
Unit 6: Role in the Planning Process

INSTRUCTOR GUIDE

Objectives

By the end of this unit, students will be able to:

- Describe the role of the Division/Group Supervisor in the Planning Process
- Describe the value of the information reported to the Operations Section Chief
- Describe what information the Operations Section Chief may want for preparation of the next Operational Period IAP

Methodology

This unit uses lecture and discussion.

Content from the Unit 6 will be tested during the Final Exam.

Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Lesson	45 minutes
Total Time	45 minutes

Reference Materials

- Projector and other equipment necessary for PowerPoint presentation
- Easel pad
- Marking pens
- Blank ICS Forms 211
- Blank ICS Forms 214 for the entire class
- Division/Group Supervisor Position Task Book (PTB)
- ICS Form 420-1 Field Operations Guide (FOG)
- Handout 6-1: Planning P
- The Planning Meeting Video (DVD)

The video is comprised of 11 chapters, each of which covers a different phase of the Planning P. Though the comprehensive video is 45 minutes, the outline below identifies the time allocated to each chapter or phase of the Planning P. The DHS's NIMS ICS Planning Cycle Meeting and Briefings Video guide (in binder, after the Introduction to the Instructor Guide) explains the purpose and use of this video in more detail.

Chapter	Time
1. Introduction	2 ½ minutes
2. Agency Administrator Briefing	6 minutes
3. Incident Briefing ICS 201	½ minute
4. Initial UC Meeting & IC/UC Sets Initial Unified Incident Objectives	3 ½ minutes

Chapter	Time
5. Initial Strategy Meeting	4 ½ minutes
6. Tactics Meeting	4 minutes
7. Prepare for the Planning Meeting	½ minute
8. Planning Meeting	9 minutes
9. IAP Preparation and Approval	1 minute
10. Operational Period Briefing	10 minutes
11. Conclusion	2 ½ minutes

TopicUnit Title Slide

**Explain the Following Key Points**

Announce unit.

Scope Statement

Through this unit, students will gain an understanding of the Division/Group Supervisor's role in the Planning Process. Students will see how the information the Division/Group Supervisor provides to the Operations Section Chief flows through the planning process, specifically through the Tactics Meeting, Planning Meeting, and Operational Period Briefing.

Topic

Unit Objectives

Unit Terminal Objective

**Describe the role of the Division/Group Supervisor
in the Planning Process.**

**Explain the Following Key Points**

The purpose of this slide is to introduce the unit objectives.

Explain the Unit Terminal Objective to the class. Remind students that the Final Exam questions are based on the enabling objectives, which are in the Student Guide.

Unit Terminal Objective

Describe the role of the Division/Group Supervisor in the planning process.

Unit Enabling Objectives

- Describe the value of the information reported to the Operations Section Chief
- Describe what information the Operations Section Chief may want for preparing the next Operational Period IAP

TopicValue of the Information Reported to the OSC

Value of the Information Reported to the OSC

- The information the Division/Group Supervisor gathers is critical to the entire incident
- The planning process in ICS begins with the Operations Section and the information provided by the Division/Group Supervisor



Unit 6:
Role in the Planning Process

Visual 6-3

Explain the Following Key Points

The purpose of this slide is to point out that the information the Division/Group Supervisor reports to the Operations Section Chief is integral to the planning process.

TopicDivision/Group Supervisor's Role in Planning Process

Division/Group Supervisor's Role in Planning Process

Primary role:
Validation of Current Work Assignment



Unit 6:
Role in the Planning Process

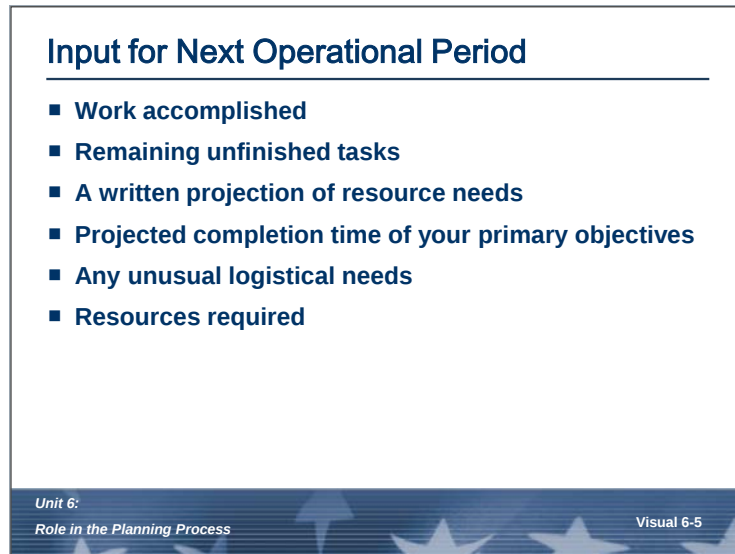
Visual 6-4

Explain the Following Key Points

The purpose of this slide is to specify the Division/Group Supervisor's responsibility to validate current work assignments.

