

**Situation Unit Leader, S-346**  
**Pre-Course Work**  
**Overview of the Planning Section and Situation Unit**

I. PLANNING SECTION

A. Responsibilities

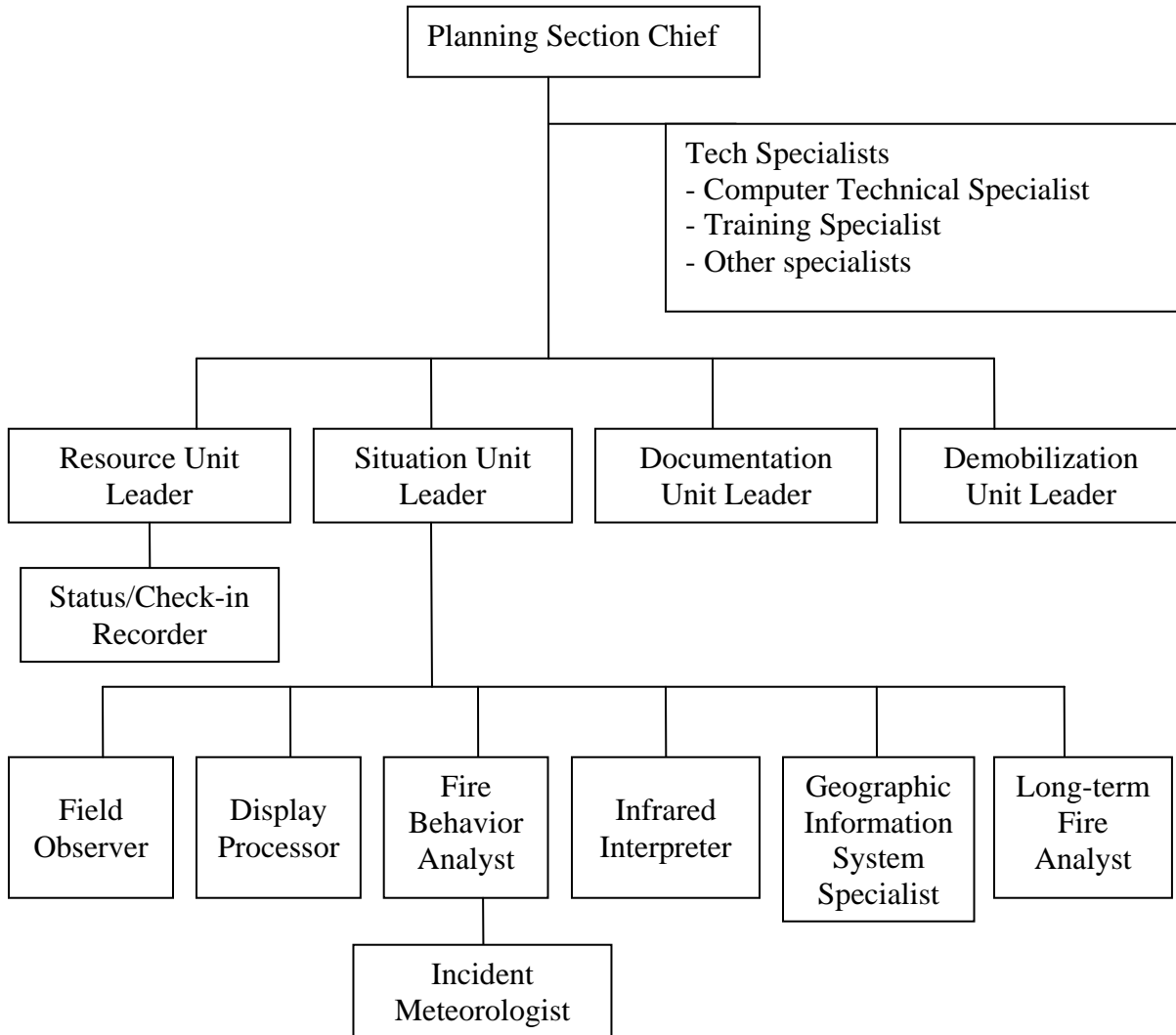
The Planning Section is responsible for collecting, evaluating, and disseminating information about the development of the incident and status of resources. Responsibilities include:

- Collection and evaluation of incident situation.
- Preparing situation status reports.
- Displaying situation information.
- Maintaining status of resources.
- Developing an Incident Action Plan (IAP).
- Coordinating incident demobilization.
- Providing a primary location for technical specialist assigned to an incident.
- Providing duplication services.
- Preparation of required incident related documentation.
- Collecting official documentation of the incident.

