

Check List - PLANNING SECTION CHIEF

- 1. Obtain a briefing from the Incident Commander.
- 2. Collect and manage all incident-relevant operational data.
- 3. Provide input to the Incident Commander and Operations Section Chief to use in preparing the Incident Action Plan.
- 4. Supervise preparation of the Incident Action Plan.
- 5. Conduct and facilitate planning meetings.
- 6. Incorporate traffic, medical, communications plans, and other supporting material into the Incident Action Plan.
- 7. Reassign personnel already on site to positions as needed and appropriate.
- 8. Establish information requirements and reporting schedules for Planning Section Chief.
- 9. Determine the need for specialized resources to support the incident.
- 10. Assemble and disassemble task forces and strike teams not assigned to operations.
- 11. Establish data collection systems as necessary (e.g., weather).
- 12. Assemble information on alternative strategies or contingency plans.
- 13. Provide periodic predictions on incident potential.
- 14. Report any significant changes in incident status.
- 15. Compile and display incident status information.
- 16. Oversee preparation of the Demobilization Plan
- 17. Report any hazards or unsafe practices to the safety officer for follow-up action and hazard abatement.