

**FIRELINE HANDBOOK**

**CHAPTER 11—PLANNING**

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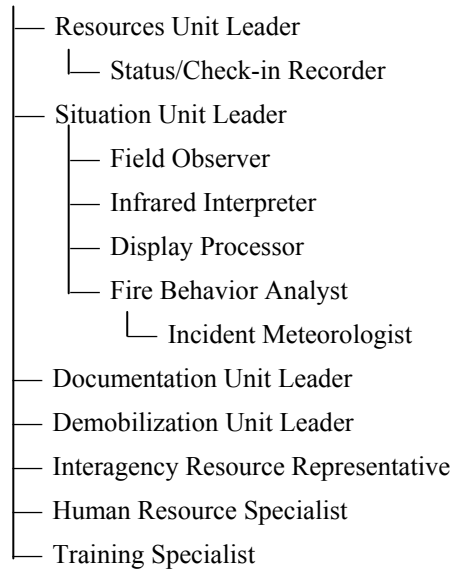
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**SAFETY FIRST—NO EXCEPTIONS**

## ORGANIZATION CHART

### PLANNING SECTION CHIEF



## POSITION CHECKLISTS

### Planning Section Chief (PSC1/2)

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 understand the current situation, predict probable course of incident events, prepare alternative strategies and control operations for the incident, and provide for an orderly and economic demobilization of the incident.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Incident Commander.
- Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.
- Conduct planning meetings and operational briefings.
- Supervise preparation of Incident Action Plan (see Planning Process) and ensure sufficient copies are available for distribution through Unit Leader level.
- Assemble information on alternative strategies.
- Perform operational planning for Planning Section.
- Advise General Staff of any significant changes in incident status.
- Prepare and distribute Incident Commander's orders.
- Ensure that normal agency information collection and reporting requirements are met.

- Prepare recommendations for release of resources (for approval by the Incident Commander).
- Ensure that information concerning special environmental protection needed is included in the Incident Action Plan.
- Ensure demobilization plan and schedule are developed and coordinated with Command, General Staff, and Agency Dispatchers.
- Establish a communications link between the agency demobilization organization and the incident demobilization unit.
- Maintain Unit Log (ICS Form 214).
- Instruct planning section units in distribution of information.

### **Resources Unit Leader (RESL)**

The Resources Unit Leader is responsible for establishing all incident check-in activities; the preparation and processing of resource status information; the preparation and maintenance of displays, charts, and lists which reflect the current status and location of suppression resources, transportation, and support vehicles; and maintaining a master check-in list of resources assigned to the incident.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Planning Section Chief.

- Establish check-in function at incident locations.
- Verify that all resources are checked in.
- Using the Incident Briefing (ICS Form 201), prepare and maintain the Command Post display (organization chart and resource allocation and deployment sections of display).
- Establish contacts with incident facilities and maintain resource status information.
- Participate in planning meetings as required by the Planning Section Chief.
- Gather, post, and maintain current incident resource status including transportation, support vehicles, and personnel.
- Maintain master list of all resources checked in at the incident.
- Prepare Organization Assignment List (ICS Form 203) and Incident Organization Chart (ICS Form 207).
- Assemble and disassemble task force or strike teams as requested by Operations.
- Prepare Division Assignment Lists (ICS Form 204) after Planning Meeting.
- Provide resource summary information to Situation Unit as requested.

- Continually identify resources surplus to the suppression needs.
- Maintain Unit Log (ICS Form 214).

### **Status/Check-in Recorder (SCKN)**

Status/Check-in Recorders are used at each check-in location to ensure that all resources assigned to an incident are accounted for. (Where practical, employ Demobilization Unit Leader as a Status/Check-in Recorder to ensure complete information is obtained at check-in.)

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Resources Unit Leader.
- Obtain work materials.
- Establish communications with the communication center.
- Post signs so arriving resources can easily find the check-in locations.
- Transmit check-in information to Resources Unit on regular, prearranged schedule.
- Forward completed Check-in Lists (ICS Form 211) to the Resources Unit.
- Prepare, post, and maintain Resource Status Cards (ICS Form 219).

