

PLANNING SECTION CHIEF

Mission: Oversee all incident-related data gathering and analysis regarding incident operations and assigned resources, develop alternatives for tactical operations, conduct planning meetings, and prepare the Incident Action Plan (IAP) for each operational period.

Date: _____	Start: _____	End: _____	Position Assigned to: _____	Initial: _____
Position Reports to: Incident Commander			Signature: _____	Initial: _____
TMTS Command Location: _____			Telephone: _____	
Fax: _____		Other Contact Info: _____		Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive assignment and briefing from Operation Section Chief. Obtain packet containing Planning Section Job Action Sheet.		
Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided).		
Determine need for and appropriately appoint Unit Leaders, distribute corresponding Job Action Sheets and position identification. Complete the Branch Assignment List (HICS Form 204).		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Brief Planning Section Unit Leaders on current situation and incident objectives; develop response strategy and tactics; outline Section action plan and designate time for next meeting.		
In consultation with the Operations Chief, establish the incident objectives and operational period. Initiate the Incident Objectives Form (HICS Form 202) and distribute to all activated TMTS positions.		
Establish Communications with other Section Chiefs to ensure the accurate tracking of personnel and resources.		
Facilitate and conduct incident action planning meetings with Command staff and Section Chiefs and other key positions to plan for the next operational period. Coordinate preparation and documentation of the Incident Action Plan and distribute copies to the Incident Commander and all Section Chiefs.		
Ensure that all Section Chiefs and Unit Leaders regularly update and document status reports.		
Ensure Planning Section personnel comply with safety policies and procedures.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213).		



Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet regularly with the Operations Chief to brief on the status of the Planning Section and the IAP.		
Initiate the Resource Accounting Record (HICS Form 257) to track equipment used during the response.		
Attend command meetings and briefings.		
Continue to conduct regular planning meetings with Planning Section Unit Leaders, Section Chiefs, Command Staff, and the Incident Commander for continued update and development of the IAP.		
Ensure that the Planning Section is adequately staffed and supplied.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Planning Section personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Ensure your physical readiness through proper nutrition, water intake, and rest.		
Conduct regular situation briefings with Planning Section.		
Continue to receive projected activity reports from Section Chiefs and Planning Section Unit Leaders at designated intervals to prepare TMTS status reports and update the IAP.		
Collaborate with the Section Chiefs and Unit Leaders to develop and implement a demobilization plan.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
Continue to meet with Command Staff, Section Chiefs and Planning Section Unit Leaders to evaluate facility and personnel, review the demobilization plan and update the IAP.		
Ensure collection of all TMTS documentation and Operational logs from Command and Sections as positions are deactivated and sections demobilize.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Coordinate final reporting of patient information with external agencies through Liaison/Discharge Unit Leader and Public Information Officer. Work with Finance Section Chiefs to complete cost data information.		
Begin development of the Incident After-Action Report and Improvement Plan and assign staff to complete portions/sections of the report		

Demobilization/System Recovery	Time	Initial
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and HICS forms are submitted.		
Upon deactivation, brief the Operation Chief on current problems, outstanding issues, and follow-up requirements		
Submit comments to the Operations Chief for discussion and possible inclusion in an after action report.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<input type="checkbox"/> Incident Action Plan
<input type="checkbox"/> HICS Form 201 Incident Briefing Form
<input type="checkbox"/> HICS Form 202 Incident Objectives
<input type="checkbox"/> HICS Form 203 Organizational Assignments
<input type="checkbox"/> HICS Form 204 Branch Assignments
<input type="checkbox"/> HICS Form 206 Staff Medical Plan
<input type="checkbox"/> HICS Form 207 Incident Management Team Chart
<input type="checkbox"/> HICS Form 213 Incident Message Form
<input type="checkbox"/> HICS Form 214 Operational Log
<input type="checkbox"/> HICS Form 251 Facility System Status Report
<input type="checkbox"/> HICS Form 253 Volunteer Staff Registration
<input type="checkbox"/> HICS Form 254 Disaster Victim Patient Track Form
<input type="checkbox"/> HICS Form 255 Master Patient Evacuation Tracking Form
<input type="checkbox"/> HICS Form 256 Procurement Summary Report
<input type="checkbox"/> HICS Form 257 Resource Accounting Record
<input type="checkbox"/> HICS Form 258 Hospital Resource Directory
<input type="checkbox"/> HICS Form 260 Patient Evacuation Tracking Form
<input type="checkbox"/> HICS Form 261 Incident Action Plan Safety Analysis
<input type="checkbox"/> TMTS organization chart
<input type="checkbox"/> TMTS telephone directory
<input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments
<input type="checkbox"/> Local resources