
Unit 2: Overview of the Planning Section Chief

STUDENT GUIDE

Objectives

By the end of this unit, students will be able to:

- Describe the functions of the four Planning Section Units and the roles and responsibilities of the Planning Section Chief
- List the units within the Planning Section
- Identify the basic duties of the Planning Section Chief
- Describe the characteristics of an effective Planning Section Chief

Methodology

This unit uses lecture and discussion.

Knowledge of unit content will be evaluated through the administration of the final exam (to be administered upon completion of the course).

Time Plan

A suggested Time Plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Lesson	30 minutes
Total Time	30 minutes

Topic

Unit Title Slide

**Key Points**


Scope Statement

Through this unit, students will gain a general understanding of the roles and responsibilities of the Planning Section Chief. Through discussion of the planning, supervision, and coordination responsibilities inherent in the position, students will gain insight into the key elements of the Planning Section Chief's role on an Incident Management Team.

Topic Unit Terminal Objective

Unit Terminal Objective

Describe functions of the four Planning Section Units and the roles and responsibilities of the Planning Section Chief



Unit 2:
Overview of the Planning Section

Visual 2-2

Key Points

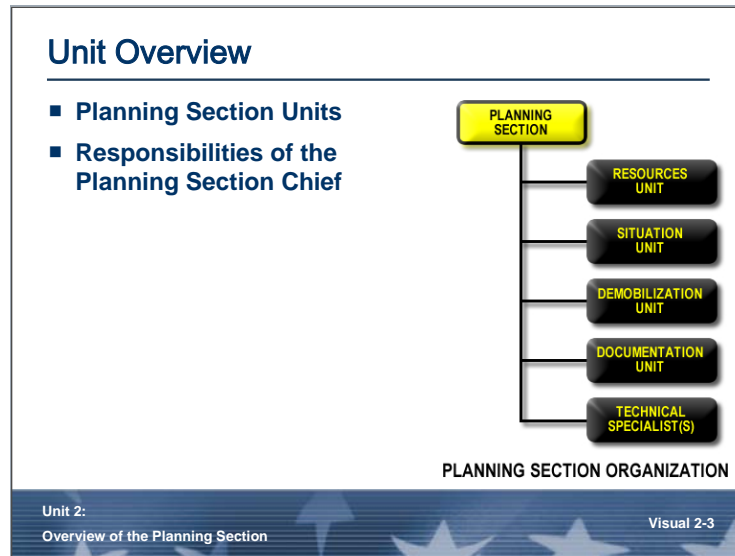
Unit Terminal Objective

Describe the functions of the four Planning Section Units and the roles and responsibilities of the Planning Section Chief.

Unit Enabling Objectives

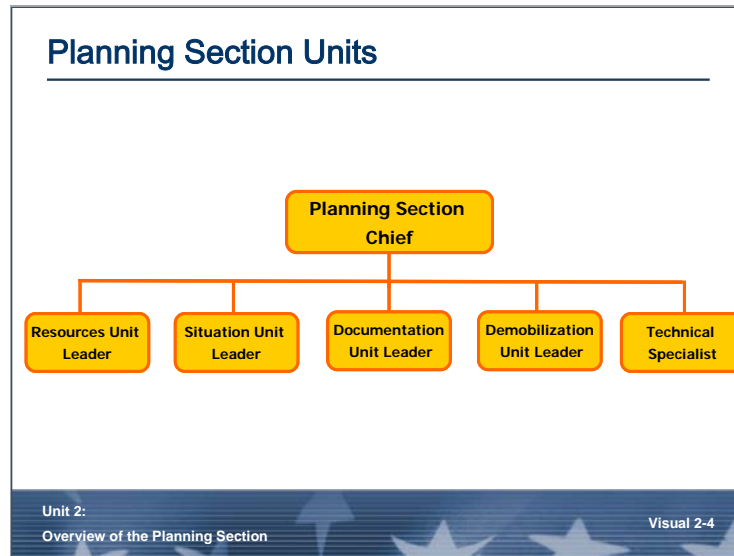
- List the units within the Planning Section
- Identify the basic duties of the Planning Section Chief
- Describe the characteristics of an effective Planning Section Chief

Topic Unit Overview



Key Points

- Planning Section Units
- Responsibilities of the Planning Section Chief

Topic Planning Section Units**Key Points**

The Planning Section has four primary units and may include a number of technical specialists to assist in evaluating the situation and forecasting requirements for additional personnel and equipment.

Resources Unit

The Resources Unit makes certain that all assigned personnel and other resources have checked in at the incident. This unit creates a system for keeping track of all assigned resources and should maintain a master list of all resources.

Situation Unit

The Situation Unit collects, processes, and organizes ongoing situation information; prepares situation summaries; and develops projections and forecasts of future events related to the incident. The Situation Unit also prepares maps and gathers and disseminates information and intelligence for use in the Incident Action Plan (IAP). This unit may also require the expertise of Technical Specialists.

Documentation Unit

The Documentation Unit maintains accurate and complete incident files, including a complete record of the major steps taken to resolve the incident; provides duplication services to incident personnel; and files, maintains, and stores incident files for legal, analytical, and historical purposes.

