

CHAPTER 7
PLANNING PROCESS

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PLANNING PROCESS

The checklist below provides basic steps appropriate for use in almost any incident situation. However, not all incidents require written plans and 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-G/W). 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-G/W) and the Safety Officer should have a draft Incident Safety Analysis (ICS Form 215-AG/AW) completed prior to the planning meeting.

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 is divided into logical geographical and/or functional units. The tactics and resources are then determined for each of the planning units and then the planning units are combined into divisions/groups utilizing span-of-control guidelines.

The ICS Form 215-G/W (Operational Planning Worksheet -Generic and Wildland) and the ICS Form 215-AG/AW (Incident Safety Analysis – Generic and Wildland) are used to support the incident’s planning process. They provide the Incident Commander, Command and General Staff with the means to identify Division or Group assignments, develop specific tactics, identify available and needed resources, and address safety considerations. During this process, safety issues identified must be mitigated or new tactics developed which adequately address safety concerns.

CHECKLIST

PRIMARY RESPONSIBILITY

- | | |
|--|---------------|
| 1. Briefing on situation and resource status | PSC |
| 2. Set/review incident objectives | IC |
| 3. Plot control lines, establish Branch and Division boundaries,
identify Group assignments | OSC |
| 4. Specify tactics for each Division/Group..... | OSC |
| 5. Specify safety mitigation measures for identified hazards in
Divisions/Groups | SOF |
| 6. Specify resources needed by Division/Group | OSC, PSC |
| 7. Specify Operations facilities and reporting locations –
Plot on map | OSC, PSC, LSC |
| 8. Develop resource and personnel order | LSC |
| 9. Consider Communications, Medical, and Traffic Plan
requirements | PSC, LSC |
| 10. Finalize, approve and implement Incident Action Plan | PSC, IC, OSC |

- IC = Incident Commander
- PSC = Planning Section Chief
- OSC = Operations Section Chief
- LSC = Logistics Section Chief
- SOF = Safety Officer

