The Planning "P"

Facilitate meeting
Provide Situation Briefing
Review proposed strategy & resource requirements
Identify resource shortfalls
Assure the strategy comply with SEOC/UC objectives
Mitigate Logistics and Safety issues

Clean up ICS-215 & make hard copies for attendees
Notify participants of meeting location & time
Setup meeting room

Facilitate meeting
Provide Situation Briefing
Confirm availability of resources
Verify support for the proposed plan
Document decisions & assigned actions

Meet with Operations to determine strategies & resource requirements
Complete ICS-215
Notify meeting participants of scheduled meeting
Setup meeting room

Develop components of the IAP/ISP
Review completed IAP/ISP for correctness
Provide IAP/ISP to SEOC/UC for review and approval
Make copies of IAP/ISP for distribution

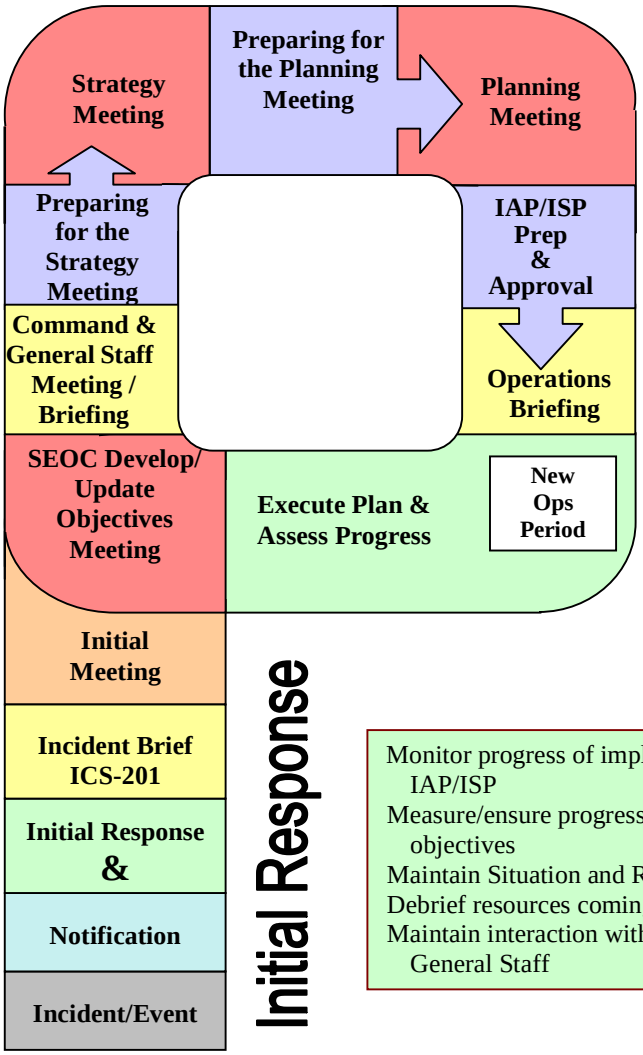
Setup meeting room
Facilitate meeting
Provide Situation Briefing
Receive work tasks & assignments
Resolve conflicts & clarify roles & responsibilities

Setup Meeting Room
Facilitate meeting
Provide recorder to document decisions
Distribute and post decisions

Setup meeting room
Facilitate Meeting
Provide recorder to document discussion points

Facilitate ICS-201 brief
Obtain ICS-201 & distribute to RESL & SITL
Document results of ICS-201 briefing

Check-in
Receive IC/UC Briefing
Activate Plans Section
Organize & brief subordinates
Acquire work materials



Setup briefing area
Provide situation briefing
Distribute copies of IAP/ISP
Facilitate briefing
Make adjustments to IAP/ISP, if necessary

Monitor progress of implementing the IAP/ISP
Measure/ensure progress against stated objectives
Maintain Situation and Resource status
Debrief resources coming off shift
Maintain interaction with Command and General Staff