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# Unit 6: Role in the Planning Process

STUDENT GUIDE

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**Objectives**

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By the end of this unit, students will be able to:

- Describe the role of the Division/Group Supervisor in the Planning Process
- Describe the value of the information reported to the Operations Section Chief
- Describe what information the Operations Section Chief may want for preparation of the next Operational Period IAP

**Methodology**

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This unit uses lecture and discussion.

Content from the Unit 6 will be tested during the Final Exam.

**Time Plan**

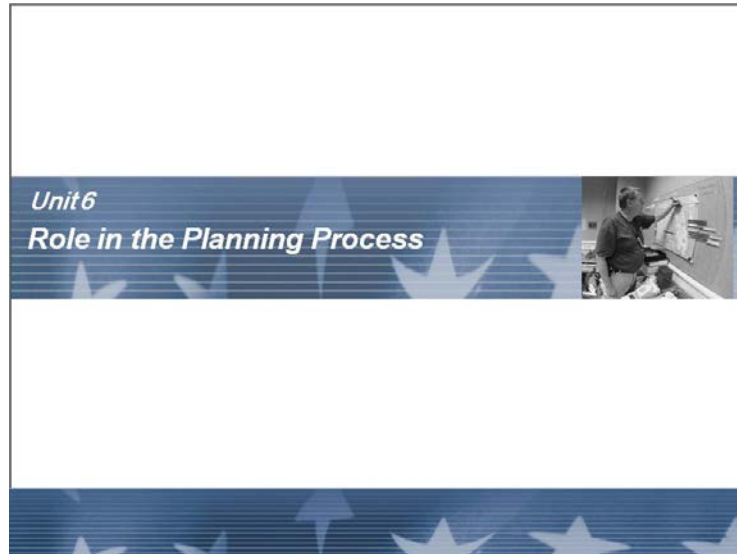
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A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

<b>Topic</b>	<b>Time</b>
Lesson	45 minutes
<b>Total Time</b>	<b>45 minutes</b>

**Topic**Unit Title Slide

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**Key Points**

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**Scope Statement**

Through this unit, students will gain an understanding of the Division/Group Supervisor's role in the Planning Process. Students will see how the information the Division/Group Supervisor provides to the Operations Section Chief flows through the planning process, specifically through the Tactics Meeting, Planning Meeting, and Operational Period Briefing.

Topic Unit Objectives

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### Unit Terminal Objective

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Describe the role of the Division/Group Supervisor in the Planning Process.



### Key Points

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#### Unit Terminal Objective

Describe the role of the Division/Group Supervisor in the planning process.

#### Unit Enabling Objectives

- Describe the value of the information reported to the Operations Section Chief
- Describe what information the Operations Section Chief may want for preparing the next Operational Period IAP

**Topic**Value of the Information Reported to the OSC

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**Value of the Information Reported to the OSC**

- The information the Division/Group Supervisor gathers is critical to the entire incident
- The planning process in ICS begins with the Operations Section and the information provided by the Division/Group Supervisor



Unit 6:  
Role in the Planning Process

Visual 6-3

**Key Points**

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**Topic** Division/Group Supervisor's Role in Planning Process

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**Key Points**

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- Go out on the ground and determine that assigned work is work that actually needs to be done
- Verify the amount of work to be done and that proper resources have been assigned
- Report back discrepancies in the IAP

**Topic** Input for Next Operational Period

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**Input for Next Operational Period**

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- Work accomplished
- Remaining unfinished tasks
- A written projection of resource needs
- Projected completion time of your primary objectives
- Any unusual logistical needs
- Resources required

Unit 6:  
Role in the Planning Process

Visual 6-5

**Key Points**

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The Division/Group Supervisor should be prepared to provide necessary information to the Supervisor (Operations Section Chief or Branch Director), such as the following:

- Work accomplished
- Remaining unfinished tasks
- A written projection of resource needs (The best way to pass along this information is probably face-to-face.)
- Projected completion time of primary objectives
- Any unusual logistical needs
- Resources required



