

## **PLANNING SECTION CHIEF Checklist**

### PLANNING SECTION CHIEF:

The Planning Section Chief coordinates the development of an IAP and maintaining incident documentation. The Planning Section Chief is responsible for:

- Establish the planning cycle,
- Announce and conduct all planning meetings,
- In conjunction with the Operations Section, identify an Operational Period,
- Compose a written Incident Action Plan (IAP) that allows sufficient time for all organizational components to complete assigned duties,
- Conduct the incident debriefing,
- Prepare an After-Action Report.
- Complete incident documentation package