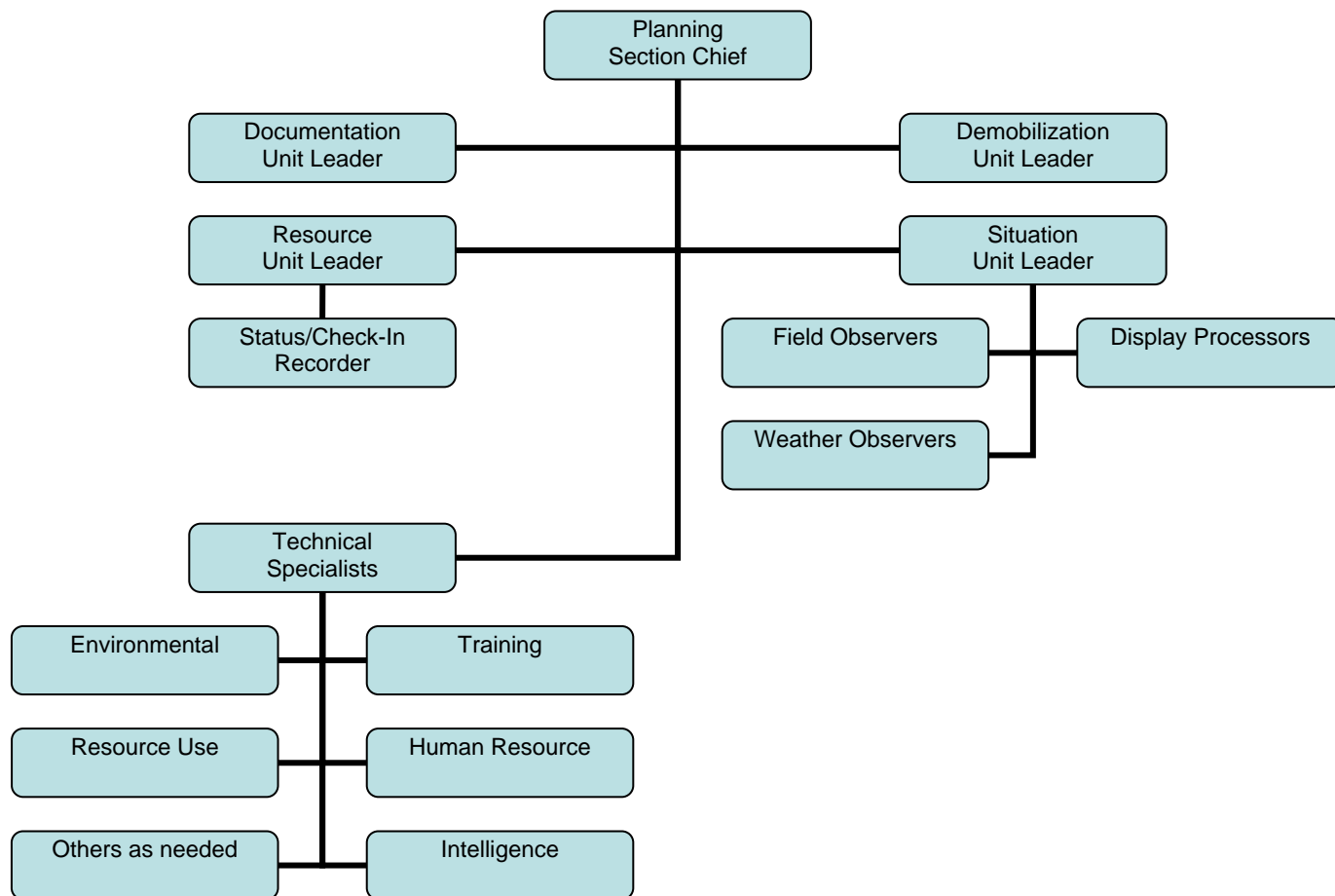


ORGANIZATION CHART



POSITION CHECKLISTS

PLANNING SECTION CHIEF: The Planning Section Chief, a member of the General Staff, is responsible for the collection, evaluation, dissemination and use of information about the development of the incident, status of resources and demobilization of the incident. Information is needed to 1) understand the current situation; 2) predict probable course of incident events; 3) prepare alternative strategies and control operations for the incident; and 4) provide for an orderly and economic demobilization of the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Incident Commander.
- c. Collect and process situation information about the incident.
- d. Instruct planning section units in distribution of information.
- e. Conduct planning meetings.
- f. Incorporate plans, (e.g., Traffic, Medical, Communications, Safety) into the Incident Action Plan.
- g. Supervise preparation of the Incident Action Plan (see Planning Process) and ensure sufficient copies are available for distribution through Unit Leader level.
- h. Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.

- i. Assemble information on alternative strategies. Perform operational planning for Planning Section.
- j. Advise General Staff of any significant changes in incident status.
- k. Prepare and distribute Incident Commander's orders.
- l. Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- m. Establish information requirements and reporting schedules for Planning Section units (e.g., Resources, Situation Units).
- n. Determine need for any specialized resources in support of the incident.
- o. If requested, assemble and disassemble strike teams and task forces not assigned to Operations.
- p. Ensure that normal agency information collection and reporting requirements are met.
- q. Establish special information collection activities as necessary, e.g., weather, environmental, toxics, etc.
- r. Compile and display incident status information.
- s. Ensure that information concerning special environmental protection needed is included in the Incident Action Plan.
- t. Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.
- u. Prepare recommendations for release of resources (for approval by the Incident Commander).
