



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
PLANNING SECTION CHIEF (TYPE 1)**

PLANNING SECTION CHIEF (TYPE 1)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Planning Section Chief and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Obtain information relevant to position assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Obtain and review necessary documentation: <ul style="list-style-type: none"> ● Copy of Delegation of Authority, Letter of Expectation, Letter of Agreement or Memorandum of Understanding (MOU) ● Applicable plans and reports ● Directories: phone, notification ● Written incident status summary ● Authorizations: cell phones, rental vehicles, computers 	E, F, I		
2. Receive briefing from the Incident Commander (IC) or outgoing Planning Section Chief: <ul style="list-style-type: none"> ● Meetings and briefings schedule ● Situational assessment ● Incident objectives ● Strategy ● Hazards to incident personnel and public ● Agencies/jurisdictions involved ● Organizational structure ● Resources summary ● Logistical needs ● Ordering procedures ● Incident priorities and status: life safety, incident stabilization, property and environment ● Timing and scheduling ● Expected products 	E, F, I		

1b. Behavior: Establish or determine organizational structure, resource and staffing needs

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Evaluate staffing needs required to manage the section: <ul style="list-style-type: none"> ● Ensure consistency with National Incident Management System (NIMS) organizational structure ● Identify training opportunities ● Ensure use of established procedures for ordering resources ● Request appropriate technical specialists to assist with special incident conditions 	E, F, I		

4. Organize meeting and briefing locations and ensure that necessary materials are available: <ul style="list-style-type: none"> ● Large-scale operational planning worksheet and Incident Action Plan (IAP) safety analysis ● Large-scale schematic map of incident ● Large-scale charts for filling in objectives and operational rhythm/meeting schedule ● Planning meeting agenda ● List of incident priorities and objectives 	E, F, I		
5. Utilize section personnel: <ul style="list-style-type: none"> ● Establish appropriate organization and assign roles and responsibilities, while maintaining span of control 	E, F, I		
6. Work closely with Operations Section personnel to identify kind, type and number of resources required to achieve section objectives: <ul style="list-style-type: none"> ● Consider incident type and complexity, kinds and types of resources, resource availability and health and safety factors ● Consider long-range and contingency plans and identify potential future resources 	E, F, I		
7. Work closely with the Safety Officer to identify safety issues and materials for inclusion in plans.	E, F, I		

1c. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines: <ul style="list-style-type: none"> ● Arrive with go-kit and any additional equipment ● Carry out check-in procedures and ensure assigned personnel do the same 	E, F, I		
9. Obtain complete incident and logistical information: <ul style="list-style-type: none"> ● Incident name, number, anticipated duration, size, type, responsibilities and expectations ● Reporting time and location ● Transportation arrangements and travel routes ● Contact procedures during travel (telephone/radio) ● Expected working conditions ● Personal Protective Equipment (PPE) ● Security measures ● Updated contact information and information links 	E, F, I		
10. Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable: <ul style="list-style-type: none"> ● Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ Authority Having Jurisdiction (AHJ) identification badge and qualification card ● Reference materials: <ul style="list-style-type: none"> ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ AHJ operations guides or other operational guides ○ Position manuals ● Forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure the exchange of relevant information during briefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Lead staff briefings and debriefings.	E, F, I		
12. Prepare for and participate in briefings: <ul style="list-style-type: none"> ● Ensure briefings are accurate, timely and include appropriate personnel ● Brief external support organizations ● Share and evaluate information 	E, F, I		

3. Competency: Lead assigned personnel

Description: Influence, lead and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

3a. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Create a positive work environment: <ul style="list-style-type: none"> ● Communicate leader's intent and guidance ● Manage section and its activities effectively ● Proactively assume responsibility for the section and initiate action 	E, F, I		
14. Establish and maintain positive interpersonal and interagency working relationships: <ul style="list-style-type: none"> ● Understand scope, roles, responsibilities, jurisdiction and authority of responding agencies 	E, F, I		
15. Exhibit principles of duty, respect and integrity as a leader.	C, E, F, I, J, T		
16. Understand and comply with NIMS/Incident Command System (ICS) concepts and principles: <ul style="list-style-type: none"> ● Establish and modify an effective organization based on changing incident and resource conditions ● Maintain appropriate span of control ● Act as a representative of incident leadership 	E, F, I		