Topic The Operational Planning Cycle: Planning P

**The Operational Planning Cycle: Planning P**

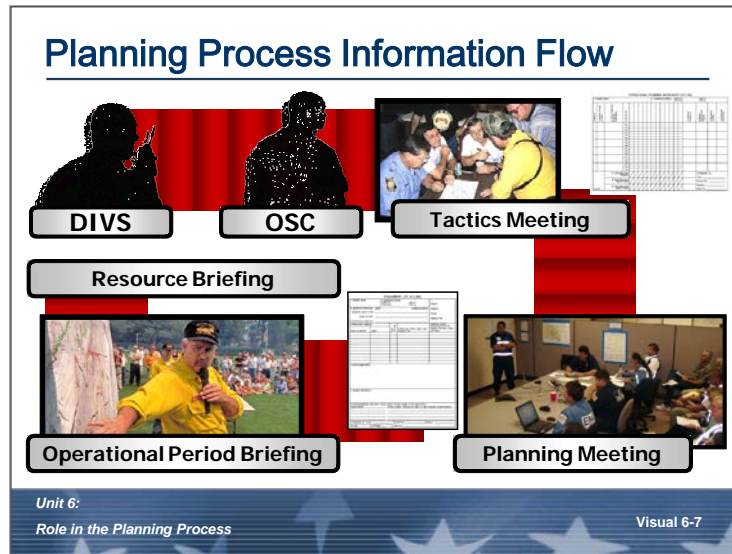
- The Operational Planning Cycle: The Planning P
- Handout 6-1: The Planning P

Unit 6:  
Role in the Planning Process

Visual 6-6

Key Points

The information provided from the Division/Group Supervisor to the Operations Section Chief (who has a much more formal role in the process than the Division/Group Supervisor) has a significant influence on the results of the planning process.

**Topic** Planning Process Information Flow**Key Points**

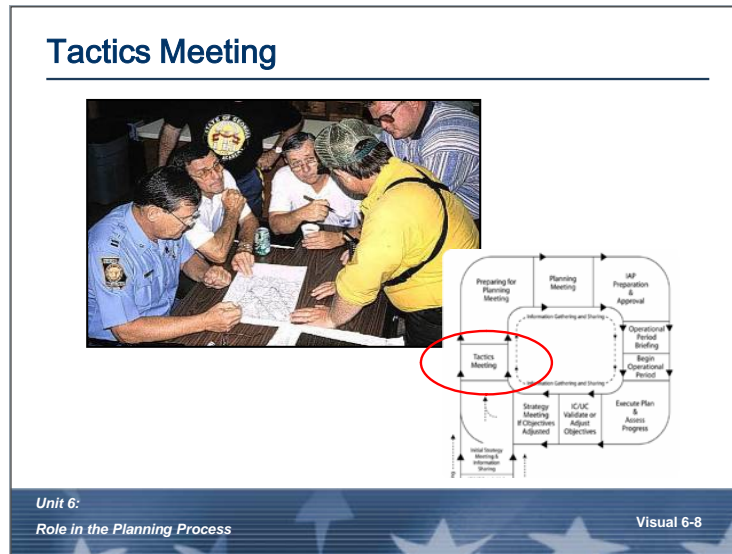
The displayed graphic depicts the movement of information from the Division/Group Supervisor throughout the planning process.

- Information is first provided to the Operations Section Chief by the Division/Group Supervisor.
- The Tactics Meeting is then held.
  - Product of the Tactics Meeting: A Form 215 that shows the work assignments based on the information from the Tactics Meeting and a Form 215a displaying the hazards and mitigation assessments for the work assignments.
- Information provided by the Division/Group Supervisor may result in an adjustment to the incident objectives for the entire incident, regardless of whether the information will be used in the Planning Meeting and Operational Briefing.
  - Product of the Planning Meeting: The IAP, which is presented by the Operations Section Chief at the Operational Period Briefing.
- The ICS Form 204 is a result of the Planning Meeting and is part of the IAP. Work assignment language and the special instructions from ICS 215a are included, and then it goes to the Operational Period Briefing for the whole IAP.
- The Division/Group Supervisor closes the loop of the planning process by delivering the Division/Group Resource Briefing.

