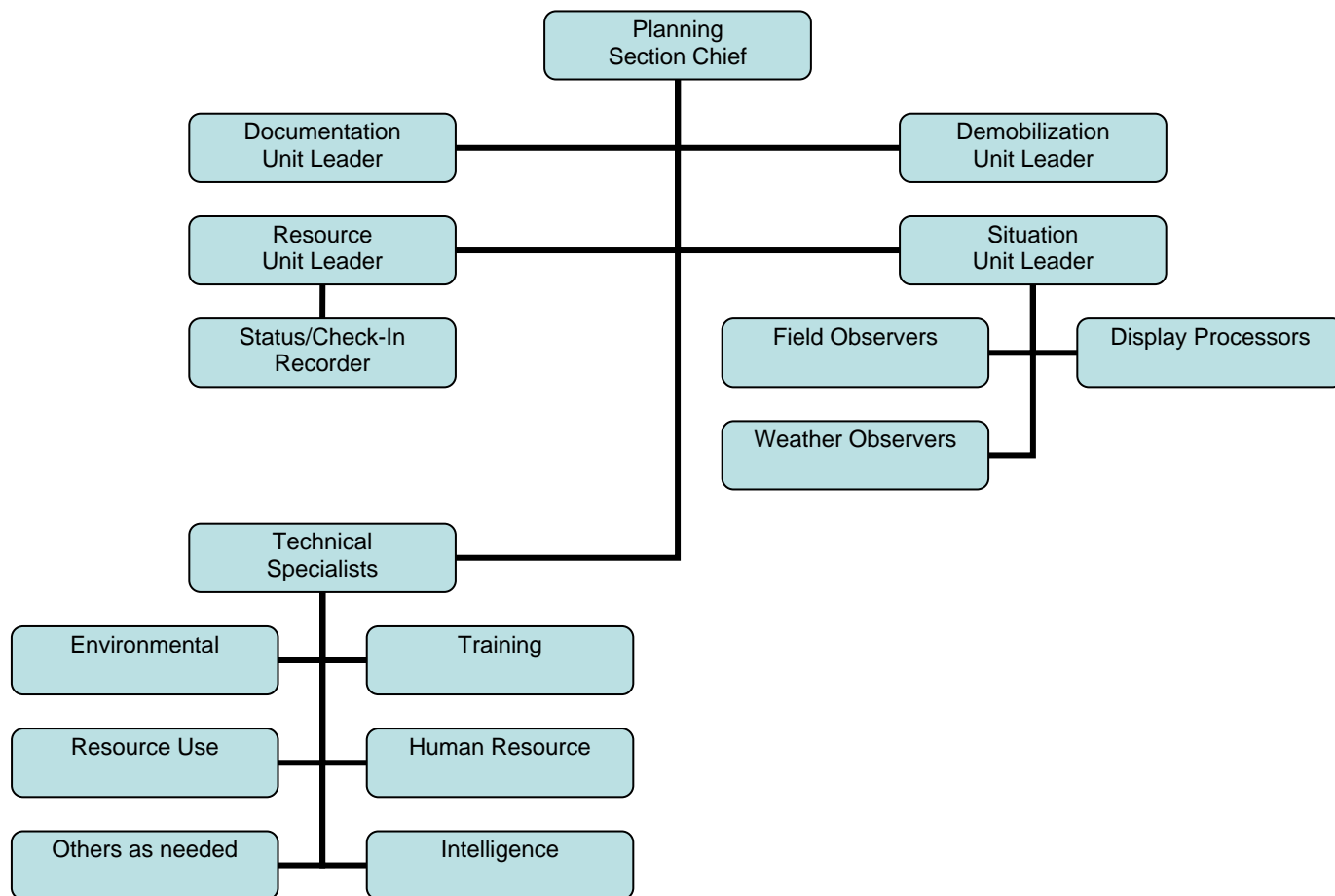


ORGANIZATION CHART



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.