3b. Behavior: Communicate incident priorities and supervise personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
17. Communicate with assigned personnel: <ul style="list-style-type: none"> ● Communicate priorities, objectives, strategies and any changes ● Inform personnel of their assigned tasks and expectations ● Clearly explain conflict resolution procedures and ensure that personnel understand ● Ensure that assigned objectives and expectations for the operational period are reasonable and accurate 	E, F, I		
18. Ensure debriefings occur and participate as necessary: <ul style="list-style-type: none"> ● Ensure incident situation status information is current and complete 	E, F, I		
19. Ensure that staff follows all applicable agency/jurisdiction policies, contracts, standard operating procedures and agreements: <ul style="list-style-type: none"> ● Federal, state, local, tribal, territorial and regional relationships, as appropriate ● Roles and responsibilities of potential responder agencies ● Scope, jurisdiction and authority of potential responder agencies' contingency plans 	E, F, I		

<p>20. Supervise and hold personnel accountable for executing assigned tasks:</p> <ul style="list-style-type: none"> ● Identify and promptly resolve disagreements, issues and misunderstandings ● Prioritize work while considering immediate support for incident operations 	E, F, I		
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3c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>21. Demonstrate knowledge of and comply with relevant health and safety requirements:</p> <ul style="list-style-type: none"> ● Direct and oversee section operations to ensure compliance with health and safety considerations and guidelines ● Coordinate with the Safety Officer to ensure that assigned personnel follow safety guidelines 	E, F, I		
<p>22. Evaluate mental and physical fatigue of assigned personnel:</p> <ul style="list-style-type: none"> ● Ensure adequate rest is provided to section personnel 	E, F, I		
<p>23. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk:</p> <ul style="list-style-type: none"> ● Adjust operations in response to hazards, weather and other relevant events 	E, F, I		
<p>24. Report or explain the procedures for reporting unexpected occurrences, such as fire, death, injury, illness, exposure to pathogens or hazardous materials (HAZMAT), accident, political contact or property loss or damage:</p> <ul style="list-style-type: none"> ● Ensure report contains nature of event, location, magnitude, personnel involved and initial action taken (such as helicopter picking up injured or an appropriate subsequent action) ● Ensure the protection of Personally Identifiable Information (PII) while reporting ● Obtain information from the following sources regarding special hazards, threats or unexpected occurrences: subordinates, personal observation, other incident personnel and off-incident personnel 	E, F, I		

3d. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>25. Demonstrate the ability to assess and monitor for physical access, programmatic access and effective communications access.</p>	E, F, I, J		
<p>26. Demonstrate the ability to identify opportunities for universal accessibility.</p>	E, F, I, J		
<p>27. Provide equal access, disability accommodations and access and functional needs (AFN) accommodations.</p>	E, F, I, J		

4. Competency: Conduct operations and ensure completion of assigned tasks

Description: Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

4a. Behavior: Set the section priorities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
28. Analyze work assignments and staffing levels to ensure achievement of section objectives.	E, F, I		
29. Attend and participate in strategy meetings as necessary: <ul style="list-style-type: none"> ● Assess organizational needs ● Identify additional resource needs ● Identify critical factors to ensure section success ● Prioritize incident and section objectives 	E, F, I, J		
30. Disseminate priorities and expected completion timelines to staff.	E, F, I		
31. Hold staff accountable for communicated priorities and deadlines.	E, F, I		

4b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
32. Approve completed plans: <ul style="list-style-type: none"> ● Ensure plans are complete, accurate, realistically attainable and relevant to the incident objectives 	E, F, I		
33. Coordinate submission of incident status summary: <ul style="list-style-type: none"> ● Ensure that it is accurate and complete ● Include priorities and special considerations ● Abide by established time frames ● Include IC's signature 	E, F, I		
34. Coordinate with Command and General Staff to identify the need for contingency plans: <ul style="list-style-type: none"> ● Severe weather ● "Incident within an incident" ● Evacuation 	C, E, F, I, J		
35. Facilitate and participate in the planning process: <ul style="list-style-type: none"> ● Prepare for and participate in planning meetings ● Assist in the development of plans, as necessary: <ul style="list-style-type: none"> ○ Long-range ○ Strategic ○ Contingency ○ Demobilization ○ Continuity of Operations Plan (COOP) 	E, F, I		

36. Review, validate and modify plans: <ul style="list-style-type: none"> ● Analyze alternate strategies and explain decisions ● Validate or revise section objectives ● Review information covering health and safety principles, known hazards and importance of all periods ● Validate section organizational structure ● Validate section resource assignments ● Review reserve resources ● Evaluate immediate support needs 	E, F, I		
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4c. Behavior: Coordinate with all appropriate personnel and stakeholders

