

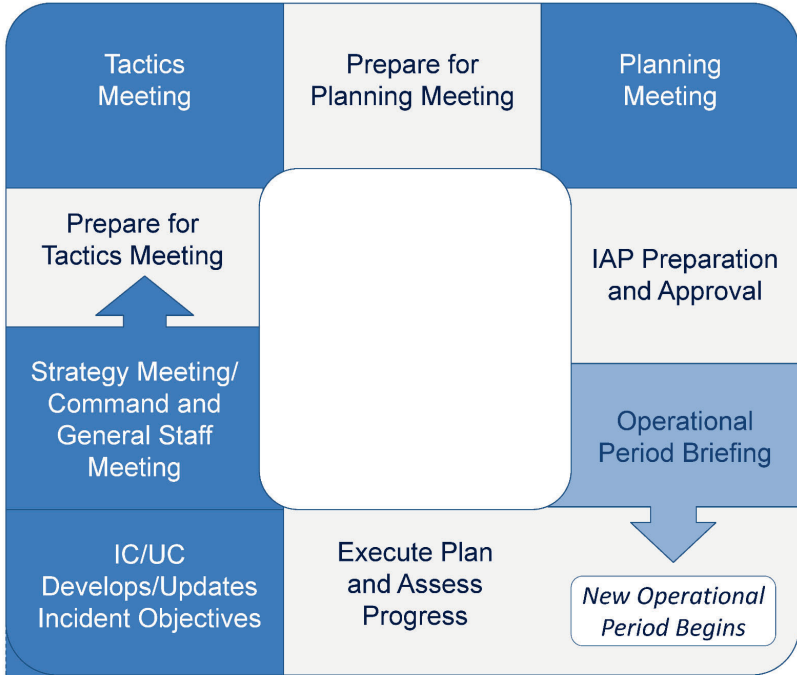
## Planning Section Activities

- Tactics Meeting**
- Facilitate meeting
  - Provide Situation Briefing
  - Review proposed strategy, tactics & resource requirements
  - Identify resource shortfalls
  - Assure the strategy & tactics comply with IC/UC objectives
  - Mitigate Logistics and Safety issues

- Prepare for the Planning Meeting**
- Clean up ICS-215 & make hard copies for attendees
  - Notify participants of meeting location & time
  - Set up meeting room

- Planning Meeting**
- Facilitate meeting
  - Provide Situation Briefing
  - Confirm availability of resources
  - Verify support for the proposed plan
  - Document decisions & assigned actions

- Prepare for the Tactics Meeting**
- Meet with Operations to determine strategies, tactics & resource requirements
  - Complete ICS-215
  - Notify meeting participants of scheduled meeting
  - Set up meeting room



- IAP Preparation and Approval**
- Develop components of the IAP
  - Review completed IAP for correctness
  - Provide IAP to IC/UC for review and approval
  - Make copies of IAP for distribution

- Strategy/Command & General Staff Meeting**
- Set up meeting room
  - Facilitate meeting
  - Provide Situation Briefing
  - Receive work tasks & assignments
  - Resolve conflicts & clarify roles & responsibilities

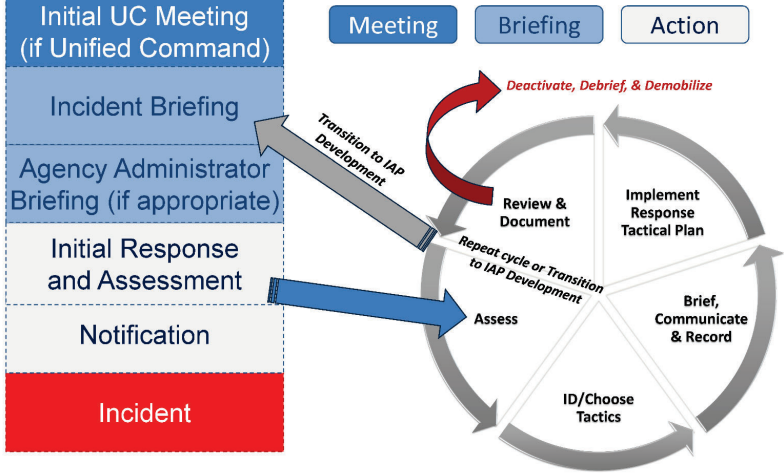
- Operational Period Briefing**
- Set up briefing area
  - Provide situation briefing
  - Distribute copies of IAP
  - Facilitate briefing
  - Make adjustments to IAP, if necessary

- IC/UC Develops/Updates Incident Objectives**
- Set up meeting room
  - Facilitate meeting
  - Provide recorder to document discussion points
  - Distribute and post decisions

- Execute Plan & Assess Progress**
- Monitor progress of implementing the IAP
  - Measure/ensure progress against stated objectives
  - Maintain Situation and Resource status
  - Debrief resources coming off shift
  - Maintain interaction with Command and General Staff

- Initial UC Meeting (if Unified Command)**
- Set up meeting room
  - Facilitate meeting
  - Provide recorder to document discussion points

Meeting    Briefing    Action



- Incident Briefing**
- Facilitate ICS-201 brief
  - Obtain ICS-201 & distribute to RESL & SITL
  - Document results of ICS-201 briefing

- Initial Response and Assessment**
- Check-in
  - Receive IC/UC Briefing
  - Activate Plans Section
  - Organize & brief subordinates
  - Acquire work materials