1. Incident Name			GENERAL PLAN															
2. Prepared By	Date / Time Prepared		**3. Operational Period (Date / Time)** From:　　　　　To:															
4. Notification (Date and time completed)			**5. Response Initiation (Date and time completed)**															
6. Plan Item　　**Timeframe ==>** **(Enter days or weeks)**																		
Site Characterization, Forecasts, and Analysis																		
Site Safety																		
Site Security																		
Source Stabilization, Salvage, and Lightering																		
Surveillance																		
On Water Containment and Recovery																		
Sensitive Areas / Resources at Risk																		
Alternative Response Technology																		
Shoreline Protection and Recovery																		
Wildlife Protection and Rehabilitation																		
Logistics Support																		
Response Organization																		
Communications																		
Public Information																		
Financial Management and Cost Documentation																		
NRDA and Claims																		
Training																		
Information Management																		
Restoration / Mitigation																		
Waste Management																		
Demobilization																		
June 2000																	GENERAL PLAN	

GENERAL PLAN-OS

Purpose. The General Plan form displays the progress and planned start and end dates for various incident response activities. Some standard activities have been listed on the form and blank lines are provided at the bottom of the form for planning and tracking additional incident-specific activities.

Preparation. The Planning Section completes the General Plan form when requested by the Unified Command.

Distribution. The General Plan form will be given to the Unified Command and all General Staff as part of the incident summary. 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.	Prepared By	Enter the name of the Planning Section Chief completing the form.
3.	Date/Time	Enter the Date (month, day, year) and Time (24-hour clock) the form was prepared.
4.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
5.	Notification	Enter the date and time that required notifications were completed.
6.	Response Initiation Plan Item and Timeframe	Enter the date and time that the Response Initiation is completed. Enter specific dates, or day number or week number in the top row to indicate the timeframe being covered by this form. Then enter either descriptive text or shading to the right of each activity to indicate the beginning and estimated end for that activity during this incident response.