

Overview of the Planning Section, Resource Unit and Demobilization Unit

I. PLANNING SECTION

A. Responsibilities

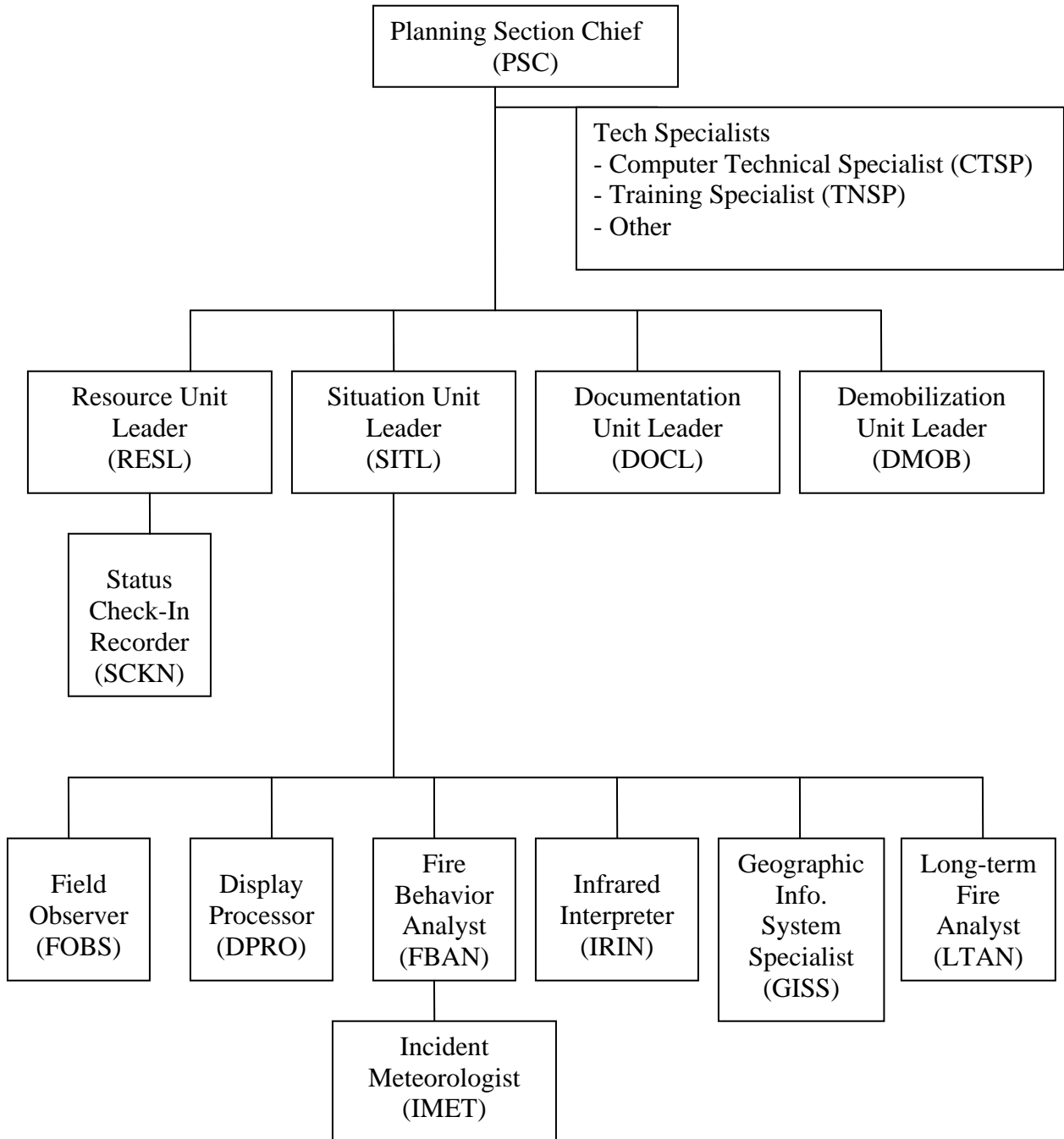
The Planning Section is responsible for collecting, evaluating, and disseminating information about the development of the incident and status of resources. Responsibilities include:

- 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.

