

TOWNSHIP FIRE DEPARTMENT

CHAPTER 2: SUGGESTED OPERATING GUIDELINES

Part 5: I.C.S. - Planning Function

Subject: Planning Function Activities

Page 1 of 1

Section: 2-5-1

Effective Date: 07-01-95

Reviewed/Revised Date: 09-08-10

1.01 Goal. Provide a description of the activities which are part of the Planning Function.

1.02 Planning Function - General.

The Planning Section is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, formal briefings or through map and status board displays.

1.03 Major Responsibilities of the Planning Section.

- A) Collect and manage all incident-relevant operational data.
- B) Provide input to the Incident Commander and Operations Section Chief for use in preparing the IAP.
- C) Supervise preparation of the IAP.
- D) Conduct and facilitate planning meetings.
- E) Reassign personnel already on site to ICS organizational positions as needed and appropriate.
- F) Establish information requirements and reporting schedules for Planning Section units.
- G) Determine the need for specialized resources to support the incident.
- H) Assemble and disassemble task forces and strike teams not assigned to Operations.
- I) Establish specialized data collection systems as necessary (e.g., weather)
- J) Assemble information on alternative strategies and contingency plans.
- K) Provide periodic predictions on incident potential.
- L) Report any significant changes in incident status.
- M) Compile and display incident status information.
- N) Oversee preparation of the Demobilization Plan.
- O) Incorporate Traffic, Medical and Communications Plans and other supporting material into the IAP.