

SECTION 7

PLANNING

PLANNING SECTION CHIEF

The Planning Section Chief is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident, status of resources and demobilization of the incident. Information is needed to understand the current situation, predict probable course of incident events and provide for the orderly and economic demobilization of the incident.

- Obtain briefing from the Incident Commander; assess current situation
- Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan
- Set Time for Initial Overhead Team Briefing
- Coordinate with ODF/Federal Planning Sections as necessary
- Establish Planning work area
- Locate/Coordinate with Structural Liaison(s), ODF/FED as necessary
- Conduct planning meetings & Operational Period Briefings
- Supervise preparation of Incident Action Plan and ensure sufficient copies are available for distribution through unit leader level
- Assemble information on alternative strategies
- Perform operational planning for Planning Section
- Advise general staff of any significant changes in incident status
- Prepare and distribute Incident Commander's orders
- Ensure that OSFM agency information collection and reporting requirements are met
- Prepare recommendations for release of resources for approval of the Incident Commander
- Ensure that information concerning special environmental protection needs is included in the Incident Action Plan
- Ensure demobilization plan and schedule are developed and coordinated with command, general staff, and OSFM AOC in Salem
- Establish a communication link between the agency demobilization organization and the incident demobilization unit
- Instruct Planning Section Units in the distribution of Information
- Maintain Unit Logs, (FSP-01(a) and ICS 214)
- Work with Ops Chief to ensure completion of ICS 215
- Prepare *Delegation of Authority* letter and forward to IC
- Schedule and conduct operational closeout debrief with IMT/ODF command and general staff
- Complete Performance Evaluations (ICS 226 OH) for Planning Section staff

DEPUTY PLANNING SECTION CHIEF (SITUATION UNIT LEADER)

The Deputy Planning Section Chief (Situation Unit Leader) is responsible for the collection and organization of incident status and situation information and the evaluation, analysis, and display of that information for use by ICS personnel and OSFM.

- Obtain briefing from the Planning Section Chief
- Collect and analyze situation data
- Establish planning work area
- Establish computerized planning systems, forms & maps
- Obtain available pre-attack plans, mobilization plans, maps, and photographs
- Start & maintain running log of major events, (documentation process)
- Locate & coordinate with structural liaison(s), ODF & federal entities as necessary
- Prepare predictions at periodic intervals or upon request of the Planning Section Chief
- Post data on unit work displays and command post displays at scheduled intervals
- Participate in planning meetings as required by the Planning Section Chief
- Prepare the Incident Status Summary, (ICS 209)
- Provide information on the transportation system to Ground Support Unit Leader for the Transportation Plan
- Provide & maintain maps
- Maintain Unit Logs (FSP-01(a) and ICS 214)
- Write narrative report on situation from initial attack to final demobilization
- Collect and compile all appropriate components of the final report for submission to the IC
- Interface with Logistics and Communications Unit Leader
- Ensure evaluation forms are available

RESOURCE UNIT LEADER

The Resource Unit Leader is responsible for establishing all incident check-in activities; the preparation and processing of resource status change information; the preparation and maintenance of displays, charts, and lists which reflect the current status and location of suppression resources, transportation, and support vehicles; maintaining a master check list of resources assigned to the incident.

- Obtain briefing from the Planning Section Chief
- Establish check-in function
- Verify proper PPE with Strike Team/Task Force Leader at check-in
- Ensure that all resources are checked in (local, mutual aid, & conflagration)
- Establish & maintain T-card system
- Using the Incident Briefing form (ICS 201) prepare and maintain the command post display (organization chart and resource allocation and deployment sections of display)
- Participate in planning meetings as required by the Planning Section Chief
- Gather, post and maintain current incident resource status, including transportation, support vehicles, and personnel
- Assist with incident documentation through Deputy Planning Section Chief
- Maintain master list of all resources checked in at the incident
- Prepare Organizational Assignment List(ICS 203) if needed, and Incident Organizational Chart (ICS 207)
- Provide resource summary information to Planning Section Chief as requested
- Continually identify resources surplus to the suppression needs
- Assist in preparation of demobilization plan
- Conduct demobilization check out, FSP-01 & T-cards
- Insure demobilization safety check is completed (ICS 212)
- Maintain Unit Logs, FSP-01(a) and ICS-214

PLANNING SECTION, SHADOW PERSONNEL

The OSFM AOC may mobilize a Planning Section shadow person on a team activation on a rotational basis to observe and assist with all responsibilities of the Planning Section. Planning shadow personnel are responsible to the Planning Section Chief or Deputy Planning Section Chief depending on the operational period assignment.