## **Situation Unit Leader (SITL)**

The Situation Unit Leader is responsible for the collection and organization of incident status and information and the evaluation, analysis, and display of that information for use by ICS personnel and agency dispatchers.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Planning Section Chief.
- Collect and analyze situation data.
- Obtain available pre-attack plans, mobilization plans, maps, and photographs.
- Obtain and analyze infrared data as applicable.
- Prepare predictions at periodic intervals or upon request of the Planning Section Chief.
- Post data on unit work displays and Command Post displays at scheduled intervals.
- Participate in planning meetings as required by the Planning Section Chief.
- Prepare the Incident Status Summary (ICS Form 209).
- Provide information on transportation system to Ground Support Unit Leader for the Transportation Plan.
- Provide photographic services and maps.

- Maintain Situation Unit records.
- Maintain Unit Log (ICS Form 214).
- Maintain incident history on maps and narrative from initial attack to final demobilization.

### **Field Observer (FOBS)**

The Field Observer is responsible for collecting incident status information from personal observations at the incident, and providing this information to the Situation Unit Leader.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Situation Unit Leader.
- Determine: location of assignment, types of information required, priorities, time limits for completion, methods of communication, method of transportation.
- Obtain Incident Action Plan for the operational period.
- Obtain necessary equipment and supplies.
- Perform such duties as:
  - ✓ Map perimeter of fire, location of hotspots, unburned islands, water sources, etc.



- ✓ Observe rates of spread, weather conditions, improvements threatened, hazards, escape routes, safe areas, and progress of operations.
- Let appropriate Operations overhead know you are in the area.
- Attend end-of-shift debriefings of operations personnel, and at other times as appropriate, to obtain situation information.
- Identify possible facilities locations: access routes, road conditions, and possible control line locations.
- Make weather observations as requested.
- Immediately report any condition that may cause danger or be a safety hazard to personnel.
- Assist in preparation of maps for use in Situation Unit, Command Post, and Incident Action Plan to ensure accuracy.

### **Infrared Interpreter (IRIN)**

The Infrared Interpreter directs infrared mapping operations when assigned.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Situation Unit Leader.
- Interpret imagery and plot findings on aerial photos or maps.

- Arrange for missions with infrared aircraft crew liaison including: objectives of flight, timing, areas needing particular attention, and imagery delivery.
- Keep abreast of aircraft or crew limitations.
- Keep Planning Section currently advised of findings.
- Obtain direct communications with infrared crew liaison.

### **Display Processor (DPRO)**

The display processor is responsible for the display of incident status information obtained from field observers, aerial and ortho photographs, and infrared data.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Situation Unit Leader.
- Determine:
  - ✓ Location of work assignments.
  - ✓ Numbers, types, and locations of displays required.
  - ✓ Priorities.
  - ✓ Map requirements for incident action plans.
  - ✓ Time limits for completion.

- ✓ Field observer assignments and communications means.
- Obtain necessary equipment and supplies.
- Obtain copy of incident action plan for each operational period.
- Assist situation unit leader in analyzing and evaluating field reports.
- Develop required displays in accordance with time limits for completion.
- Support special requirements for development of incident maps.
- Demobilize incident displays in accordance with incident demobilization plan.

### **Fire Behavior Analyst (FBAN)**

The Fire Behavior Analyst is responsible for collecting weather data, developing strategic and tactical fire behavior information, predicting fire growth, and interpreting fire characteristics for use by incident overhead.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Situation Unit Leader.
- Manage weather data collection system, including Incident Meteorologist and Weather Observers.

- Establish weather security watch.
- Collect, review, and compile fire history, fuel data, and information about topography and fire barriers.
- Provide weather information and other pertinent information to Situation Unit Leader for inclusion in Incident Status Summary Report (ICS Form 209).
- Participate in planning meetings as directed by Situation Unit Leader.
- Develop tactical fire behavior information in support of the Incident Action Plan.
- Prepare a written fire behavior forecast that includes safety considerations for each operational period.
- Participate in operational briefings to present fire behavior predictions and to answer questions related to fire behavior, interpretations, and safety.
- Monitor actual fire behavior to validate predictions, document behavior, and anticipate potential safety problems.
- Ensure all affected incident personnel are advised of anticipated changes in weather conditions and/or predictions.
- Provide site-specific fire behavior predictions, as requested.

