

## **Planning Section Activities**

## Tactics Meeting Prepare for the Planning Meeting Planning Meeting Clean up ICS-215 & make hard copies for attendees Facilitate meeting Facilitate meeting Provide Situation Briefing Provide Situation Briefing Notify participants of meeting location & time Set up meeting room Confirm availability of Review proposed strategy, tactics & resource Verify support for the proposed plan Document decisions & **Tactics** Prepare for **Planning** Assure the strategy & tactics comply with IC/UC assigned actions Meeting **Planning Meeting** Meeting objectives Mitigate Logistics and IAP Preparation and Approval Safety issues Develop components of the Prepare for the Tactics Review completed IAP for Prepare for Meeting correctness Meet with Operations to **Tactics Meeting IAP Preparation** Provide IAP to IC/UC for determine strategies, review and approval and Approval tactics & resource Make copies of IAP for requirements distribution Complete ICS-215 Notify meeting participants **Operational Period Briefing** Strategy Meeting/ of scheduled meeting Set up briefing area Command and Set up meeting room Operational Provide situation briefing General Staff Meeting **Period Briefing** Distribute copies of IAP Strategy/Command & General (if necessary) Facilitate briefing Staff Meeting Set up meeting room Make adjustments to IAP, if necessary Facilitate meeting IC/UC **Execute Plan** Provide Situation Briefing Execute Plan & Assess and Assess Develops/Updates Receive work tasks & **Progress New Operational Progress** assignments **Incident Objectives** Monitor progress of **Period Begins** Resolve conflicts & clarify implementing the IAP roles & responsibilities Measure/ensure progress against stated objectives IC/UC Develops/Updates Initial UC Meeting Maintain Situation and **Incident Objectives** Resource status (if Unified Command) Set up meeting room Debrief resources coming Facilitate meeting off shift **Incident Briefing** Provide recorder to Maintain interaction with document discussion points Command and General Initial Response Distribute and post Staff Agency Administrator decisions Briefing (if appropriate) Initial UC Meeting **Initial Response** (if Unified Command) Set up meeting room and Assessment Facilitate meeting Provide recorder to Notification document discussion points Incident Briefing Facilitate ICS-201 brief Incident Obtain ICS-201 & distribute to RESL & SITL

Meeting

Briefing

Action

Document results of ICS-

Receive IC/UC Briefing
Activate Plans Section
Organize & brief subordinates
Acquire work materials

201 briefing
Initial Response and
Assessment
Check-in