- Go out on the ground and determine that assigned work is work that actually needs to be done
- Verify the amount of work to be done and that proper resources have been assigned
- Report back discrepancies in the IAP

Topic Input for Next Operational Period

**Explain the Following Key Points**

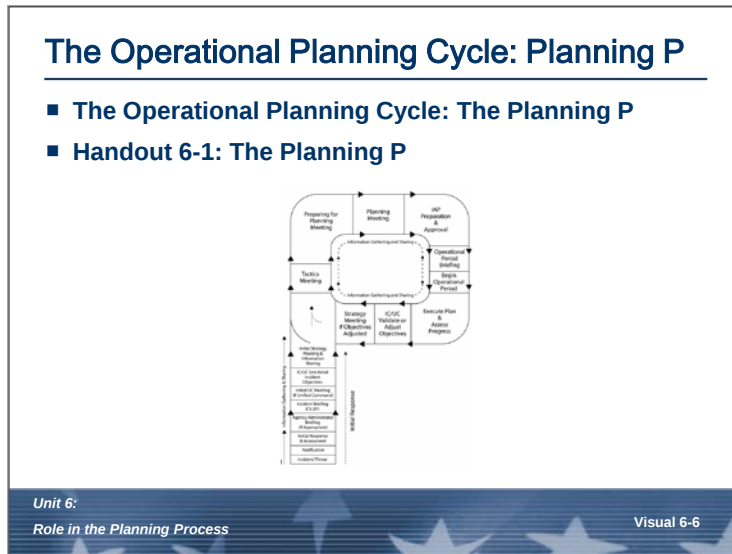
The purpose of this slide is to identify what information the Division/Group Supervisor should provide to the Operations Section Chief or Branch Director to plan the next work assignment.

As stated previously, the Division/Group Supervisor should be prepared to provide necessary information to the Supervisor (Operations Section Chief or Branch Director), such as the following:

- Work accomplished
- Remaining unfinished tasks
- A written projection of resource needs (The best way to pass along this information is probably face-to-face.)
- Projected completion time of primary objectives
- Any unusual logistical needs
- Resources required

Topic

The Operational Planning Cycle: Planning P

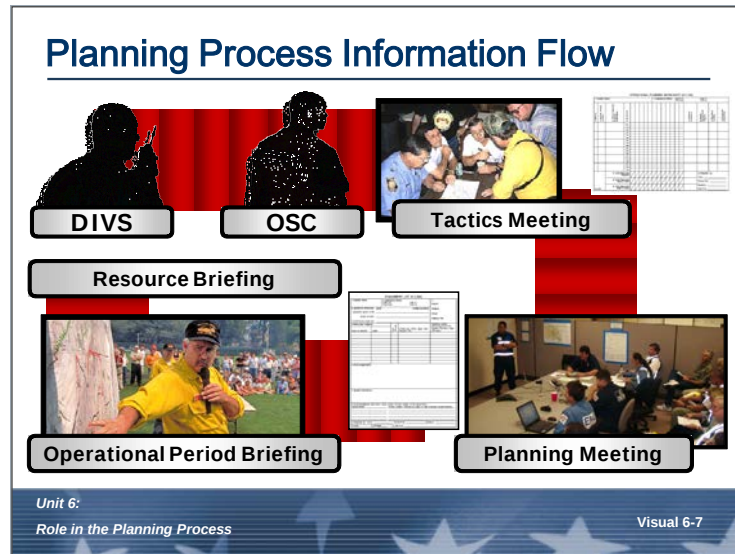


Explain the Following Key Points

The purpose of this slide is to discuss the Planning P. This unit will specifically discuss the Tactics Meeting, Planning Meeting, and Operational Period Briefing.

The information provided from the Division/Group Supervisor to the Operations Section Chief (who has a much more formal role in the process than the Division/Group Supervisor) has a significant influence on the results of the planning process.

Refer students to Handout 6-1: Planning P.

Topic Planning Process Information Flow**Explain the Following Key Points**

The purpose of this slide is to point out how the Division/Group Supervisor supports the planning process through the presentation of the Planning Process Information Flow graphic (on the slide).