## **Incident Meteorologist (IMET)**

Furnishes detailed microclimatic weather information, both actual and predicted, for the incident to ensure safe and effective operations.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Fire Behavior Analyst.
- Obtain current and predicted fire weather.
- Identify local weather patterns and trends.
- Provide fire weather forecasts and briefings, as required, to meet the operational needs of the incident.
- Work with Fire Behavior Analyst in interpreting forecasts and relating them to local fire behavior.
- Provide site-specific forecasts for special operations.
- Provide meteorological data and consultation necessary to support the incident operations.
- Establish, with the Fire Behavior Analyst, requirements for local fire weather observations.
- Identify need for portable weather stations.
- Collect all fire weather observations and forecasts for inclusion in the final fire package.

**Documentation Unit Leader (DOCL)**

The Documentation Unit Leader is responsible for maintaining accurate and complete incident files, providing duplication services to incident personnel, and packing and storing incident files.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Planning Section Chief.
- Establish and organize incident files.
- Establish duplication service and respond to requests.
- Retain and file duplicate copies of official forms and reports, including those generated by computers.
- Check on accuracy and completeness of records.
- Provide duplicates of forms and reports.
- Prepare incident documentation when requested.
- Maintain, retain, and store incident files.
- Maintain Unit Log (ICS Form 214).

## **Demobilization Unit Leader (DMOB)**

The Demobilization Unit Leader is responsible for the preparation of the Demobilization Plan and schedule. The Demobilization Unit Leader assists the Command and General Staff in ensuring an orderly, safe, and efficient movement of personnel and equipment from the incident.

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Planning Section Chief.
- Review and continually monitor incident resource records (ICS Briefing Form 201, Check-In-List Form 211, Resource Status Cards Form 219, and Incident Action Plans) to determine probable size of demobilization effort.
- Obtain Incident Commander's demobilization objectives and priorities.
- Meet with Agency Representatives to determine:
  - ✓ Personnel rest, hygiene, and safety needs.
  - ✓ Coordination procedures with agencies.
  - ✓ Local and national demobilization priorities.
- Be aware of ongoing Operations Section resource needs.

- Obtain identification and description of surplus resources and probable release times.
- Determine finance, supply, and other incident check-out stops.
- Establish and post check-out procedures.
- Determine incident logistics and transportation capabilities needed to support the demobilization effort.
- Establish communications with appropriate off-incident facilities.
- Get approval of Demobilization Plan (IC, PSC, Agency, etc.).
- Distribute plan and any amendments.
- Monitor and supervise implementation of Demobilization Plan.
- Maintain Unit Log (ICS Form 214).

### **Interagency Resource Representative (IARR)**

The Interagency Resource Representative may be assigned to 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 management team, the well being of all resources assigned from the home unit. This position will normally check-in with the Planning Section, but is not an incident resource.



- Review Common Responsibilities (Refer Chapter 7, Page 158).
- 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. Verify and update list(s) as needed at the incident.
- Establish contact with the Incident Management Team to provide information and assistance to the team during resource check-in and initial assignment.
- Coordinates activities with appropriate Agency Representatives.
- Establish a work location. Advise the team and assigned resources about that location.
- Whenever feasible, maintain daily contact with a representative of each appropriate resource.
- Provide assistance to appropriate personnel on time keeping, commissary, travel, accidents, injuries, personnel problems or emergencies, and other administrative needs.
- Maintain daily contact with the sending area to exchange information about the status of resources.
- Assist in resolving disciplinary cases as requested by the team or the sending area.
- Provide input as to the use of assigned resources.

- Assist the team in providing for the well-being and safety of assigned resources.
- Assist the team in determining the need for and preparation of special reports or documents.
- Assist the team in investigating accidents involving assigned personnel.
- Maintain contact with assigned personnel that have been hospitalized or otherwise separated from their unit.
- Assist the team in the completion of all required forms, reports, and documentation prior to the departure of assigned resources from the incident.
- Assist the team in the demobilization of assigned resources.
- Provide the sending unit with pertinent paperwork and evaluations relating to the resources for which responsible.

### **Human Resource Specialist (HRSP)**

The Human Resource Specialist is responsible for monitoring civil rights and related human resource activities to ensure that appropriate practices are followed. Work is normally conducted in a base camp environment but may involve tours of the fireline, other camps, and rest and recuperation (R&R) facilities.

- Review Common Responsibilities (Refer Chapter 7, Page 158).