General Expectations:

- Obtain briefing from the Planning Section Chief
- Establish planning work area
- Establish computerized planning systems, forms & maps
- Participate in planning meetings & briefings as required by Planning Section Chief
- Maintain unit log, (FSP-01(a))
- Maintain Planning Section task book until completed

Additional duties may be assigned to assist other planning personnel which may be in any of the planning areas of responsibility: Situations Unit, Resource Unit, Documentation Unit, or Demobilization Unit.

May assist Planning Section Chief (see PSC Duties).

May assist Deputy Planning Section Chief/Situation Unit Leader (see Deputy Planning Chief duties).

May assist Resource Unit Leader (see Resource Unit Leader duties).

DAILY ACTIVITY GUIDE – EXAMPLE

	Event	Responsibility	
0500	Debrief Night Shifts	IC Night Ops Chief	Day Ops Chief Plans
0530	Day Shift Briefing	IC Night Ops Chief Plans	Day Ops Chief Div Sups Finance
0700	Day Shift On-line	Day Ops Chief Logistics	Div Sups
0700	Agency Representatives Briefing for night Operational Period	IC Plans SC	Ops Safety SFM Agency Rep
0730	Information Update to OSFM PIO (ICS-209 and other)	IIO	
0730	Complete night ICS 215 & 215 A	Plans RUL	Night Ops Safety Officer
0800	Night Shift Planning Meeting	IC Plans Ops	Day Ops Chief Logistics Finance Safety
0830	Develop Night Shift IAP,	Plans Ops	
1030	Night Order to OSC	Div Sups	
1030	Process Night Order	Plans	Logistics
1100	Overhead Team Briefing – as scheduled by IC	IC Night Ops Chief Plans	Day Ops Chief Div Sups Finance
1500	Day Order to OSC	Div Sups	
15:00	Agency Representatives Briefing for Day Operational Period	IC Plans	Ops Safety SFM Agency Rep
1500	Process Day Order	Plans	Logistics
1530	Complete Day ICS 215 & 215A	Plans RUL	Day Ops Safety Officer
1600	Day Shift Planning Meeting	IC Plans Finance	Day Ops Chief Logistics
1600	Develop Day Shift IAP, ICS 215 Complete	Plans	Ops
1630	Report to OSFM ERC or District Office and Salem	IC	
1630	Review Night Shift IAP	Night Ops Chief	Plans
1730	Night Shift Briefing	IC Night Ops Chief Plans	Day Ops Chief Div Sups Finance
1900	Night Shift On Line	Night Ops Chief Logistics	Div Sups
2000	Debrief Day Shift	IC Night Ops Chief Plans	Day Ops Chief Div Sups Finance
2030	Crew Boss Meeting	IC (Opt) Plans (Opt) Logistics (Opt)	Day Ops Chief (Opt) Finance (Opt.)
2100	Revise Day IAP if Needed	IC Plans	Day Ops Chief Logistics

PLANNING MEETING

Objectives:

1. Develop strategic and tactical plan for next shift
2. Assess resource needs/surplus
2. Share information needed by others
3. Identify and discuss critical action items
4. Meeting length 30 minutes

Attendance:

Incident Commander	and/or	Deputy Incident Commander
Ops Section Chief	and/or	Deputy Ops Section Chief
Planning Section Chief	and	Deputy Planning Section Chief
Safety Officer		Logistics Section Chief
Information Officer		Finance Section Chief
Resource Unit Leader		
State Fire Marshal agency representative (if present)		
Liaisons (structural liaison, law enforcement, National Guard, etc.)		

