PLANNING SECTION CHIEF JOB AID

The Planning Section is responsible for managing all information relevant to an incident. The Planning Section collects, evaluates, processes, and disseminates information for use at the incident. Dissemination can be in the form of the written Incident Action Plan, formal briefings, or through map and status display boards. This Section is managed by the Planning Section Chief. In addition, information and intelligence functions are traditionally located in the Planning Section

Major Accomplishments

Below is a list of major accomplishments:

* Pre-Assignment Actions (Individual readiness)
* Pre-Deployment Actions
* Initial Actions Upon Arrival
* Obtain Situation Assessment
* Receive Initial Brief
* Activate Planning Section
* Manage the Section
* Conduct Planning Section Meeting
* Facilitate Meetings and Briefings
* Mange Situation Unit
* Manage Resources Unit
* Manage Documentation Unit
* Prepare IAP for Approval

UNITS

The person in charge of each Planning Unit is designated as a Leader. In the Planning Section, Unit Leaders and Technical Specialists report to the Planning Section Chief. The Planning Section Chief can activate the following components as necessary:

* Resources Unit: The Resources Unit is responsible for maintaining the status of all resources assigned to an incident. This includes both tactical and support resources. The Resources Unit achieves this through:
	+ Overseeing the check-in of all resources,
	+ Maintaining a status-keeping system that indicates the current location and status of all resources, and
	+ Maintaining of a master list of all resources assigned to the incident, for example, supervisory personnel, tactical and support resources, etc.
* Situation Unit: The collection, processing, and organizing of all incident information takes place

within the Situation Unit. The Situation Unit may prepare future projections of incident growth,maps, and intelligence information. Two positions report directly to the Situation Unit Leader:

* + Display Processor - maintains incident status information. Incident status information is posted on maps and status boards as appropriate.
	+ Field Observer - collects and reports on situation information from the field.
	+ Technical Specialists, such as Weather Observers, may also report directly to the Situation Unit Leader.
* Documentation Unit: The Documentation Unit is responsible for the maintenance of accurate,up-to-date incident files. Incident files are then stored for legal, analytical, and historical purposes. Duplication services are also provided by the Documentation Unit.
* Demobilization Unit: The Demobilization Unit is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Planning for demobilization should begin at the early stages of an incident, particularly in the development of rosters of personnel and resources, thus ensuring the efficient and safe demobilization of all resources. After generating an approved plan, the Demobilization Unit is responsible for distributing the plan at the incident and off-incident, as necessary.

FACILITATE MEETINGS AND BRIEFINGS

Facilitating meetings and briefings is a key skill set for the PSC. The following are general tasks associated with setting up and facilitating meetings.

Ensure Meetings are scheduled and posted. Typical meetings the PSC facilitates are:

* Initial UC meeting
* UC Command Objectives meeting
* Command and General Staff meeting
* Tactics Meeting
* Planning Meeting
* Operations Briefing`
* Other special purpose IMT meetings as needed

Ensure the meeting room is properly prepared.

* Coordinate with Logistics Section
* Review Situation Display and/or handouts before meeting

Ensure attendees are notified, prepared, and available for meeting

* The attendees are noted in the IMH Chapter 3.
* You may consider other attendees that are not listed but may be needed (e.g. technical specialists)

Ensure support personnel are available, as needed.

* Consider additional support personnel to help assist in the meeting (e.g. having the DOCL or a scribe/recorder to take notes)
* Request additional personnel for shortfalls

Ensure meeting aids are available and up to date.

* Provide deadlines for meeting aids
* Ensure meeting aids (e.g. handouts/posters) are prepared and ready before the meeting

Facilitate the meeting

* Utilize the appropriate agenda
* Refer to the “Meetings-Briefings-Cheat-Sheets.pdf” document for printable agendas, visuals, and attendees information.

Maintain Record of Actions

* The PSC should have the DOCL or scribe capture key tasks assigned during the meeting
* Ensure tasks assigned to meeting attendees are acknowledged with deadlines and expectations
* Make sure the meeting attendees understand what tasks have been assigned to them, as well as deadlines and expectations. This may be completed as they are assigned, as noted in the agenda, or near the very end of the meeting to make sure the attendees know where they stand on these items.

INCIDENT ACTION PLAN

The Incident Action Plan is prepared, submitted to the Unified Command and approved. The UC and PSC should be available to provide clarification for the IAP development team if needed. The approved IAP is then copied and distributed.

* Ensure required documents are prepared for the IAP
* Ensure IAP documents are collected and assembled in the correct order
* Review IAP for accuracy and completeness
* Ensure supporting plans are referenced and available
* Submit IAP for final approval to IC/UC
* Ensure original IAP is on file with Documentation Unit
* Ensure appropriate dissemination of IAP to IMT

FORMS

The PSC will either work with or have responsibility for information on the following ICS forms:

* IAP Cover Sheet
* ICS 201 Incident Briefing
* ICS 202 Incident Objectives
* ICS 202A Command Direction
* ICS 202B Critical Information Requirements
* ICS 203 Organization Assignment List
* ICS 204 Assignment List
* ICS 204A Assignment List Attachment
* ICS 205 Communications Plan
* ICS 205A Communications List
* ICS 206 Medical Plan
* ICS 207 Incident Organization Chart
* ICS 208 Site Safety and Health Plan
* ICS 209 Incident Status Summary
* ICS 210 Status Change Card
* ICS-211 Check-In List
* ICS 213 General Message
* ICS 213RR Resource Request Message
* ICS 214 Unit Log
* ICS 214A Chronology of Events Log
* ICS 215 Operational Planning Worksheet
* ICS 215A Incident Safety Plan Analysis
* ICS 221 Demobilization Check-Out
* ICS 225 Incident Personnel Performance Evaluation
* ICS 230 Daily Meeting Schedule
* ICS 232 Resources at Risk
* ICS 233 Open Actions Tracker
* ICS 234 Work Analysis Matrix
* ICS 235 Facility Needs Assessment Worksheet

Attached:

Meetings-Briefings-Cheat-Sheets.pdf

