	Assignment List Attachment 204a Needed	"X" this box if the Planning and Operations Section Chiefs determine that special instructions are needed for a specific Strike Team, Task Force, or single resource (e.g., work assignment, equipment, environmental considerations, or site-specific safety considerations).

Item #	Item Title	Instructions
10.	Total Resources Required	Enter the total number of resources required. Add all of the "Req." fields above.
11.	Total Resources On Hand	Enter the total number of resources on hand. Add all of the "Have" fields above.
12.	Total Resources Needed	The Total Resources Needed is the difference between the Total Resources Required and the Total Resources On Hand.
13.	Prepared By Date/Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).