



## Planning Section Chief

**You Report To:** MACE Manager

**Mission:** To provide the overall collection, evaluation and dissemination of all operational information concerning the incident in order to understand the current situation, predict incident course, and to assist in the preparation of response objectives and strategies. Key goals include:

- Make decisions on resource needs
- Prepare an approved Incident Action Plan

### Immediate:

Action	Completed
Based on information gathered in Activation Log complete an Incident Action Plan	
At initial briefing, identify resources required for section operations.	

### Intermediate:

Action	Completed
Review incident reports and compile all resource needs	
Forward resource requests to Logistics Chief	
Project future resource needs	
Provide routine progress and/or status reports to Incident Commander	
Ensure all documents and reports are complete for section and submitted appropriately. <ul style="list-style-type: none"> <li>○ Incident Reports</li> <li>○ Unit Logs and General Messages to Incident Commander.</li> </ul>	

### Extended:

Action	Completed
Confirm with Incident Commander process for developing Demobilization Plan	
Update and train replacement	