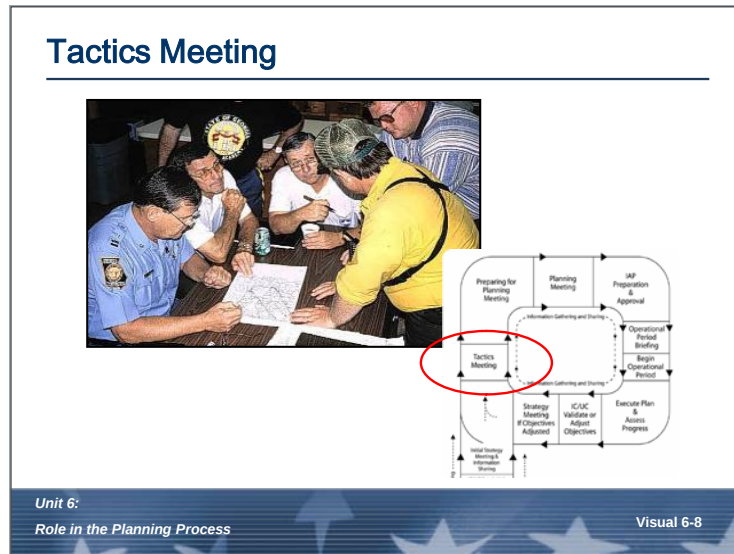
The displayed graphic depicts the movement of information from the Division/Group Supervisor throughout the planning process.

- Information is first provided to the Operations Section Chief by the Division/Group Supervisor.
- The Tactics Meeting is then held.
 - Product of the Tactics Meeting: A Form 215 that shows the work assignments based on the information from the Tactics Meeting and a Form 215a displaying the hazards and mitigation assessments for the work assignments.
- Information provided by the Division/Group Supervisor may result in an adjustment to the incident objectives for the entire incident, regardless of whether the information will be used in the Planning Meeting and Operational Briefing.
 - Product of the Planning Meeting: The IAP, which is presented by the Operations Section Chief at the Operational Period Briefing.

- The ICS Form 204 is a result of the Planning Meeting and is part of the IAP. Work assignment language and the special instructions from ICS 215a are included, and then it goes to the Operational Period Briefing for the whole IAP.
- The Division/Group Supervisor closes the loop of the planning process by delivering the Division/Group Resource Briefing.

Topic

Tactics Meeting

**Explain the Following Key Points**

The purpose of this slide is to begin discussing the planning process by explaining the purpose of the Tactics Meeting.

The purpose of the Tactics Meeting is to give Operations, Logistics, and Safety an opportunity to agree on tactics before the Planning Meeting. The Tactics Meeting is an opportunity to work out internal issues. The Tactics Meeting should have controlled attendance. Tactics Meetings can be held in different places and at different times every day to minimize the attendance of unwanted guests.

The Division/Group Supervisor will have the best knowledge about whether employed tactics are successful, and the Operations Section Chief will want to check in with the Division/Group Supervisor before the Tactics Meeting for this reason.

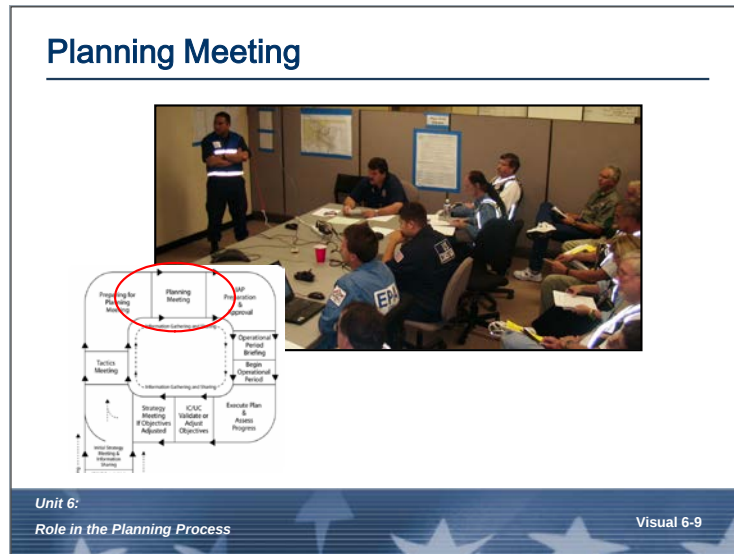
Once the Operations Section Chief has a plan in place that has gotten the green light of Safety, Logistics, and Operations in the Tactical Meeting, it must follow through and present it in the Planning Meeting.

Information is first provided to the Operations Section Chief by the Division/Group Supervisor. The Tactics Meeting is then held:

- May be held before each Planning Meeting:
 - Controlled attendance
 - Operations, Logistics, Safety

- Others by request
- May be very short if no significant changes in tactics are anticipated

Product of the Tactics Meeting: An ICS 215 that shows the work assignments based on the information from the Tactics Meeting and a ICS 215a displaying the hazards and mitigation assessments for the work assignments.

Topic Planning Meeting**Explain the Following Key Points**

The purpose of this slide is to continue the discussion of the planning process by explaining the purpose of the Planning Meeting.

