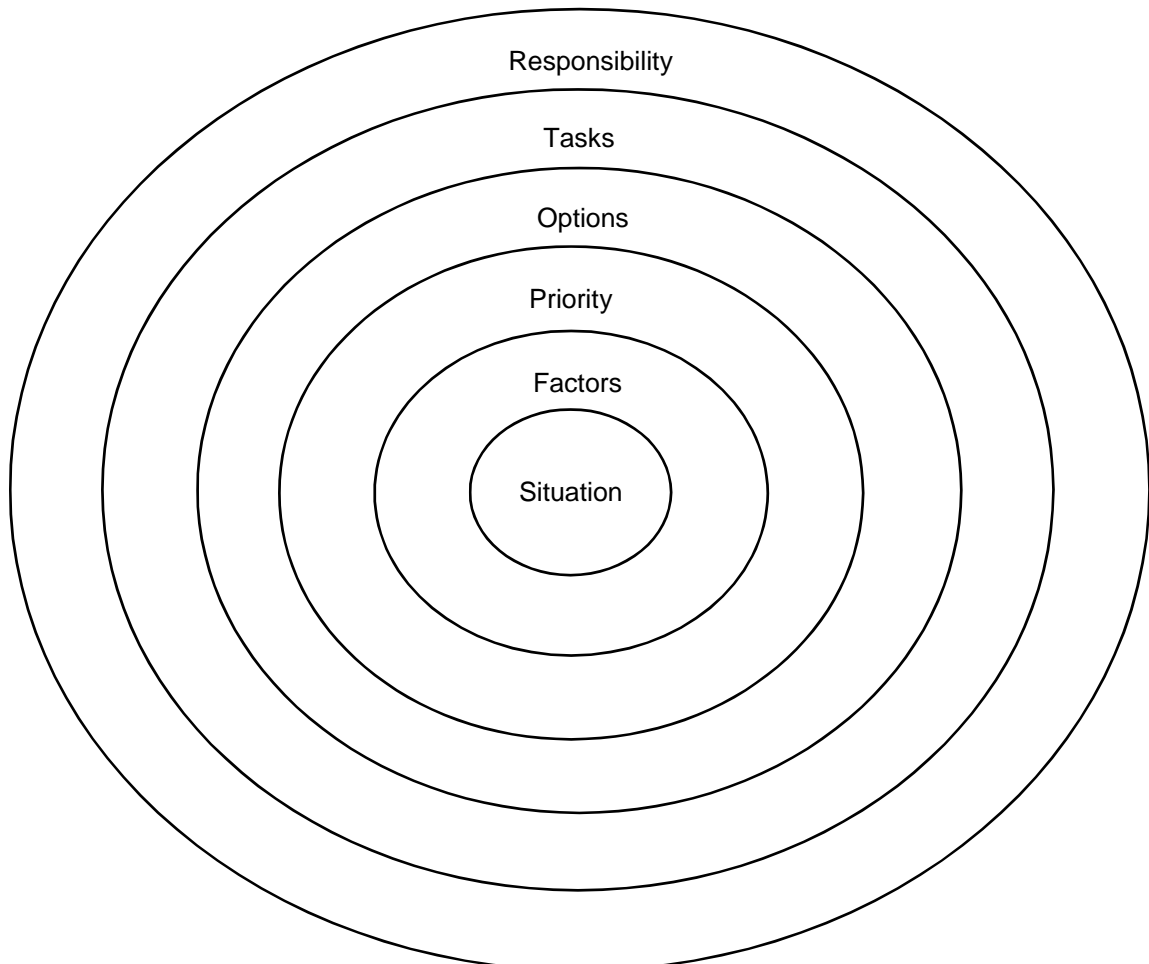


## Welcome to the Targeted Incident Planning System (TIPS™) developed by the Emergency Management Academy of New Zealand.

### Instructions:

1. Confirm and size up the situation: *"We have a bus crash over the bank into the river"*.
2. Identify all the factors for the preservation of life and property, both immediate and future.
3. Assign a priority to each factor (High, Medium or Low). *"How important are the factors, what needs to be sorted out first?"*.
4. Identify the options available to resolve each factor—choose the best option, cross out the others.
5. Identify the tasks required for each factor. Consult with advisors to get sound information. You can have multiple tasks for each factor as sometimes tasks can be very complex, but keep it at a level where you are tasking, not commanding. Remember the Incident Controller is to: Identify, Task, Monitor, Repeat.
6. Note who has responsibility of each task, this may be assigned initially to the Incident Management Team positions who then delegate as they deem fit. If an off-site resource is needed, then task it to Logistics, if it's off-site specialist information, then task Planning/Intelligence to source it.
7. Brief the team with the identified tasks based on the priorities set
8. Document the process:
  - Planning/Intelligence: Transpose TIPS™ into an IAP
  - Operations: Transpose TIPS™ into a structured operational briefing (SMEACTRQ)
  - Logistics: Write up and progress a Logistics Status Board
  - Incident Controller: Coordinate, monitor and support the IMT.
9. Monitor the progress especially around priorities and mark off tasks as they are completed.



*Rings Prompt: Safe Forward Point Over The Road*