

Planning Leader

Mission: Organize, assign, and supervise Planning Team. Ensure documentation and provide situational awareness briefings to DOC planning section.

Date: _____ Location: _____ Shift: _____ Reports to: POD Task Force Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Designate Planning positions. Distribute JAS and position identification		
Brief Planning members on current situation, incident objectives and strategy; outline IAP and designate time for next briefing.		
In conjunction with POD Task Force Leader establish incident objectives and operational period		
Document all key activities, actions and decisions on ICS Form 214.		
Establish and maintain communications with Logistics to ensure accurate tracking of personnel and resources.		
Ensure Planning members comply with safety policies and procedures and proper use of personal protective equipment, if applicable.		
Ensure Situation unit regularly updates and documents status reports from all Unit Leaders and Team leaders		

POD Operations	Time	Initial
Coordinate with POD Task Force Leader regularly, brief on planning status		
Attend staff briefing and meetings		
Regularly obtain information about progress on assigned tasks from Unit Leaders		
Ensure the following <ul style="list-style-type: none"> • Safe working environment • Situation Unit maintains situational awareness • Situational briefings submitted to DOC in a timely manner • Documentation Unit compiles documents relating to operation • Resource Unit will ensure operational readiness of next shift and track activated resources 		
Ensure staffing request for unit are reported to POD Task Force Leader for next shift		
Document actions and decisions on a continual basis and send to POD Task Force Leader at assigned intervals and sooner when appropriate.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization	Time	Initial
As needs for Planning staff decreases, notify the POD Task Force leader, combine or deactivate positions in a phased manner.		
Ensure return/retrieval of equipment.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation is submitted to the POD Task Force Leader as appropriate.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents

- ICS Organization Chart
- Incident Action Plan
- ICS Form 214
- DOC telephone directory

Tools

- Radio
- Position identification
- Laptop