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**Topic**                      Tactics Meeting
 

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**Key Points**


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The purpose of the Tactics Meeting is to give Operations, Logistics, and Safety an opportunity to agree on tactics before the Planning Meeting. The Tactics Meeting is an opportunity to work out internal issues. The Tactics Meeting should have controlled attendance. Tactics Meetings can be held in different places and at different times every day to minimize the attendance of unwanted guests.

The Division/Group Supervisor will have the best knowledge about whether employed tactics are successful, and the Operations Section Chief will want to check in with the Division/Group Supervisor before the Tactics Meeting for this reason.

Once the Operations Section Chief has a plan in place that has gotten the green light of Safety, Logistics, and Operations in the Tactical Meeting, it must follow through and present it in the Planning Meeting.

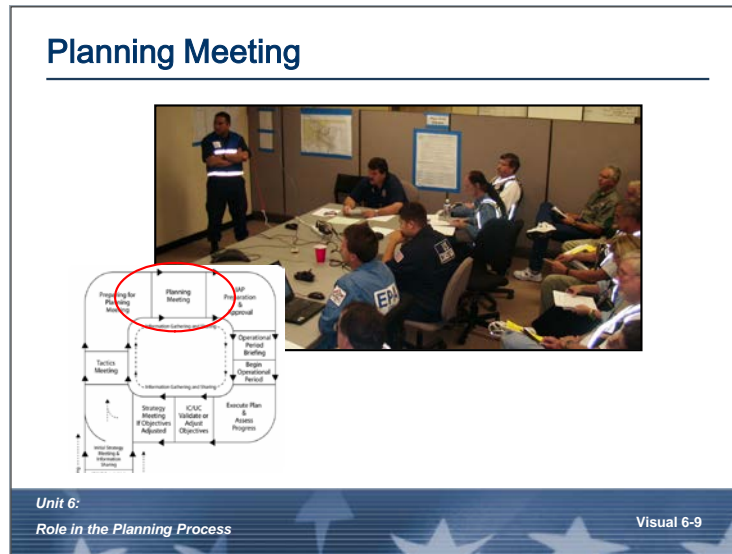
Information is first provided to the Operations Section Chief by the Division/Group Supervisor. The Tactics Meeting is then held:

- May be held before each Planning Meeting:
  - Controlled attendance
  - Operations, Logistics, Safety
  - Others by request

- May be very short if no significant changes in tactics are anticipated

Product of the Tactics Meeting: An ICS 215 that shows the work assignments based on the information from the Tactics Meeting and a ICS 215a displaying the hazards and mitigation assessments for the work assignments.

## Topic Planning Meeting



### Key Points

There are certain data that the Operations Section Chief may be asked to provide at the Planning Meeting, and the Division/Group Supervisor should provide this information.

The Operations Section Chief must have current situation and resource status information from Division/Group Supervisors. This may include:

- Current location and status of resources
- Accomplishments
- Current and anticipated at the operational period change
- Information on tactical control points and established Division and Branch boundaries
- New helispots, drop points, line location, and perimeters
- Safety concerns
- Recommended resource needs for the next operational period
- Numbers and types of resources
- Values needing protection or attention
- Need for Technical Specialist

