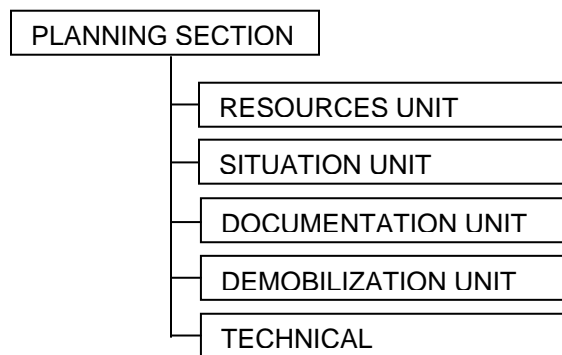


PLANNING SECTION:

The Planning Section is responsible for the collection and evaluation of incident situation information, preparing situation status reports, displaying situation information, maintaining status of resources, developing an Incident Action Plan, and preparing required incident related documentation. This is done under the direction of the Planning Section Chief. The Planning Section Chief may have a deputy. The Planning Section has four primary units and may have technical specialists assigned as required.



Planning Section Chief/Deputy:

The Planning Section Chief, a member of the General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. The Planning Section Chief will normally be from the jurisdiction, which has incident responsibility. The Planning Section Chief may have a deputy.

Resources Unit:

The Resources Unit is responsible for maintaining the status of all assigned resources (primary and support) at an incident. This is achieved by overseeing the check-in of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources e.g., key supervisory personnel, primary and support resources, etc.

Situation Unit:

The Situation Unit is responsible for the collecting, processing and organizing of all situation information, preparing situation summaries, and developing projections and forecasts of future events related to the incident. The Situation Unit will prepare maps and intelligence information for use in the action plan. The Situation Unit may also require expertise in the form of Technical Specialists.

Documentation Unit:

The Documentation Unit is responsible for maintaining accurate, up-to-date incident files. The unit will also provide duplication services. Incident files will be stored for legal, analytical, and historical purposes. The Documentation Unit is maintained within the Planning Section primarily because it has a major responsibility toward the preparation of the Incident Action Plan, as well as maintaining files on many records, which are developed as part of the overall command and planning function.

Demobilization Unit:

The Demobilization Unit is responsible for developing the Incident Demobilization Plan. The plan should include specific demobilization instructions for all resources, which require demobilization. The Demobilization Unit must also ensure that the plan, once approved, is distributed both at the incident and to necessary off-incident locations.

Technical Specialists:

The Incident Command System is designed to function in a wide variety of incidents. In addition to the four designated units, the Planning Section has the capability to have Technical Specialists, which may be called upon depending upon the needs of the incident. Technical Specialists assigned to the Planning Section may report directly to the Planning Section Chief, may function in an existing unit, or may form a separate unit within the Planning Section depending upon the requirements of the incident and the needs of the Planning Section Chief. It is also possible that Technical Specialists could be reassigned to other parts of the organization.

The incident itself will primarily dictate the needs for Technical Specialists. Listed below are examples of the kinds of Technical Specialists, which may be required:

- Fire Behavior Specialist
- Meteorologist
- Environmental Impact Specialist
- Resource Use and Cost Specialists
- Flood Control Specialist
- Water Use Specialist
- Toxic Substance Specialist
- Fuels and Flammables Specialist
- Nuclear Radiation Fallout Specialist
- Structural Engineer
- Training Specialist