- Resource Unit

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

- Demobilization Unit

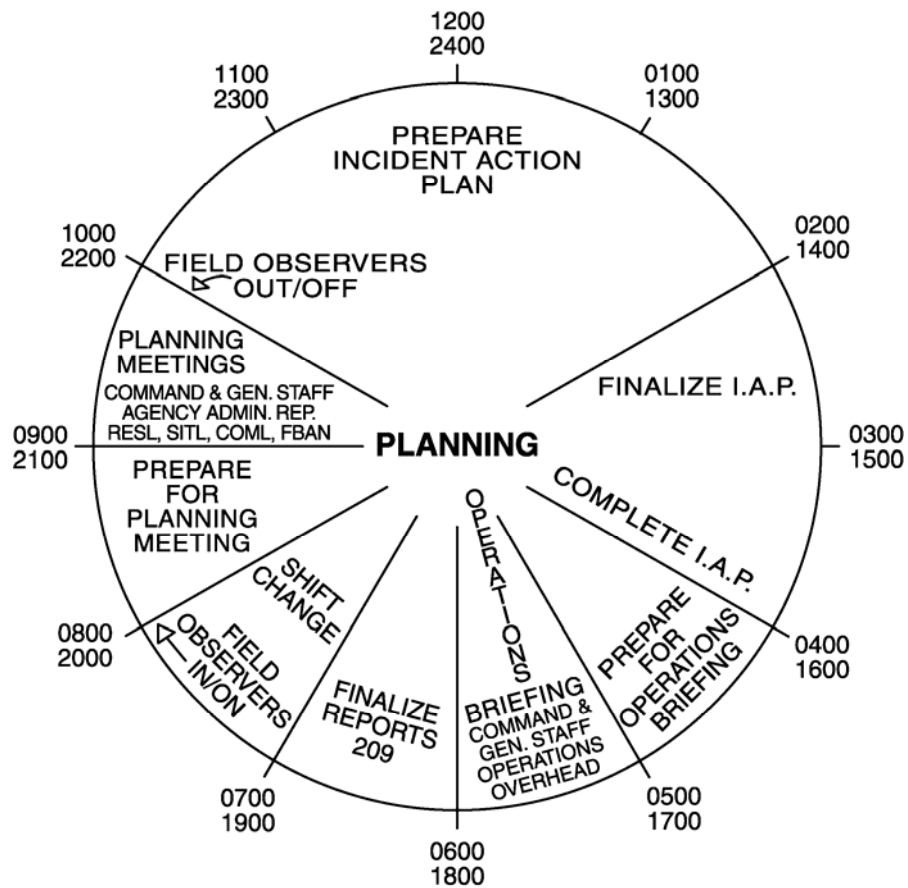
The Demobilization Unit ensures that an orderly, safe, and cost effective release of personnel and equipment will be made when they are no longer required at the incident.

- Documentation Unit

The Documentation Unit maintains, packs and stores all incident related documentation; provides copying service for the incident (including production of the Incident action Plan for each operational period); and turns over completed documentation files to appropriate individual or agency. When there is no Documentation Unit on an incident, these duties are normally assigned to the Resource Unit.

C. Planning Cycle

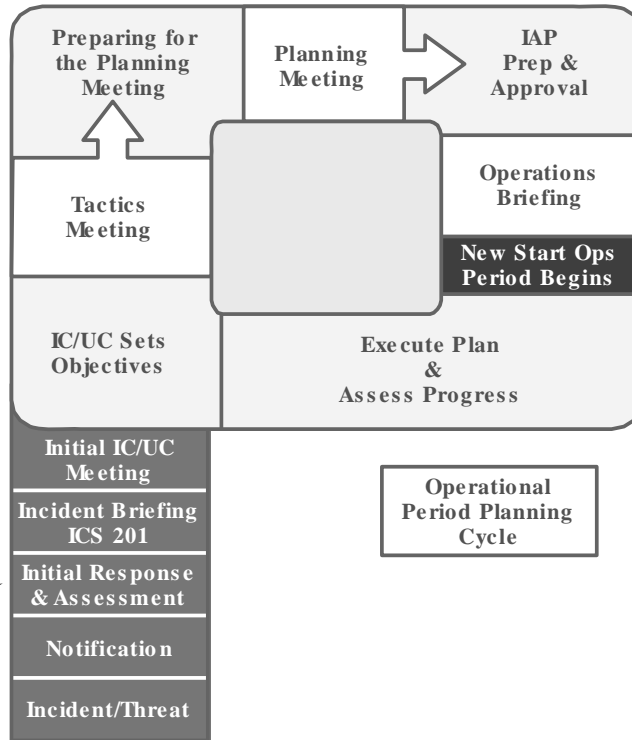
The planning cycle is a general guideline that is used on wildland fire incidents. The timeframes vary by incident and management team. Follow the timeframes as determined by the Incident Commander and Planning Section Chief. The cycle can be represented in a visual diagram and in a linear format.



<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 Incident Action Plan (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 & Gen. 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. RESOURCE UNIT FUNCTIONS

The Resource Unit Leader (RESL) is responsible for several functions within the Resource Unit.

A. Set up and Manage Resource Unit

- Set up and organize the Resource Unit and Check-in Locations
- Supervise Status Check-in Recorder (SCKN)

SCKN's are responsible for setting up and managing a check-in location; processing information using incident automation software and other paper based methods; package the information into useful products; and assist with demobilization.

- Provide leadership

B. Establish and Maintain Resource Status System.

- Collect, process and validate information to be used in a resource status system.
- Select and appropriate resource status system to meet needs of incident complexity.
- Set up operate, and maintain a resource status system.

C. Participate in the Planning Process

- Prepare and present resource information for use during the planning process.
- Document the results of the planning process utilizing the Operational Planning Worksheet (ICS-215).
- Order tactical resources as identified in the ICS-215.
- Assign resources to fill needs identified in the ICS-215.

D. Produce Components for the Incident Action Plan (IAP)

- Prepare the IAP and document any changes that occur during the operational period.

E. Provide Additional Information

- Produce other required documents to support the incident.
- Respond to request for information about resources.
- Identify requirements for final incident documentation.

F. Provide Documentation (as necessary)

III. DEMOBILIZATION UNIT FUNCTIONS

The Demobilization Unit Leader (DMOB) is responsible for several functions within the Demobilization Unit.

A. Set up and Manage Demobilization Unit

- Sometimes SCKNs are reassigned to help with demobilization; if so, the DMOB may supervise SCKNs.

B. Write the Demobilization Plan.

- Gather information
- Identify sources of information needed to complete the seven sections of the demobilization plan.
- Write the plan.

C. Implement the Demobilization Plan.

- Schedule demobilization of resources.
- Effectively communicate demobilization schedule.
- Manage and document demobilization of resources.

D. Submit Other Reports and Provide Documentation (as necessary)