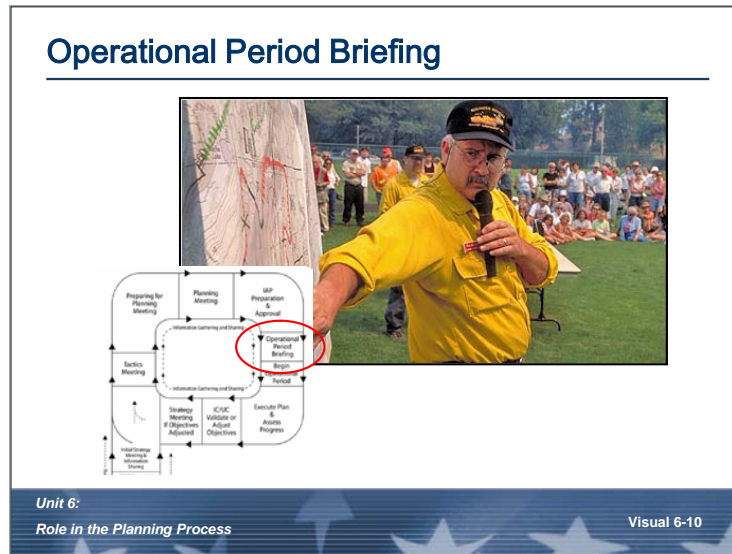
That information provided by the Division/Group Supervisor may result in an adjustment to the incident objectives for the entire incident. The information will be used in the Planning Meeting and Operational Briefing.

The Planning Meeting is a meeting to confirm specific strategies and tactics for incident control operations and for service and support planning.

Held for each planned operational period, the Planning Meeting is conducted by the Planning Section Chief and attended by Command and General Staff, Resource Unit Leader, Situation Unit Leader, Communication Unit Leader, Technical Specialists, Agency Representatives, and other invited participants.

After the Planning Meeting, the IAP is created. Many pieces of the IAP may be prepared before the meeting, but afterward, the IAP is assembled and taken to the IC/UC for approval and signature prior to the next operational period.

## Topic Operational Period Briefing

**Key Points**

The ICS 204 is the result of the Planning Meeting and is part of the IAP. Work assignment language and the special instructions from the ICS 215a are included, and then it goes to the Operational Period Briefing for the whole IAP.

**Resource Briefing**

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Unit 6:  
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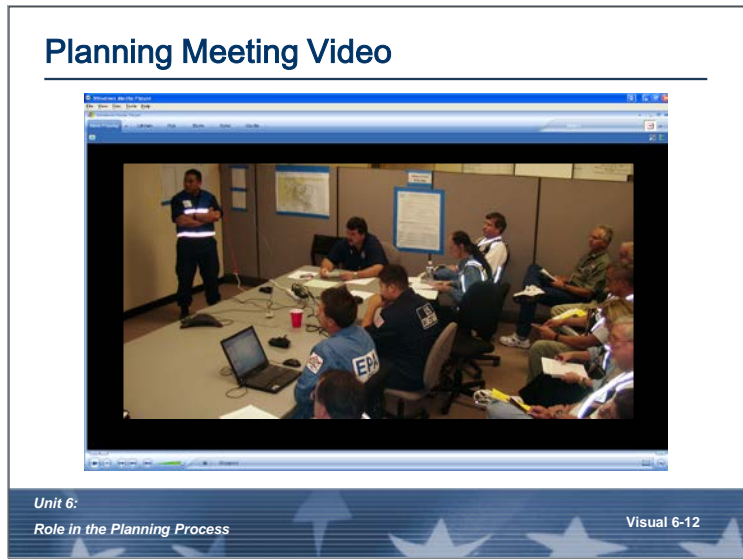
Visual 6-11

**Key Points**

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The Division/Group Supervisor closes the loop of the planning process by delivering the Division/Group Resource Briefing.





Key Points

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Topic Objectives Review

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### Objectives Review

1. *What is the value of the information that the Division/Group Supervisor reports to the Operations Section Chief?*
2. *What information will the Operations Section Chief want for preparation of the next Operational Period IAP?*

Unit 6:  
Role in the Planning Process

Visual 6-13

## Key Points

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### Unit Terminal Objective

Describe the role of the Division/Group Supervisor in the Planning Process.

### Unit Enabling Objectives

- Describe the value of the information reported to the Operations Section Chief
- Describe what information the Operations Section Chief may want to prepare the next Operational Period IAP