- v. Ensure demobilization plan and schedule are developed, implemented and coordinated with Command, General Staff and Agency Dispatchers.
- w. Establish a communications link between the agency demobilization organization and the incident demobilization unit.
- x. Maintain Unit Log (ICS Form 214).

RESOURCES UNIT LEADER: The Resources Unit Leader is responsible for maintaining the status of all assigned resources (primary and support) at an incident. This is achieved by establishing and overseeing the check-in of all resources, maintaining a status display system indicating current location and status of all resources, and maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Planning Section Chief.
- c. Review Unit Leader Responsibilities.
- d. A Check-in/Status Recorder reports to the Resources Unit Leader and assists with the accounting of all incident assigned resources.
- e. Establish check-in function at incident locations.
- f. Ensure that all resources have checked in.
- g. Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- h. Prepare appropriate parts of Division Assignment Lists (ICS Form 204).
- i. Prepare and maintain the Command Post display (to include organization chart and resource allocation and deployment).
- j. Maintain and post the current status and location of all resources.
- k. Maintain master roster of all resources checked in at the incident.
- l. Reassign initial attack personnel to incident positions.
- m. Establish contacts with incident facilities and maintain resource status information.

- n. Participate in planning meetings as required by the Planning Section Chief.
- o. Gather, post, and maintain current incident resource status including transportation, support vehicles and personnel.
- p. Assemble and disassemble task force or strike teams as requested by Operations.
- q. Prepare Division Assignment Lists (ICS Form 204) after planning meeting.
- r. Provide resource summary information to Situation Unit as requested.
- s. Continually identify resources surplus to the suppression needs.
- t. Assign resources from the same geographic area to the same operational period and the same camp when possible.
- u. Maintain Unit Log (ICS Form 214).

