

## **Handout 5-1: Preparing for the Planning Meeting**

### **Incident Commander/Unified Command Responsibilities:**

- Gives direction.
- Communicates.
- Manages.
- Avoids getting unnecessarily involved in details.

### **Safety Officer Responsibilities:**

- Identifies incident risks and hazards.
- Completes ICS Form 215A developed at the tactics meeting.
- Works with the Operations Section Chief on tactical safety issues.
- Identifies safety issues associated with incident facilities and nontactical activities, such as transportation and food service.

### **Liaison Officer Responsibilities:**

- Identifies cooperating and assisting agencies.
- Identifies special agency needs.
- Determines capabilities of cooperating and assisting agencies.
- Determines restrictions on participation of cooperating and assisting agencies.
- Confirms name and contact location of agency representatives.

### **Public Information Officer Responsibilities:**

- Assesses general media coverage to date.
- Identifies incident-related information issues that need to be explained or corrected with the media.
- Determines what Joint Information System (JIS) elements and procedures are in place.
- Determines process for development and approval of media releases and visits.

**Operations Section Chief Responsibilities:**

- Continues to obtain good incident resource and status information.
- Communicates current information.
- Considers alternate strategies and determines probable tactics.
- Calculates resource requirements.
- Works with the Safety Officer and Planning Section staff to complete ICS Forms 215 and 215A developed at the tactics meeting.

**Planning Section Chief Responsibilities:**

- Prepares incident maps and displays, as necessary.
- Develops information for the IAP.
- Develops situation status and predictions.
- Acquires information and ICS forms for the IAP.

**Logistics Section Chief Responsibilities:**

- Determines service and support needs for the incident.
- Determines responder medical and rehabilitation needs.
- Determines incident communications needs.
- Confirms resource ordering process.

**Finance/Administration Section Chief Responsibilities:**

- Collects information on rental agreements and contracts.
- Determines potential and actual claims.
- Calculates incident costs to date.
- Develops cost-benefit analyses as requested.