



INCIDENT COMMAND SYSTEM ICS POSITION: PLANNING SECTION CHIEF

REPORTS TO: INCIDENT COMMANDER

POST ORDER

THE PLANNING SECTION CHIEF IS A MEMBER OF THE GENERAL STAFF AND IS RESPONSIBLE FOR THE COLLECTION, EVALUATION, DISSEMINATION, AND USE OF INFORMATION ABOUT THE DEVELOPMENT OF THE CRITICAL INCIDENT AND STATUS OF RESOURCES. INFORMATION IS NEEDED TO:

- A. UNDERSTAND THE CURRENT SITUATION;
- B. PREDICT THE PROBABLE COURSE OF INCIDENT EVENTS; AND
- C. PREPARE ALTERNATIVE STRATEGIES AND CONTROL THE OPERATIONS FOR THE INCIDENT.
- D. THE PLANNING SECTION CHIEF WILL:
 - 1. OBTAIN A BRIEFING FROM THE INCIDENT COMMANDER.
 - 2. ACTIVATE PLANNING SECTION UNITS APPROPRIATE TO THE NEEDS OF THE INCIDENT.
 - 3. ESTABLISH INFORMATION REQUIREMENTS AND REPORTING SCHEDULES FOR ALL PLANNING SECTION UNITS FOR USE IN PREPARING THE INCIDENT ACTION PLAN.
 - 4. NOTIFY THE RESOURCES UNIT OF PLANNING SECTION UNITS ACTIVATED, INCLUDING NAMES AND LOCATIONS OF ASSIGNED PERSONNEL.
 - 5. SUPERVISE THE PREPARATION OF THE INCIDENT ACTION PLAN.
 - 6. ASSEMBLE INFORMATION ON ALTERNATIVE STRATEGIES.
 - 7. IDENTIFY THE NEED FOR USE OF SPECIALIZED RESOURCE(S).
 - 8. PERFORM OPERATIONAL PLANNING FOR THE PLANNING SECTION.
 - 9. PROVIDE PERIODIC PREDICTIONS ON INCIDENT POTENTIAL.
 - 10. COMPILE AND DISPLAY INCIDENT STATUS SUMMARY INFORMATION.
 - 11. ADVISE THE COMMAND POST STAFF OF ANY SIGNIFICANT CHANGES IN THE STATUS OF THE INCIDENT.

12. PROVIDE AN INCIDENT TRAFFIC PLAN.

13. THE PLANNING PROCESS:

E. THE PLANNING PROCESS:

THE CHECKLIST BELOW PROVIDES BASIC STEPS APPROPRIATE FOR USE IN ALMOST ANY INCIDENT SITUATION. NOT ALL INCIDENTS REQUIRE WRITTEN PLANS. THE NEED FOR WRITTEN PLANS AND ATTACHMENTS IS BASED ON INCIDENT REQUIREMENTS AND THE DISION OF THE DECISION OF THE INCIDENT COMMANDER.

PLANNING PROCESS CHECKLIST

CHECKLIST	PRIMARY RESPONSIBILITY
1. BRIEFING ON SITUATION AND RESOURCE STATUS.....	PSC
2. SET CONTROL OBJECTIVES.....	IC
3. PLOT CONTROL LINES AND DIVISION BOUNDRIES.....	OPS
4. SPECIFY TACTICS FOR EACH DIVISION.....	OPS
5. SPECIFY RESOURCES NEEDED BY DIVISION/GROUP.....	OPS, PSC
6. SPECIFY OPERATIONS FACILITIES AND REPORTING LOCATIONS – PLOT MAP.....	OPS
7. PLACE RESOURCE AND PERSONNEL ORDER.....	LSC
8. CONSIDER COMMUNICATIONS, MEDICAL AND TRAFFIC PLAN REQUIREMENTS.....	PSC, LSC
9. FINALIZE, APPROVE AND IMPLEMENT INCIDENT ACTION PLAN.....	PSC, IC, OPS

IC = INCIDENT COMMANDER
PSC = PLANNING SECTION CHIEF
OPS = OPERATIONS SECTION CHIEF
LSC = LOGISTICS SECTION CHIEF

CRITICAL INCIDENT CHECK LIST		CRITICAL INCIDENT COMMAND POST
PLANNING SECTION CHIEF		DATE/TIME:
	ACTIVITIES	TIME
01	OBTAINS BRIEFING FROM INCIDENT COMMANDER	
02	ACTIVATES PLANNING SECTION UNITS.	
	RESOURCE UNIT:	
	SITUATION UNIT:	
	DOCUMENTATION UNIT:	
	DEMOBILIZATION UNIT:	
03	COMMUNICATE WITH THE OPERATIONS SECTION ON INITIAL RESPONSE NEEDS OF THE INCIDENT.	
04	ESTABLISH INFORMATION REQUIRMENTS & REPORTING SCHEDULES FOR SECTION UNITS	
05	NOTIFY RESOURCES UNIT OF PLANNING SECTION UNITS ACTIVATED, INCLUDING NAMES AND LOCATIONS OF ASSIGNED PERSONNEL.	
06	ESTABLISH DATA COLLECTION SYSTEMS BASED ON THE NEEDS OF THE INCIDENT.	
07	SUPERVISE PREPARATION OF INCIDENT ACTION PLAN.	
08	ASSEMBLE INFORMATION ON ALTERNATIVE STRATEGIES.	
09	ASSIST THE PLANNING SECTION IN DETERMINING THE APPROPRIATE KIND AND TYPE OF RESOURCE NEEDS BASED ON INCIDENT OBJECTIVES AND STRATEGIES.	
10	IDENTIFY NEEDS FOR USE OF SPECIALIZED RESOURCES.	
11	PERFORMS OPERATIONAL PLANNING FOR PLANNING SECTION.	
12	PROVIDE PERIODIC PREDICTIONS ON INCIDENT POTENTIAL	
13	COMPLIE AND DISPLAYS INCIDENT STATUS SUMMARY INFORMATION.	
14	ADVISE COMMAND POST STAFF OF ANY SIGNIFICANT CHANGES IN INCIDENT STATUS.	
15	PROVIDE INCIDENT TRAFFIC PLAN	
16	SUPERVISE PLANNING UNITS.	
17	PREPARE AND DISTRIBUTE THE INCIDENT ACTION PLAN.	
18	INSTRUCT PLANNING SECTION UNITS IN DISTRUBUTION OF INCIDENT INFORMATION.	
19	INSURES AGENCY INFORMATION COLLECTION AND REPORTING REQUIREMENTS SRE BEING MET.	
20	PREPARE RECOMMENDATIONS FOR RELEASE OF RESOURCES FOR SUBMISSION TO INCIDENT COMMANDER.	
21	COMPLETE UNIT LOG.	
22	ASSIST IN THE PREPARATION OF THE AFTER ACTION REPORT.	

