

Handout 5-1: Preparing for the Planning Meeting

Incident Commander/Unified Command Responsibilities:

- Gives direction.
- Communicates.
- Manages.
- Avoids getting unnecessarily involved in details.

Safety Officer Responsibilities:

- Identifies incident risks and hazards.
- Completes ICS Form 215A developed at the tactics meeting.
- Works with the Operations Section Chief on tactical safety issues.
- Identifies safety issues associated with incident facilities and nontactical activities, such as transportation and food service.

Liaison Officer Responsibilities:

- Identifies cooperating and assisting agencies.
- Identifies special agency needs.
- Determines capabilities of cooperating and assisting agencies.
- Determines restrictions on participation of cooperating and assisting agencies.
- Confirms name and contact location of agency representatives.

Public Information Officer Responsibilities:

- Assesses general media coverage to date.
- Identifies incident-related information issues that need to be explained or corrected with the media.
- Determines what Joint Information System (JIS) elements and procedures are in place.
- Determines process for development and approval of media releases and visits.

Operations Section Chief Responsibilities:

- Continues to obtain good incident resource and status information.
- Communicates current information.
- Considers alternate strategies and determines probable tactics.
- Calculates resource requirements.
- Works with the Safety Officer and Planning Section staff to complete ICS Forms 215 and 215A developed at the tactics meeting.

Planning Section Chief Responsibilities:

- Prepares incident maps and displays, as necessary.
- Develops information for the IAP.
- Develops situation status and predictions.
- Acquires information and ICS forms for the IAP.

Logistics Section Chief Responsibilities:

- Determines service and support needs for the incident.
- Determines responder medical and rehabilitation needs.
- Determines incident communications needs.
- Confirms resource ordering process.

Finance/Administration Section Chief Responsibilities:

- Collects information on rental agreements and contracts.
- Determines potential and actual claims.
- Calculates incident costs to date.
- Develops cost-benefit analyses as requested.