CHECK-IN/STATUS RECORDER: Check-in/Status recorders are needed at each check-in location to ensure that all resources assigned to an incident are accounted for.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Resource Unit Leader.
- c. Obtain required work materials, including Check-in Lists (ICS Form 211), Resource Status Cards (ICS 219) and status display boards.
- d. Establish communications with the Communication Center and Ground Support Unit.
- e. Post signs so that arriving resources can easily find incident check-in location(s).
- f. Record check-in information on Check-in Lists (ICS Form 211).
- g. Transmit check-in information to Resources Unit on regular pre-arranged schedule or as needed.
- h. Forward completed Check-in Lists (ICS 211) and Status Change Cards (ICS 210) to the Resources Unit.
- i. Receive, record, post and maintain resource status information on Resource Status Cards (ICS 219) for incident assigned single resources, strike teams, task forces, and overhead personnel.
- j. Maintain files of Check-in Lists (ICS 211).

SITUATION UNIT LEADER: The Situation Unit Leader is responsible for the collection and organization of incident status and situation information and the evaluation, analysis and display of that information for use by ICS personnel and agency dispatchers. The Situation Unit may prepare future projections of incident growth, maps and intelligence information.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Planning Section Chief.
- c. Review Unit Leader Responsibilities.
- d. Begin collection and analysis of incident data as soon as possible.
- e. Obtain and analyze infrared data as applicable.
- f. Obtain available pre-attack plans, mobilization plans, maps and photographs.
- g. Prepare, post or disseminate resource and situation status information as required, including special requests.
- h. Prepare predictions at periodic intervals or upon request of the Planning Section Chief.
- i. Prepare the Incident Status Summary Form (ICS Form 209).
- j. Provide photographic services and maps if required.
- k. Post data on unit work displays and Command Post displays at scheduled intervals.
- l. Participate in planning meetings as required by the Planning Section Chief.

- m. Provide information on transportation system to Ground Support Unit Leader for the Transportation Plan.
- n. Maintain Situation Unit records.
- o. Write narrative report on situation from initial attack to final demobilization.
- p. Maintain Unit Log (ICS Form 214).

DISPLAY PROCESSOR: The Display Processor is responsible for the display of incident status information obtained from Field Observers, resource status reports, aerial and ortho-photographs and infrared data.

- a. Review Common Responsibilities (page 1-2).
- b. Determine:
 1. Location of work assignment.
 2. Numbers, types and locations of displays required.
 3. Priorities.
 4. Map requirements for Incident Action Plans.
 5. Time limits for completion.
 6. Field Observer assignments and communications means.
- c. Obtain necessary equipment and supplies.
- d. Obtain copy of Incident Action Plan for each operational period.
- e. Assist Situation Unit Leader in analyzing and evaluating field reports.
- f. Develop required displays in accordance with time limits for completion.

FIELD OBSERVER: The Field Observer is responsible to collect situation information from personal observations at the incident and provide this information to the Situation Unit Leader.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Situation Unit Leader.
- c. Determine location of assignment, types of information required, priorities, time limits for completion, methods of communication and method of transportation.
- d. Obtain copy of Incident Action Plan for the Operational Period.
- e. Obtain necessary equipment and supplies.
- f. Be prepared to identify all facility locations (e.g., helispots, Division and Branch boundaries).
- g. Let Division Supervisor know you are in the area.
- h. Report information to Situation Unit Leader by established procedure.
- i. Report immediately any condition observed which may cause danger and safety hazard to personnel.
- j. Gather intelligence that will lead to accurate predictions and incident status.
- k. Obtain situation information from operations personnel at end-of-operational period and other times as appropriate.
- l. Identify possible facilities locations: access routes, road conditions and possible control line locations.
- m. Make weather observations as requested.
- n. Report immediately any condition observed which may cause danger or safety hazard to personnel.
- o. Prepare maps for use in Situation Unit, Command Post and Incident Action Plan.
- p. Prepare information and post on Command Post displays as requested.

WEATHER OBSERVER: The Weather Observer is responsible to collect current incident weather information and provide the information to an assigned meteorologist or Situation Unit Leader.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Incident Meteorologist or Situation Unit Leader.
- c. Determine:
 1. Nature and location of work assignments.
 2. Weather data collection methods to be used.
 3. Priorities for collection.
 4. Specific types of information required.
 5. Frequency of reports.
 6. Method of reporting.
 7. Source of equipment.
- d. Obtain weather data collection equipment.
- e. Obtain appropriate transportation to collection site(s).
- f. Record and report weather observations at assigned locations on schedule.
- g. Turn in equipment at completion of assignment.
- h. Demobilize according to Incident Demobilization Plan.