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
37. Establish effective relationships and coordinate with incident personnel: <ul style="list-style-type: none"> ● IMT personnel ● Other supporting personnel 	E, F, I		
38. Establish effective relationships with stakeholders and partners in the impacted jurisdiction(s).	E, F, I		

4d. Behavior: Apply agency policy, contracts and agreements

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
39. Complete all work according to organization/agency direction, policy and incident objectives: <ul style="list-style-type: none"> ● Ensure that personnel complete all documentation requirements according to organization/agency direction, policy and incident objectives 	E, F, I		
40. Demonstrate knowledge of and apply relevant legal, regulatory and fiscal constraints.	E, F, I		

4e. Behavior: Make appropriate decisions based on evaluation of gathered information, risks and incident situation and use information to produce outputs and modify approach

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

<p>41. Evaluate special conditions, existing or predicted, that require technical expertise:</p> <ul style="list-style-type: none"> ● Hazards ● Reconnaissance ● Objectives ● Access/egress ● Values to be protected ● Evacuation/sheltering potential ● Communications ● Organizational structure ● Tactical coordination ● Weather and topography ● Responder fatigue ● Logistical considerations ● Jurisdictional responsibilities ● Span of control 	E, F, I		
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4f. Behavior: Ensure documentation is complete

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>42. Ensure all units that handle data or intelligence are aware of and maintain a document security plan to manage the confidentiality and security of any classified, confidential, sensitive and For Official Use Only (FOUO) documentation, intelligence, data or incident information</p>	E, F, I		
<p>43. Maintain and collect personal records related to incident:</p> <ul style="list-style-type: none"> ● Time sheets ● Rental records ● Accident forms ● Property records <ul style="list-style-type: none"> ○ Equipment time records ● Receipts 	E, F, I		
<p>44. Maintain and submit incident records for events, personnel, equipment, supplies and other data for incident management needs:</p> <ul style="list-style-type: none"> ● Property loss/damage reports ● Agency-required incident reports ● Activity log ● Changes in strategy and tactics 	E, F, I		
<p>45. Review documents for accuracy, timeliness and appropriate distribution.</p>	E, F, I		

4g. Behavior: Establish work assignments and performance expectations, monitor performance and provide feedback

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

<p>46. Supervise or ensure completion of the duties of a Demobilization Unit Leader:</p> <ul style="list-style-type: none"> ● Review incident resource records to determine likely size and extent of the demobilization effort and request personnel, workspace and supplies as necessary ● Obtain IC demobilization objectives and priorities ● Evaluate logistics and transportation capabilities to support demobilization ● Develop demobilization plan ● Implement and monitor the demobilization process 	E, F, I		
<p>47. Supervise or ensure completion of the duties of a Documentation Unit Leader:</p> <ul style="list-style-type: none"> ● Coordinate with functional areas for the collection of incident documentation ● Establish duplication service and respond to requests ● Maintain, safeguard and securely store incident records ● Provide incident documentation per document security guidelines, as requested ● Organize files in preparation for submitting final incident documentation package 	E, F, I		
<p>48. Supervise or ensure completion of the duties of a Resources Unit Leader:</p> <ul style="list-style-type: none"> ● Establish and monitor the check-in function at incident locations ● Provide resource status data as requested ● Maintain and post the current status and location of all resources ● Maintain master roster of all resources checked in at the incident ● Continually identify surplus resources ● Assemble and review draft IAP 	E, F, I		
<p>49. Supervise or ensure completion of the duties of a Situation Unit Leader:</p> <ul style="list-style-type: none"> ● Collect and analyze incident data ● Prepare, post or disseminate resource and situation status information as required, including special requests ● Provide photographic services, charts, image overlays and maps ● Collect, process, organize and disseminate incident information relating to status of current operations, incident growth, mitigation or intelligence activities ● Conduct situation briefings at meetings and briefings 	E, F, I		

4h. Behavior: Facilitate planning process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p>50. Ensure planning staff completes or supports completion of other relevant plans within required time frames:</p> <ul style="list-style-type: none"> ● Contingency plan(s) as necessary, such as plans for evacuation/sheltering and structure protection ● Demobilization plan ● Transfer of command plan 	E, F, I		

