

PLANNING SECTION CHIEF CHECKLIST -- Page 1

Op Period Date: ____ / ____ / ____ Times: _____ to _____
 NAME: _____

	ACTIONS	PHONE #	NOTES
R E V I E W	CHECK-IN: Ensure you and your staff are properly checked in to the EOC.		
	UNITY OF COMMAND: Each member of the EOC staff will have only one direct supervisor. This is to prevent accountability breakdowns.		
	SPAN OF CONTROL: Manageable Span of Control is 3 to 7 staff per supervisor. 1:5 is ideal.		
	RESOURCE TRACKING: Any changes in resource status (Available, assigned, or out-of-service) should be recorded by the supervisor and reported to RESTAT (Resource Status Unit).		
	BRIEFING: Receive initial briefing from or on the direction of your immediate supervisor.		
	MEETINGS: Participate in EOC, OPS, Planning Process and Briefings, as required.		
	ACCOUNTABILITY: Maintain effective accountability for assigned personnel and resources.		
	SAFETY: Ensure compliance with all safety practices and procedures.		
	SUPERVISORS: Organize, Assign and Brief staff, deputies and assistants.		
	TERMINOLOGY: Use clear text and ICS terminology.		
	EQUIPMENT: Ensure your equipment and that equipment in your unit is operational prior to each operational period.		
	DEMOBILIZE: As per the Demobilization Plan		
	AFTER-ACTION: Participate in the After-Action Process.		
	DOCUMENTATION: Maintain your position checklist and Unit Log (ICS 214).		
D U T I E S	PLANNING SECTION CHIEF (PSC) RESPONSIBILITIES:		
	Work closely with the OSC and the EOC Director in accessing the current situation		
	Work closely with the IC and the OSC in determining the incident strategy and tactical objectives.		
	Staffing, organizing, and supervising the planning section. Planning for relief and replacement of staff, as appropriate.		
	Completing necessary ICS forms for the IAP		

PLANNING SECTION CHIEF CHECKLIST -- Page 2

Op Period Date: ____ / ____ / ____ Times: _____ to _____
 NAME: _____

	ACTIONS	PHONE #	NOTES
	Communicating and implementing the IAP.		
	Ensuring the IAP is constructed, copied and disseminated to all EOC personnel.		
	Providing periodic status reports to the EOC Director.		
	May assign a deputy PSC to assist in supervising planning activities.		
	REVIEW: Page One (Review and Duties)		
P R I M A R Y	PLANNING STAFF: Activate, organize, assign, and brief.		
	SITUATION: Develop an understanding of the incident or get a SITSTAT report from the OSC or IC, as appropriate.		
	IAP: Gather, prepare, and display incident info (SITSTAT & RESTAT)		
	ASSIGN: Available personnel already in EOC to ICS organizational positions, as appropriate.		
	DOC's: Ensure each department is aware that the Planning Section has been activated.	Police: COMM # Fire: COMM # DPW: COMM #	
	MARIN OP AREA: Identify Planning Section contact at the Marin Operational Area EOC.	OA OSC: COMM #	
	PLANNING P: Review and follow the attached Planning Section Chief Planning P in conjunction with EOC Staff.		
	SUPERVISE: The IAP preparation.		
	LEAD: The operational planning process.		
	FACILITATE: and lead planning and other meetings, as required.		
S E C O N D A R Y	ESTABLISH: Information requirements and reporting schedules for all ICS organizational elements for use in preparing the IAP.		
	SUPERVISE: The accountability of incident resources through RESL.		
	DETERMINE: need for any specialized resources in support of the incident.		
	PROVIDE: RESL with the Planning Section's organizational structure, including names and locations of assigned personnel.		
	ASSIGN: Technical Specialists, where needed.		
	OBTAIN: Special information needs, such as weather, environment, hazards, and etc.		
	ASSESS: and formulate information on alternative strategies.		
	COMPILE: Periodic predictions on incident potential and display incident status summary information.		