DOCUMENTATION UNIT LEADER: The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files and duplication services. Incident files will be stored for legal, analytical and historical purposes.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Planning Section Chief.
- c. Review Unit Leader Responsibilities.
- d. Set up work area; establish and organize incident files.
- e. Establish duplication service; respond to requests.
- f. File all official forms and reports.
- g. Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- h. Provide incident documentation as requested.
- i. Store files for post-incident use.
- j. Retain and file duplicate copies of official forms and reports, including those generated by computers.
- k. Provide duplicates of forms and reports.
- l. Prepare incident documentation when requested.
- m. Maintain, retain and store incident files.
- n. Maintain Unit Log (ICS Form 214).

DEMOBILIZATION UNIT LEADER: The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan and schedule and assists the Command and General Staff in ensuring an orderly, safe and efficient movement of personnel and equipment from the incident. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

- a. Review Common Responsibilities (page 1-2).

- b. Review Unit Leader Responsibilities.
- c. Obtain briefing from Planning Section Chief.
- d. Review incident resource records (ICS Briefing Form 201, Check-In-List Form 211, Resource Status cards Form 219, and Incident Action Plans) to determine the likely size and extent of demobilization effort.
- e. Obtain Incident Commander's demobilization objectives and priorities.
- f. Based on above analysis, add additional personnel, workspace and supplies as needed.
- g. Meet with Agency Representatives to determine:
 - 1. Personnel rest, hygiene and safety needs.
 - 2. Coordination procedures with agencies.
 - 3. Local and national demobilization priorities.
- h. Monitor ongoing Operations Section resource needs.
- i. Obtain identification and description of surplus resources and probable release time.
- j. Develop incident checkout function for all units.
- k. Establish and post check-out procedures.
- l. Evaluate logistics and transportation capabilities to support demobilization.
- m. Establish communications with off-incident facilities, as necessary.
- n. Develop an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures and get approval of Command and General Staff, Agency, etc.
- o. Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
- p. Distribute demobilization plan (on and off-site).
- q. Ensure that all Sections/Units understand their specific demobilization responsibilities.
- r. Supervise execution of the Incident Demobilization Plan.
- s. Brief Planning Section Chief on demobilization progress.
- t. Maintain Unit Log (ICS Form 214).

INTERAGENCY RESOURCE REPRESENTATIVE: The Interagency Resource Representative may be assigned to, or requested by, an incident to serve as the sending area's representative for crews, overhead and equipment assigned to an incident. The Interagency Resource Representative is responsible to the home unit to coordinate, through the incident team, the well being of all resources assigned from the home unit. This position will normally report to the Planning Section Chief.

- a. Review Common Responsibilities (page 1-2).
- b. Secure and maintain a complete list of names, home agencies and units, Social Security numbers, etc. of all personnel assigned to the incident from the sending area.
- c. Establish contact with the Incident Management Team to provide information and assistance to the team during resource check-in and initial assignment.
- d. Coordinate activities with appropriate Agency Representatives.
- e. Establish a work location. Advise the team and assigned resources about that location.
- f. Whenever feasible, maintain daily contact with a representative of each appropriate resource.
- g. Provide assistance to appropriate personnel on time keeping, commissary, travel, accidents, injuries, personnel problems or emergencies and other administrative needs.
- h. Maintain daily contact with the sending area to exchange information about the status of resources.
- i. Assist in resolving disciplinary cases as requested by the team or the sending area.

