



Planning Chief

You Report To: Incident Commander

Mission: Collects and analyzes critical information on emergency operations for decision-making purposes.

Immediate:

Action	Completed
Based on information gathered in Activation Log complete an Incident Action Plan (ICS 201)	
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"> ○ Incident Reports ○ Unit Logs and General Messages to Incident Commander. 	

Extended:

Action	Completed
Confirm with Incident Commander process for developing Demobilization Plan (ICS Form 221).	
Update and train replacement	