



MCI POSITION DESCRIPTIONS CONTINUED

## PLANNING SECTION CHIEF

|                                       |   |
|---------------------------------------|---|
| <b>Function</b>                       | Responsible for the collection, dissemination and use of information about the development of the incident and status of resources to: <ul style="list-style-type: none"><li>▪ Understand the current situation</li><li>▪ Predict probable course of events</li><li>▪ Prepare alternative strategies and control operations</li></ul>   |
| <b>Report To:</b>                     | <b>Incident Commander</b> (radio designator "IC")   |
| <b>Radio Designator</b>               | Your radio designator is " <b>Planning</b> "  |
| <b>Subordinates</b>                   | Planning Section Staff  |
| <b>Duties &amp; Responsibilities:</b> | <ul style="list-style-type: none"><li>▪ Obtain a briefing from the Incident Commander</li><li>▪ Activate planning section units and assign personnel as appropriate</li><li>▪ Establish information requirements and reporting times for ICS positions</li><li>▪ Notify resources unit of section activation, names and location of personnel</li><li>▪ Establish weather data collection system if indicated. Provide traffic plan</li><br/><li>▪ Supervise preparation of Incident Action Plan, assemble information on alternative strategies</li><li>▪ Assemble &amp; disassemble strike teams not assigned to operations, prepare recommendations for release of resources to IC</li><li>▪ Identify need for use of specialized resources</li><li>▪ Perform operational planning for planning section; supervise units; instruct section in distribution of information Ensure collection and reporting requirements are met</li><li>▪ Provide periodic predictions on incident potential</li><li>▪ Compile and display status summary information</li><li>▪ Advise general staff of significant changes in status</li></ul> |