One of the most important functions of the Planning Section is to look beyond the current and next operational period and anticipate potential problems.

## B. Organizational Chart

The Planning Section is comprised of the Planning Section Chief (PSC) and may include the following units and positions:



- Situation Unit

The Situation Unit collects and processes information on the current situation, prepares situation displays and situation summaries, and develops maps and projections.

- Resources Unit

The Resources Unit is responsible for all check-in activity and for maintaining the status on all personnel and equipment assigned to the incident.

- Demobilization Unit

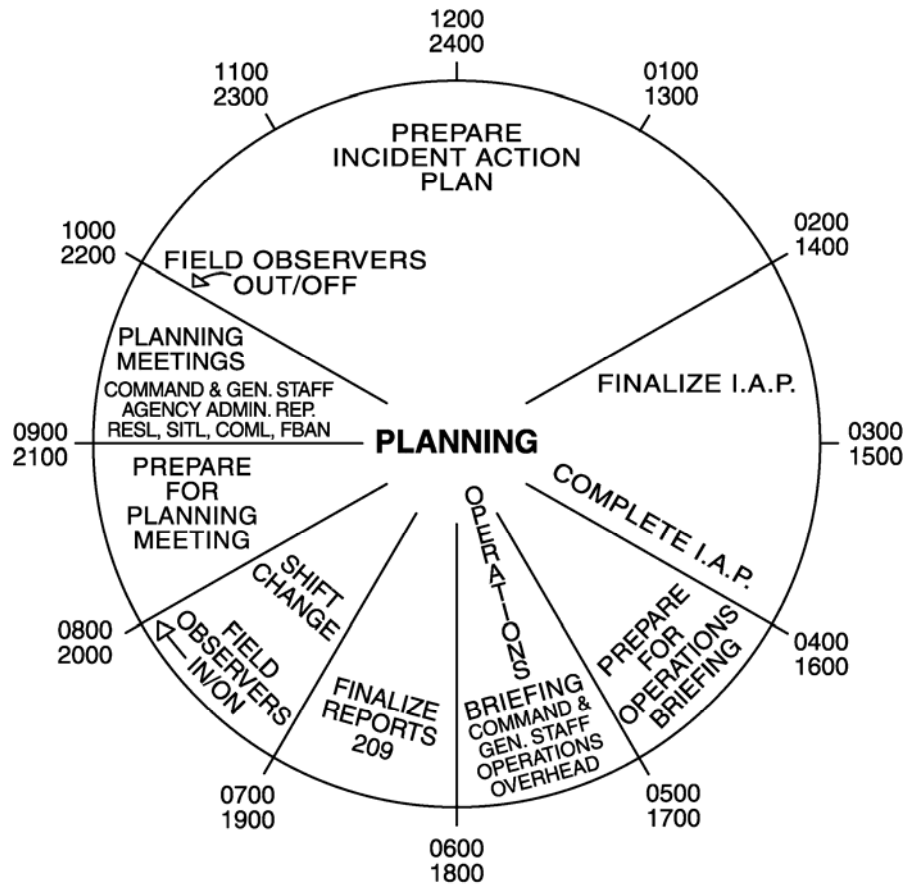
The Demobilization Unit ensures that an orderly, safe, and cost effective release of personnel and equipment will be made when they are no longer required at the incident.

- Documentation Unit

The Documentation Unit coordinates preparation of the Incident Action Plan, maintains all incident related documentation, assembles final fire documentation package, and provides duplication services. When there is no Documentation Unit on an incident, these duties are normally assigned to the Resources Unit.