PREPARING FOR PLANNING MEETING

Planning Section Chief

1. Coordinate with Logistics Section Chief on meeting facility, camp layout, communication etc
2. Coordinate with IC for control objectives
3. Notify people who are to attend meeting
4. Prepare meeting agenda
5. Coordinate with Logistics Section Chief on status of resource orders, ETAs, etc
6. Coordinate with Ops Section Chief and prepare draft ICS-215
7. Obtain basic intelligence from Ops, local initial attack folks, and weather forecaster
8. Recon fire
9. Prepare wall map for meeting

Operations Section Chief

1. Assess strategy and tactics and consider alternatives
2. Meet with PSC on resource needs

Logistics Section Chief

1. Status of key orders: crews, engines, food, and communications packages
2. Status of facilities, communications and transportation systems
3. Coordinate with PSC for meeting facility, supplies, etc
4. Coordinate with OSC on suppression equipment needs

Finance Section Chief

1. Note any big-ticket items for group
2. Determine any specific procurement requirements
3. Brief daily cost estimates

Incident Information Officer

1. Identify local cooperators in control effort, (sheriff, rural fire departments, etc.)
2. Determine media interest and needs
3. Compile a list of key community contacts, concerns, and issues
4. Highlight any fire camp needs, issues, rumors, or concerns
5. Describe IO staff on hand and roles assigned

Safety Officer

1. Coordinate with Fire Behavior Analyst (FBA) on fire potential and identify any areas that pose an unusual threat to people
2. Coordinate with OSC on current suppression actions and potential safety problems
3. Monitor coordination/communication within the command and general staff. Listen for “red flags”; fatigue; radios
4. Prepare form 215a

Incident Commander

1. Discuss sideboards with staff: use of locals, military, work/rest ratios, resource status, etc.
2. Coordinate with Ops Section Chief/Planning Section Chief to develop & change incident objectives
3. Coordinate with any local agency officials and other key people
4. Finalize team timeline with Planning Section Chief
5. Monitor interaction within command and general staff

PLANNING MEETING/BRIEFING AGENDA

TOPIC	DISCUSSION LEADER
INTRODUCTION/GROUND RULES	Planning Section Chief
INCIDENT STATUS	Deputy Planning Section Chief Operations Section Chief
INCIDENT OBJECTIVES / STRATEGIC GOALS	Incident Commander
WEATHER/INCIDENT BEHAVIOR	Deputy Planning Section Chief Technical Specialists
SAFETY CONSIDERATIONS	Safety Officer
STRATEGY STILL VALID	Planning Section Chief Operations Section Chief
WORK ASSIGNMENTS/PRIORITIES	Operations Section Chief Resource Unit Leader
RESOURCE NEEDS/ALLOCATIONS	Planning Section Chief Operations Section Chief
LOGISTICAL CONCERNS	Logistics Section Chief
FINANCIAL ISSUES	Finance Section Chief
PUBLIC INFORMATION ISSUES	Incident Information Officer
STRUCTURAL LIAISON ISSUES	Structural Liaison
LOCAL RESOURCES/AGENCY REPS	Incident Commander/Planning Chief
** POTENTIAL PROBLEMS	Incident Commander
** MODIFICATION OF PLAN	
** SPECIAL INSTRUCTIONS	

Planning meetings and shift briefings are facilitated by the Planning Section Chief and should be limited to 30 minutes.

It is the intent that through these briefings **every person** on the fire knows and understands LCES.

RESOURCE UNIT LEADER

HOT CHECK-IN OF ON-SCENE RESOURCES

Ensure that apparatus meet the response standards specified under the Fire Service Mobilization Plan. Note any pre-existing conditions such as vehicle damage on the FSP-01 form.

Verify that mobilized resources have approved safety equipment and clothing as specified under the Fire Service Mobilization Plan.