- j. Provide input as to the use of assigned resources.
- k. Assist the team in providing for the well-being and safety of assigned resources.
- l. Assist the team in determining the need for and preparation of special reports or documents.
- m. Assist the team in investigating accidents involving assigned personnel.
- n. Maintain contact with assigned personnel that have been hospitalized or otherwise separated from their unit.
- o. Assist the team in the completion of all required forms, reports and documentation prior to the departure of assigned resources from the incident.
- p. Assist the team in the demobilization of assigned resources.
- q. Provide the sending unit with required paperwork and evaluations.

TECHNICAL SPECIALISTS: Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section, or be assigned wherever their services are required (task list applies if not otherwise specified).

- a. Review Common Responsibilities (Page 1-2).
- b. Check in.
- c. Obtain briefing from supervisor.
- d. Obtain personal protective equipment as appropriate.
- e. Determine coordination procedures with other sections, units, and local agencies.
- f. Establish work area and acquire work materials.

INCIDENT METEOROLOGIST: Furnishes detailed microclimatic forecasts essential to safe and effective operations.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Situation Unit Leader.
- c. Obtain current and predicted fire weather.
- d. Identify local weather patterns and trends.
- e. Provide fire weather forecasts and briefings, as required, to meet the operational needs of the incident.
- f. Interpret forecasts and relate them to local fire weather behavior.
- g. Provide site-specific forecasts for special operations.
- h. Provide meteorological data and consultation necessary to support the incident operations.
- i. Establish requirements for local fire weather observations.
- j. Identify need for portable weather stations.
- k. Collect all weather observations and forecasts for inclusion in the final incident package.

INFRARED INTERPRETER: The Infrared Interpreter directs infrared mapping operations when assigned.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Situation Unit Leader.
- c. Interpret imagery and plot findings on aerial photos or maps.
- d. Arrange for missions with infrared aircraft crew liaison including objectives of flight, timing, areas needing particular attention and imagery delivery.

- e. Keep abreast of aircraft or crew limitations.
- f. Keep the Planning Section currently advised of findings.
- g. Obtain direct communications with infrared crew liaison.

ENVIRONMENTAL SPECIALIST:

- a. Review Common Responsibilities (page 1-2).
- b. Participate in the development of the Incident Action Plan and review the general control objectives including alternative strategies.
- c. Collect and validate environmental information within the incident area by reviewing land use and management plans.
- d. Determine environmental restrictions within the incident area.
- e. Develop suggested priorities for preservation of the environment.
- f. Provide environmental analysis information, as requested.
- g. Collect and transmit required records and logs to Documentation Unit at the end of each operational period.
- h. Maintain Unit Log (ICS Form 214).

RESOURCE USE SPECIALIST:

- a. Review Common Responsibilities (page 1-2).
- b. Participate in the development of the Incident Action Plan and review general control objectives including alternative strategies as requested.
- c. Collect information on incident resources as needed.
- d. Respond to requests for information about limitations and capabilities of resources.
- e. Collect and transmit records and logs to Documentation Unit at the end of each operational period.
- f. Maintain Unit Log (ICS Form 214).

TRAINING SPECIALIST: A Training Specialist may help achieve training opportunities on an incident. Training activities, to be effective, must be coordinated at all levels.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain briefing from Planning Section Chief.
- c. Identify training opportunities on the incident.
- d. Inform Planning Section Chief of planned use of trainees.
- e. Review trainee assignments and modify if appropriate.
- f. Coordinate the assignments of trainees to incident positions with Resources Unit.
- g. Brief trainees and trainers on training assignments and objectives.
- h. Coordinate use of unassigned trainees.
- i. Make follow-up contacts on the job to provide assistance and advice for trainees to meet training objectives as appropriate and with approval of unit leaders.
- j. Ensure trainees receive performance evaluation and completion of task book as assigned.
- k. Monitor operational procedures and evaluate training needs.
- l. Respond to requests for information concerning training activities.
- m. Give Training Specialist records and logs to Documentation Unit at the end of each operational period.
- n. Prepare formal report for trainees' home unit.