### C. Planning Cycle

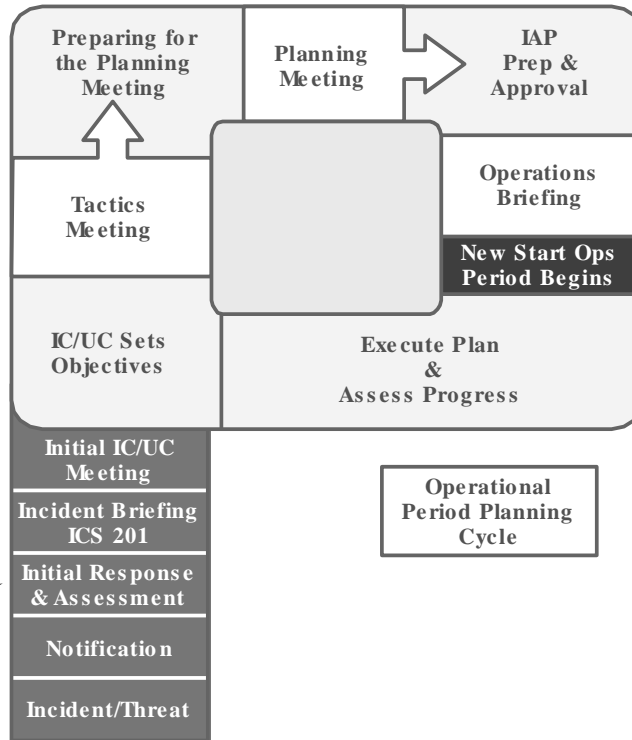
The planning cycle is a general guideline that is used on wildland fire incidents. The timeframes vary by incident and management team. Follow the timeframes as determined by the IC and PSC. The cycle can be represented in a visual diagram and in a linear format.



<u>Timeframe</u>	<u>Activity</u>
0600 / 1800	Finalize Reports 209
0700 / 1900	Shift Change Field Observers In/On
0800 /2000	Prepare for Planning Meeting
0900 / 2100	Planning Meetings – Command & General Staff, Agency Admin. Rep., RESL, SITL, COML, FBAN
1000 / 2200	Field Observers Out/Off
1100 / 2300	Prepare IAP
1200 / 2400	Prepare IAP
0100 / 1300	Prepare IAP
0200 / 1400	Finalize IAP
0300 / 1500	Finalize IAP
0400 / 1600	Complete IAP
	Prepare for Operations Briefing
0500 / 1700	Operations Briefing (Command & General Staff, Operations Overhead)

D. Planning P

The **Planning P** illustrates the general steps in the planning process and was developed for all hazard incidents.



## II. SITUATION UNIT FUNCTIONS

The Situation Unit Leader (SITL) is responsible for the following functions within the Situation Unit.

A. Collecting, evaluating, and organizing incident information (such as perimeter and weather) to produce and disseminate maps, Incident Status Summary (ICS-209), and other products and inputs by required deadline.

B. Managing the Situation Unit, such as:

1. Set up, organize, and demobilize the unit

2. Manage personnel and provide leadership

- Field Observers (FOBS)

Responsible for collecting incident status information from personal observations at the incident.

- Geographic Information System Specialist (GISS)

Responsible for digital display of incident geospatial status information collected from line personnel, aerial photographs, infrared data, and other sources.

- Display Processor (DPRO)

Responsible for the manual display and posting of situation unit products; will assist GISS as appropriate.

- Infrared Interpreter (IRIN)

Responsible for obtaining and interpreting infrared data.

- Fire Behavior Analyst (FBAN)/Long-term Fire Analyst (LTAN)

Responsible for collecting weather data, developing fire behavior information, predicting fire growth, and interpreting fire characteristics. The FBAN supervises the Incident Meteorologist (IMET). The FBAN may work directly for PSC.

3. Document maps, reports, and other items as appropriate.

C. Assisting others in the planning section to complete tasks and documents such as IAP and the final fire narrative.