SAFETY NOTE: If unsafe conditions are discovered which could place personnel and/or vehicles in jeopardy of completing their assigned missions, notify the Strike Team/Task Force Leader and immediately contact the Safety Officer and Incident Commander. Do not release the Strike Team/Task Force from check-in unless authorized by the Incident Commander.

Ensure that Strike Team/Task Force Leaders are familiar with the methods for logistical accountability and any special OSFM incident requirements, including access to the fire cache through the Logistics Section Chief.

Locate any mobilized resources and mutual aid resources from within the local fire defense district(s). Acquire FSP-01 forms for these resources and include them on the master roster. Ensure that safety checks are completed for these resources within the first operational period of the incident.

Ensure that the Incident Safety Officer conducts investigations of accidents involving mobilized resources. Assist as needed with investigation documentation. Collect documents, including the OSFM “Civilian Casualty Report” and “Fire Service Casualty Report” forms if appropriate.

Ensure check-in and checkout of local and mutual aid resources at each shift change to maintain accurate FSP-01 documentation of time worked.

NOTE: Local mutual aid resources are to be rested at home. The Resource Unit Leader will demobilize these resources at the end of each shift. If local mutual aid resources return the following shift, they must check back in at the ICP or other designated location and initiate a new FSP-01.

EXCEPTION: When requested by the Incident Commander and approved by the OSFM Administrator, mutual aid Task Forces can remain on duty if the mutual aid resources in the Task Force are available for a minimum of 48 hours and the Task Force Leader is available for the duration.

CHECK-IN OF MOBILIZED RESOURCES

All resources arriving for assignment to an incident must be properly checked in. Incident check-in should be designed and implemented to meet the following objectives:

1. Assure that arriving resources have been ordered for the incident. Report all discrepancies to the Overhead Team IC.
2. Assure that arriving resources are properly equipped for their assignment and meet other prerequisites. Report all discrepancies to the Overhead Team IC.
3. Assure that resources can be identified and tracked; provided necessary logistical support; proper financial records kept; efficient demobilization conducted when their assignment is complete.
4. Complete check-in in a timely manner with minimal delays in the availability of resources to be assigned to the line.

Specific incident check-in locations will vary depending on the location of the incident and the base camp, and according to the instructions given to ordered resources. The Planning Section is responsible to see that an adequate check-in system is in place immediately, and to coordinate the transition to base camp check-in. Check-in should be co-located with other agencies assigned to the incident.

Check-in at incident base camp will be located so as to be convenient to arriving resources. Check-in will be accomplished using a combination of the standard FSP-01 form. Check-in on an arriving resource should not be initiated until the Resource Unit Leader is reasonably certain that the resource was properly ordered and belongs on the incident.

At the initial briefing/team meeting the team will identify when the necessary functions can be staffed and where they will be located. Resource check-in will not be delayed because key positions are not yet in place. An alternate system will be identified and used until all key functions are in place.

VERIFY RESOURCE ORDER

Contact the OSFM AOC to confirm dispatch and estimated times of arrival for mobilized resources assigned to the incident. Verify resource information and resources that may require specialized logistical needs.

When mobilized resources arrive, coordinate with Strike Team/Task Force Leaders to verify the completion of OSFM "Resource Inventory/Personnel Roster" forms (FSP-01) for the resource group.

Verify the roster with information acquired from the OSFM AOC.

If FSP-01 forms have not been completed, assist the Strike Team/Task Force Leaders with this task. Once completed, return the “white” original along with the “buff” unit log to the Strike Team/Task Force Leaders. Retain the “pink” copy to use in completing the OSFM “Check-in Form” form (ICS 211) for the incident. Depending on which version of the FSP-01 is used, the yellow or green copy is given to the Finance Section Chief.

Develop and maintain a master roster of all mobilized resources for the incident. Forward a copy of this roster, along with the pink or yellow copies of the FSP-01, to the Planning Section Chief as needed.

RESOURCE TRACKING

Resources will be tracked using the T Card system (*Fireline Handbook*, A-54)

- White Personnel and Single Resources
- Rose Engines (Tactical Units)
- Yellow Dozers, Aircraft, Support Vehicles, Others
- Tan Miscellaneous, Tenders
- Gray Headers (Task Forces)

DEMOBILIZATION

It is the responsibility of the Safety Officer and Resource Unit Leader to conduct safety and demob inspections.