- o. Maintain Unit Log (ICS Form 214).

HUMAN RESOURCE SPECIALIST: The Human Resource Specialist is responsible for monitoring human resource activities to assure that appropriate practices are followed. Work is normally conducted in the incident base environment but may involve tours of incident operations, camps and rest and recuperation (R&R) facilities.

- a. Review Common Responsibilities (page 1-2).
- b. Establish contact with the Planning Section Chief to determine placement within the organization (usually supports IC).
- c. Obtain briefing from the assigned supervisor.
- d. Arrange for necessary workspace, materials and staffing.
- e. Provide a point of contact for incident personnel to discuss human resource concerns.
- f. Participate in daily briefings and planning meetings to provide appropriate human resource information.
- g. Prepare human resource messages to include in the Incident Action Plan.
- h. Post human resource information on bulletin boards and other appropriate message centers.
- i. Monitor whether a positive working environment, supportive of cultural diversity, is maintained and enhanced for all personnel.
- j. Conduct awareness sessions as needed. Use human resource videotapes when appropriate.
- k. Establish and maintain effective work relationships with agency representatives, liaisons and other personnel in the Incident Command.
- l. Refer concerns about pay, food, sleeping areas, transportation and shift changes to the appropriate incident staff, taking into account human resource factors.
- m. Receive and verify reports of inappropriate behavior that occur on the incident.
- n. Take steps to correct inappropriate acts or conditions through appropriate lines of authority.
- o. Give high priority to informally resolving issues before the individuals leave the incident.
- p. Provide referral information if a complaint cannot be resolved during the incident.
- q. Conduct follow-up, as needed, depending upon the seriousness of the infraction.
- r. Prepare and submit reports and related documents.
- s. Participate in the final team debriefing.
- t. Maintain Unit Log (ICS Form 214).

INTELLIGENCE OFFICER: Participate with Planning Section of Unified Command.

- Collect and process situational information.
- Focus on identification of potential suspects.
- Develop and maintain a working relationship with local, state and federal law enforcement agencies.
- Coordinate with public health, fire and rescue, Emergency Operations Centers, community leaders, private companies with significant infrastructure and unified command.
- Review status of international and national events and media reports.
- Obtain, compile and provide intelligence with law enforcement operations and the Unified Command Planning Section.
- Review methods of operations by suspects.

- Recommend if crime analysis support is needed.
- Gather information of suspects and victims.
- Consider other Regional Task Force support.
- Coordinate with law enforcement, military and health agencies on identification of unknown substances.
- Consider the need for photographs, amps and other descriptive items for operations personnel.
- Maintain Unit Log (ICS form 214).

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 intended to be used with the Operational Planning Worksheet (ICS Form 215). 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) 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 units or functional groups for planning purposes. 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 215A, LCES Safety Analysis, is intended to highlight potential problem areas. The Incident Commander, Command and General Staff would then consider reasonable mitigation actions or select a different strategic or tactical approach.

CHECKLIST

PRIMARY RESPONSIBILITY

- | | |
|--|---------------|
| 1. Briefing on situation and resource status. | PSC |
| 2. Set control objectives. | IC |
| 3. Plot control lines, establish division boundaries and identify group assignments. | OSC |
| 4. Specify tactics/safety for each division. | SOF, OSC |
| 5. Specify resources needed by Division/Group. | OSC, PSC |
| 6. Specify Operations facilities and reporting locations – plot on map. | OSC, PSC, LSC |
| 7. Place resource and personnel order. | LSC |
| 8. Consider Communications, Medical, Site Safety and Traffic Plan requirements. | SOF, PSC, LSC |
| 9. Finalize, approve and implement Incident Action Plan. | IC, OSC, PSC |

IC = Incident Commander
 OSC = Operations Section Chief
 PSC = Planning Section Chief