51. Ensure presenters understand and adhere to their roles and responsibilities during meetings and briefings: <ul style="list-style-type: none"> ● Operational briefings ● Tactics meetings ● Planning meetings ● Strategy meetings ● Command and General Staff meetings 	E, F		
52. Facilitate planning meetings and share pertinent information: <ul style="list-style-type: none"> ● Expected duration ● Changes in objectives or strategies ● Approval of IAP ● Additional responsibilities ● Changes in jurisdictional involvement 	E, F, I		
53. Inform identified attendees of planning meeting time, location and information expected of them: <ul style="list-style-type: none"> ● Define meeting objectives, agenda and time expectations ● Post agenda at appropriate locations 	E, F, I		
54. Schedule and facilitate operational briefings: <ul style="list-style-type: none"> ● Clearly post the location and time of the operational briefing ● Emphasize any changes from the written IAP 	E, F, I		

4i. Behavior: Develop and implement IAP

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
55. Ensure that personnel complete and compile elements of the IAP within appropriate time frames: <ul style="list-style-type: none"> ● Obtain elements from other relevant sections ● Assemble the elements into an IAP ● Ensure that the IAP links objectives with strategies and tactics ● Obtain IAP information from all positions, contributing components, forms and data ● Obtain the IC's approval and signature on IAP ● Identify the number of IAP copies necessary ● Check IAP content for completeness and accuracy ● Ensure distribution of IAP copies 	E, F, I		
56. Ensure the creation of mapping products and visual aids with all facilities and other incident-related markers labeled: <ul style="list-style-type: none"> ● Situation Unit map ● IAP map ● Operational briefing map ● Transportation map ● Facilities map ● Progression map ● Other incident-specific maps and charts 	E, F, I		
57. Establish and maintain the incident meeting schedule: <ul style="list-style-type: none"> ● Publish and post the meeting schedule at appropriate locations ● Distribute meeting schedule to IC, Command and General Staff and other appropriate personnel ● Facilitate meetings and briefings during the planning cycle ● Monitor meeting and briefing times and locations 	C, E, F, I		
58. Execute forecasting for future operational periods and prepare reports.	E, F, I		

59. Lead the completion of a situation report and distribute it to staff according to guidelines and procedures.	E, F, I		
60. Monitor and evaluate the effectiveness of the planning cycle and suggest modifications when necessary: <ul style="list-style-type: none">● Adjust meeting and briefing times and locations, as necessary	E, F, I		

5. Competency: Prepare for demobilization/transfer

Description: Demobilize position and transfer position duties.

5a. Behavior: Transfer position duties while ensuring continuity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
61. Complete all necessary reports and narratives following common standards before turnover: <ul style="list-style-type: none"> ● Activity log ● Shift change ● End of operational period ● Reassignment ● Deactivation/demobilization 	E, F, I		
62. Complete the process for demobilizing position responsibilities: <ul style="list-style-type: none"> ● Brief and provide complete and accurate records to relief personnel ● Discuss equipment release considerations ● Provide information to supervisor to assist with decisions on release priorities ● Coordinate with appropriate partners regarding demobilization procedures ● Brief personnel on demobilization responsibilities ● Ensure personnel demobilize in a timely and complete manner ● Emphasize safety and accountability during this phase of operations 	C, E, F, I, J, T		
63. Coordinate an efficient transfer of position duties when deactivating or demobilizing resources: <ul style="list-style-type: none"> ● Inform assigned personnel ● Notify incoming personnel when and where transition of positions will occur ● Conduct transition effectively ● Document follow-up action and submit to agency representative 	E, F, I		
64. Participate in transition or incident closeout: <ul style="list-style-type: none"> ● Conduct debriefings with agency administrator(s) as requested ● Close out incident as appropriate for the AHJ 	E, F, I		

5b. Behavior: Plan for demobilization and ensure staff follow demobilization process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

<p>65. Coordinate with relevant entities to develop and implement the incident demobilization plan:</p> <ul style="list-style-type: none"> ● Consider demobilization early in the incident ● Coordinate with Demobilization Unit and with Command and General Staff ● Coordinate with local agencies concerning functional demobilization procedures ● Brief staff on demobilization responsibilities ● Ensure section demobilizes in a timely and complete manner ● Emphasize safety and accountability during demobilization phase 	E, F, I		
<p>66. Direct development of, support for, approval of and implementation of the demobilization plan:</p> <ul style="list-style-type: none"> ● Coordinate with appropriate partners regarding demobilization procedures ● Coordinate needs and responsibilities 	E, F, I		
<p>67. Facilitate host agency administrator closeout/After Action Review (AAR).</p>	E, F, I		