The objective for demobilization is to provide for the orderly, safe, and cost effective release of resources from an incident. No personnel or equipment will leave the incident until authorized to do so.

The Planning Section Chief will prepare a written demobilization plan for the incident. The completed plan will be reviewed and approved by the Logistics Section Chief and Incident Commander prior to being implemented. The plan will, at a minimum, address the following areas:

General Information
Release Priorities

Responsibilities
Checkout Procedures

Resources being released will checkout at the indicated locations using the Vehicle Demob form ICS 212, and Demob/Checkout form ICS 221. Individual overhead and engine/crew bosses are responsible for contacting their home districts and the AOC prior to departing the incident to provide ETD and ETA information.

DOCUMENTATION

It is the responsibility of the Planning Section to assemble the final package. Each Section is responsible for maintaining the required files and submitting material to the Planning Section for the final package.

Form FSP-01(a)/ICS-214 (Unit Log) or copies of diary from planners should be used to document unit activities.

The Deputy Planning Section Chief is responsible for the assembly and compilation of the final report; reviewed and signed by IC as a true reflection of the activities and events that occurred.

Date	<input type="text"/>		
Fire Name	<input type="text"/>	Location	<input type="text"/>
Planning Section Chief	<input type="text"/>	Incident Commander	<input type="text"/>

OSFM CONFLAGRATION DEMOBILIZATION PLAN

THIS PROCEDURE **MUST** BE FOLLOWED FOR DEMOBILIZATION FROM THE FIRE:

- ✓
- ___ 1. Adhere to the time schedule set by the Planning Section of the structural overhead team
 - ___ 2. Check out and complete an FSP 01 with the Resource Unit Leader
 - ___ 3. Complete a safety inspection to ensure equipment is roadworthy to return to home station. Include an evaluation of adequate rest for travel home
 - ___ 4. Conduct mechanical and fuel check to insure adequate fuel for the trip home
 - ___ 5. Make a final check with the Logistics Section Chief to return any checked-out equipment
 - ___ 6. Get final approval to demobilize from the Incident Commander of the structural overhead team

Once **all** of these steps are completed you will be assigned a documented time for demobilization.

The Task Force Leader **must** call the OSFM AOC when the task force arrives back at their home station. The Task Force Leader must report to the AOC the times each apparatus arrived at its home station.

AOC Phone Number (503) 373-0001

CONFLAGRATION FIRES - FINAL REPORT CONTENTS

INFORMATION NEEDED	RESPONSIBLE PARTY
Conflagration Declaration	OSFM Administration (issued by Governor)
AOC Situation Status Board Form	AOC Manager
Mobilized Overhead Resources	AOC Manager (from IMT Tracking Form)
Mobilized Structural Firefighting Resources	AOC Manager (from TF/ST Resources Form)
Check-In & Demob Check Lists For Mobilized Resources	IMT Plans (from RESL who collects forms; FSP-01s)
Vehicle Safety Checklists	IMT Plans (from RESL who collects from TF/ST Leaders)
Performance Evaluations	IMT Incident Commander
AOC Daily Staff Schedule	AOC Manager
Delegation Of Authority	IMT Plans
Daily Fire Activity Reports	OSFM PIO
News Releases, Clippings, Thank You's	OSFM PIO and IMT IIO
Situation Status Reports (ICS 209)	IMT Plans (from IMT Finance; IMT Finance also sends to OSFM PIO daily)
Incident Action Plans (IAP)	IMT Plans
Internal Incident Communications	IMT Plans
Maps	IMT Plans
Daily Costs Estimates	IMT Plans (from IMT Finance; IMT Finance also sends to OSFM PIO daily)
Vendor Agreements	IMT Plans (from IMT Finance)
Incident Debriefing Notes	IMT Plans
AOC Debriefing Notes	AOC Manager
AOC Communication Log	AOC Manager