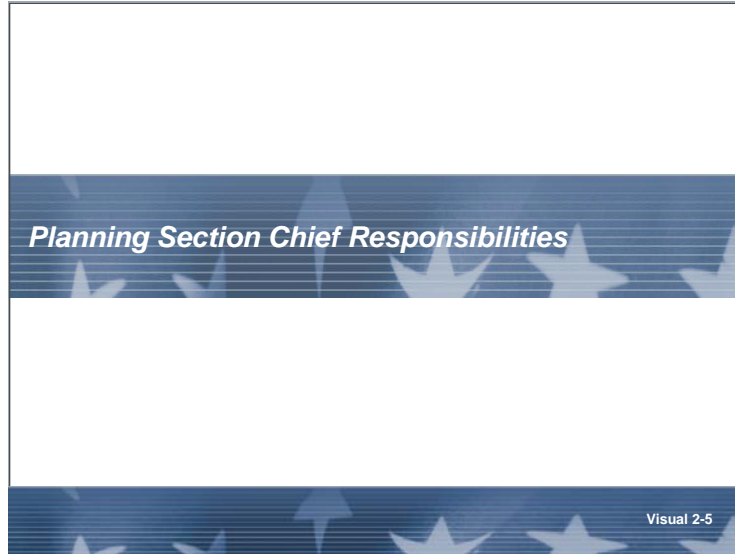
Documentation is part of the Planning Section primarily because this unit prepares the Incident Action Plan and maintains many of the files and records that are developed as part of the overall Incident Action Plan and planning function.

Demobilization Unit

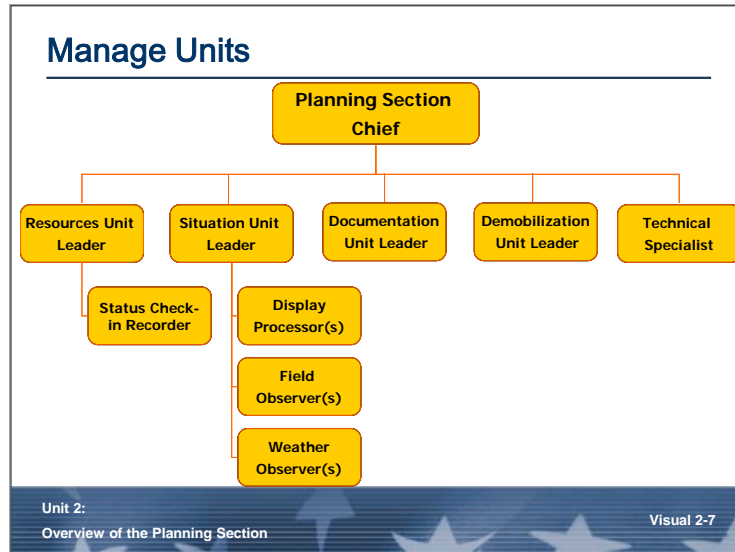
The Demobilization Unit develops an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization.

Topic

Planning Section Chief Responsibilities



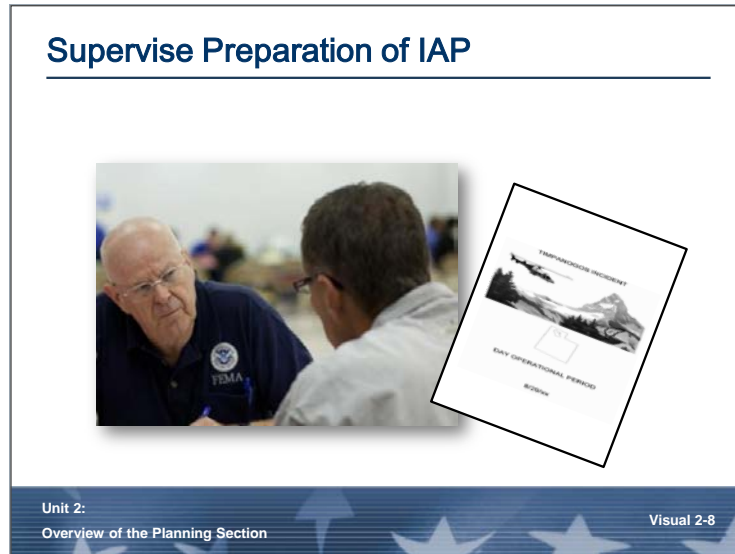
Key Points

Topic Manage Units**Key Points**

The Planning Section Chief is responsible for managing the Resources, Situation, Documentation, and Demobilization Units as well as any Technical Specialists. In the event that one or more of these Units is not established, the responsibilities of that Unit become the responsibilities of the Planning Section Chief.

Topic

Supervise Preparation of Incident Action Plan



Key Points

The Planning Cycle was developed to facilitate the development of the Incident Action Plan. The Incident Action Plan is prepared by the Planning Section Chief with input from the appropriate Sections and Units.

Characteristics of an Effective Planning Section Chief



Unit 2:
Overview of the Planning Section

Visual 2-9

Key Points

Topic Objectives Review

Objectives Review

1. *What are the four units within the Planning Section?*
2. *What are the basic duties of the Planning Section Chief?*
3. *What are some characteristics of an effective Planning Section Chief?*

Unit 2:
Overview of the Planning Section

Visual 2-10

Key Points

Unit Terminal Objective

Describe the function of the Planning Section and the roles and responsibilities of the Planning Section Chief.

Unit Enabling Objectives

- List the units within the Planning Section
- Identify the basic duties of the Planning Section Chief
- Describe the characteristics of an effective Planning Section Chief