CHAPTER 7

PLANNING PROCESS

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PLANNING PROCESS

The checklist below provides basic steps appropriate for use in almost any incident situation. However, not all incidents require written plans and the need for written plans and attachments is based on incident requirements and the decision of the Incident Commander.

The Planning Checklist is to be used with the Operational Planning Worksheet (ICS Form 215-G/W). For more detailed instructions, see Planning Section Chief Position Manual (ICS 221-1). The Operations Section Chief should have a draft Operational Planning Worksheet (ICS Form 215-G/W) and the Safety Officer should have a draft Incident Safety Analysis (ICS Form 215-AG/AW) completed prior to the planning meeting.

Incident Objectives and strategy should be established before the planning meeting. For this purpose it may be necessary to hold a strategy meeting prior to the planning meeting.

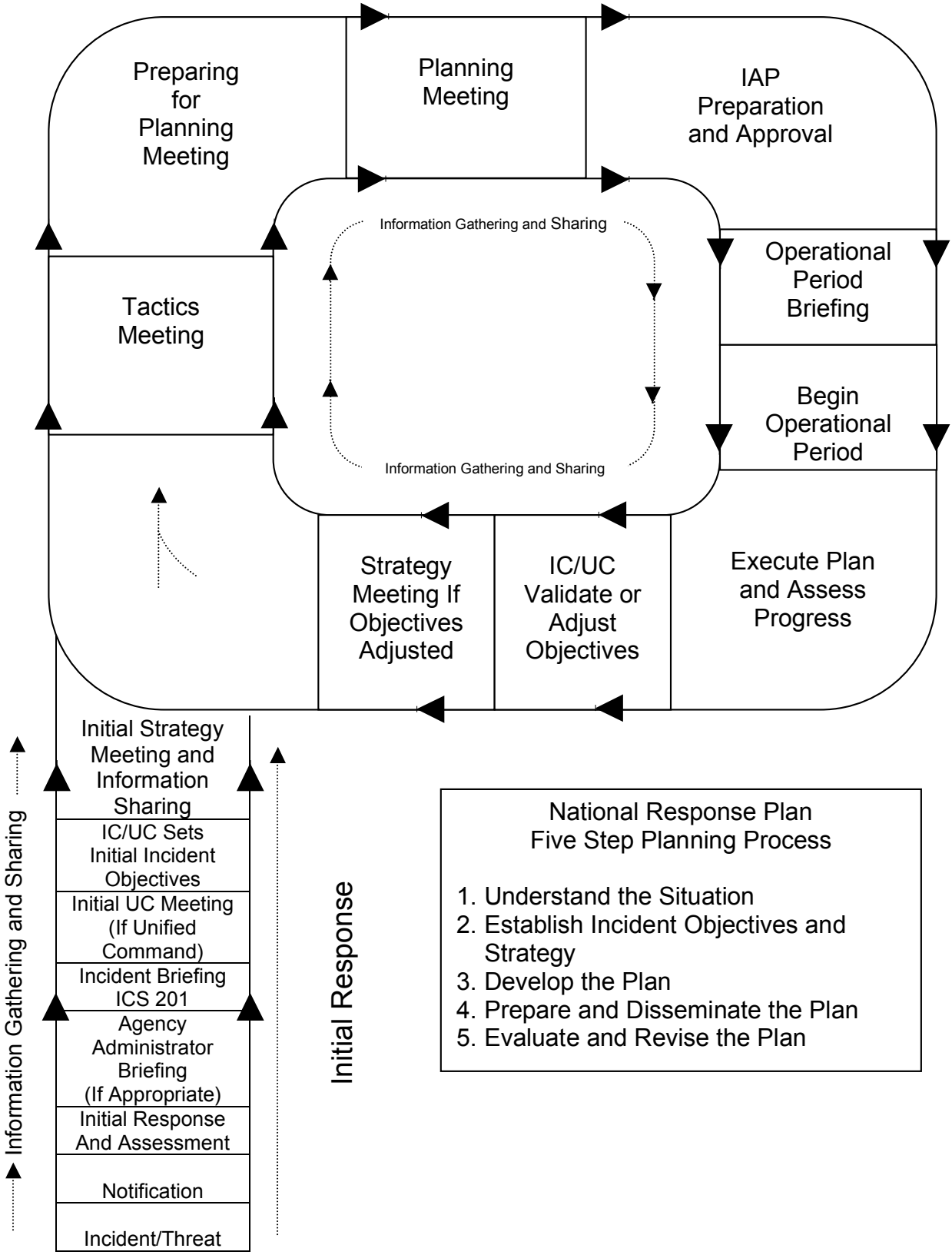
The Planning Process works best when the incident is divided into logical geographical and/or functional units. The tactics and resources are then determined for each of the planning units and then the planning units are combined into divisions/groups utilizing span-of-control guidelines.

The ICS Form 215-G/W (Operational Planning Worksheet -Generic and Wildland) and the ICS Form 215-AG/AW (Incident Safety Analysis – Generic and Wildland) are used to support the incident's planning process. They provide the Incident Commander, Command and General Staff with the means to identify Division or Group assignments, develop specific tactics, identify available and needed resources, and address safety considerations. During this process, safety issues identified must be mitigated or new tactics developed which adequately address safety concerns.

CHECKLIST	PRIMARY RESPONSIBILITY
1. Briefing on situation and resource status	PSC
2. Set/review incident objectives	IC
3. Plot control lines, establish Branch and Division boundaries, identify Group assignments	OSC
4. Specify tactics for each Division/Group	OSC
5. Specify safety mitigation measures for identified hazards in Divisions/Groups	SOF
6. Specify resources needed by Division/Group	OSC, PSC
7. Specify Operations facilities and reporting locations – Plot on map	OSC, PSC, LSC
8. Develop resource and personnel order	LSC
9. Consider Communications, Medical, and Traffic Plan requirements	PSC, LSC
10. Finalize, approve and implement Incident Action Plan	PSC, IC, OSC

IC = Incident Commander
PSC = Planning Section Chief
OSC = Operations Section Chief
LSC = Logistics Section Chief
SOF = Safety Officer

The Operational Planning "P"



National Response Plan
Five Step Planning Process

1. Understand the Situation
2. Establish Incident Objectives and Strategy
3. Develop the Plan
4. Prepare and Disseminate the Plan
5. Evaluate and Revise the Plan