- Establish contact with the Planning Section Chief to determine placement within the organization.
- Obtain briefing from the assigned supervisor.
- Arrange for necessary workspace, materials, and staffing.
- Provide a point of contact for incident personnel to discuss civil rights and human resource concerns.
- Participate in daily briefings and planning meetings to provide appropriate civil rights and human resource information.
- Prepare civil rights messages for inclusion in Incident Action Plan(s).
- Post civil rights or other human resource information on bulletin boards and other appropriate message centers.
- Monitor whether a positive working environment, supportive of cultural diversity, is maintained and enhanced for all personnel.
- Conduct awareness sessions as needed. Use civil rights or human resource videotapes when appropriate.
- Establish and maintain effective work relationships with agency representatives, liaisons, and other personnel in the Incident Command.

- Refer concerns about pay, food, sleeping areas, transportation, and shift changes to the appropriate incident staff, taking into account civil rights and human resource factors.
- Receive and verify reports of inappropriate behavior that occur on the incident.
- Take steps to correct inappropriate acts or conditions through appropriate lines of authority.
- Give high priority to informally resolving issues before the individuals leave the incident.
- Provide referral information if a complaint cannot be resolved during the incident.
- Conduct follow-up, as needed, depending upon the seriousness of the infraction.
- Prepare and submit reports and related documents.
- Participate in the final team debriefing.
- Maintain Unit Log (ICS Form 214).

## **Training Specialist (TNSP)**

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

- Review Common Responsibilities (Refer Chapter 7, Page 158).
- Obtain briefing from Planning Section Chief.
- Identify training opportunities on the incident.
- Review trainee assignments and modify, if appropriate.
- Inform Resources Unit of trainee assignments.
- Brief trainees and trainers on training assignments and objectives.
- Make follow-up contacts on the job to provide assistance and advice for trainees to meet training objectives.
- Ensure trainees receive performance evaluation and completion of task book as assigned.
- Prepare formal report for trainees' home unit.
- Maintain Unit Log (ICS Form 214).

## **PLANNING PROCESS**

The checklist below provides basic steps appropriate for use in almost any incident situation. Not all incidents require written plans. The need for written plans and attachments is based on incident requirements and the decision of the Incident Commander.

The Planning Checklist is 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. In addition, an Incident Safety Analysis (LCES) (ICS Form 215A) must be completed for each planning meeting. The form should be completed as a draft prior to the meeting and discussed as part of the planning process.

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 perimeter and proposed control lines are divided into logical geographical units. The tactics and resources are then determined for each of the planning units. Finally, the planning units are combined into segments or divisions, utilizing span-of-control guidelines.

## Planning Process Checklist

<u>Planning step</u>	<u>Primary Responsibility</u>
1. Briefing on situation and resource status.	Planning Section Chief
2. Set/review incident objectives.	Incident Commander
3. Plot control lines, establish branch and division boundaries, and identify group assignments.	Operations Section Chief
4. Specify tactics for each division/group.	Operations Section Chief
5. Specify safety mitigation measures for identified hazards in divisions/groups.	Safety Officer
6. Specify resources needed by division and group.	Operations Section Chief Planning Section Chief
7. Specify Operations facilities and reporting locations. Plot on map.	Operations Section Chief Planning Section Chief Logistics Section Chief
8. Develop resource and personnel order.	Logistics Section Chief
9. Consider Communications, Medical, and Traffic Plan requirements.	Logistics Section Chief Planning Section Chief
10. Finalize, approve, and implement Incident Action Plan.	Planning Section Chief Incident Commander Operations Section Chief

## **DEMOBILIZATION**

The Incident Commander is responsible to the host agency for demobilization. Demobilization is an important part of total incident management and requires the attention of the Incident Commander and the Command and General Staff.

The Planning Section Chief must establish an adequate demobilization organization, in a timely fashion, to provide for an orderly and economic demobilization of the incident. Utilizing the Demobilization Unit Leader as a Status/Check-in Recorder early in the incident, where possible, facilitates the collection of resource information necessary to develop a demobilization plan. The complexity of the incident, kinds and types of resources, and the level of resources involved (local, regional, or national) dictate the size and expertise needed by the demobilization organization. Resources must be released, returned to their home units, rested, and rehabilitated as soon as possible so they will be ready for their next assignment.

The Demobilization Unit Leader must obtain input from a number of others to develop a complete plan. The IC and General Staff need to provide input and totally support the plan. The Agency Dispatcher must provide input from all coordination levels. If Area Command has been established, they should provide their input directly to the incident.



# THE PLANNING CYCLE