There are certain data that the Operations Section Chief may be asked to provide at the Planning Meeting, and the Division/Group Supervisor should provide this information.

The Operations Section Chief must have current situation and resource status information from Division/Group Supervisors. This may include:

- Current location and status of resources
- Accomplishments
- Current and anticipated at the operational period change
- Information on tactical control points and established Division and Branch boundaries
- New helispots, drop points, line location, and perimeters
- Safety concerns
- Recommended resource needs for the next operational period
- Numbers and types of resources

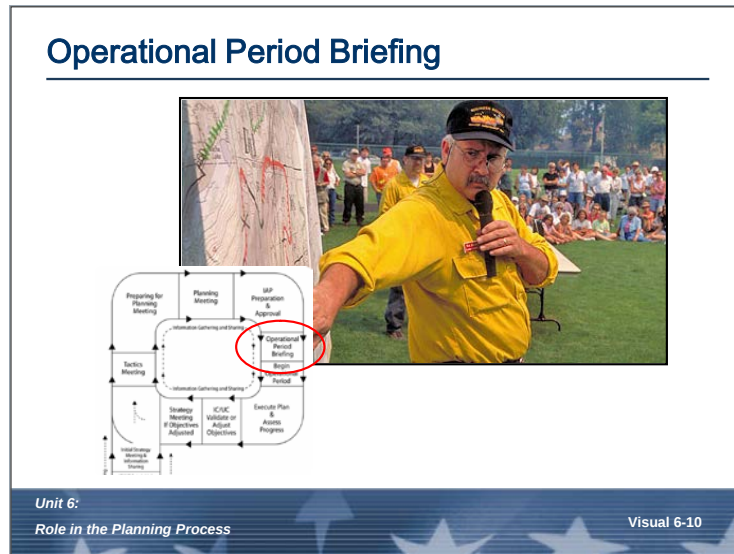
- Values needing protection or attention
- Need for Technical Specialist

That information provided by the Division/Group Supervisor may result in an adjustment to the incident objectives for the entire incident. The information will be used in the Planning Meeting and Operational Briefing.

The Planning Meeting is a meeting to confirm specific strategies and tactics for incident control operations and for service and support planning.

Held for each planned operational period, the Planning Meeting is conducted by the Planning Section Chief and attended by Command and General Staff, Resource Unit Leader, Situation Unit Leader, Communication Unit Leader, Technical Specialists, Agency Representatives, and other invited participants.

After the Planning Meeting, the IAP is created. Many pieces of the IAP may be prepared before the meeting, but afterward, the IAP is assembled and taken to the IC/UC for approval and signature prior to the next operational period.

Topic Operational Period Briefing**Explain the Following Key Points**

The purpose of this slide is to discuss the planning process by explaining the purpose of the Operational Period Briefing.

The ICS 204 is the result of the Planning Meeting and is part of the IAP. Work assignment language and the special instructions from the ICS 215a are included, and then it goes to the Operational Period Briefing for the whole IAP.

Resource Briefing



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Visual 6-11

Explain the Following Key Points

The purpose of this slide is to conclude the discussion of the planning process by showing that the Division/Group Supervisor ultimately delivers the Division/Group Resource Briefing.

The Division/Group Supervisor closes the loop of the planning process by delivering the Division/Group Resource Briefing.



Explain the Following Key Points

The purpose of this slide is to play the relevant pieces of the Planning Meeting video for the class.

- **PLAY the TACTICS MEETING portion of the PLANNING MEETING VIDEO**
 - Chapter 5 (4 minutes)
- **PLAY the PLANNING MEETING portion of the PLANNING MEETING VIDEO**
 - Chapter 8 (9 minutes)
- **PLAY the OPERATIONAL PERIOD BRIEFING portion of the PLANNING MEETING VIDEO**
 - Chapter 10 (10 minutes)

Topic

Objectives Review

Objectives Review

1. *What is the value of the information that the Division/Group Supervisor reports to the Operations Section Chief?*
2. *What information will the Operations Section Chief want for preparation of the next Operational Period IAP?*

Unit 6:
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Visual 6-13

Explain the Following Key Points

The purpose of this slide is to review the Unit Enabling Objectives for this unit to ensure that the class has obtained the knowledge necessary to successfully meet the Unit Terminal Objective.

Pose the Unit Enabling Objectives as questions. Ask the group to give a brief example or short explanation to answer each question. Try to call on a different student for each objective.

This is not intended to be an inclusive discussion of all material covered in Unit 6, but rather a quick and engaging way to wrap up the unit and reconnect the students to the material before moving on to Unit 7.

Ask the students to write down the top three to five things they learned in this unit on their ICS Form 214.

Leave the objective slide up so that students can think about what they learned in relation to the objectives.

At the end of the day, collect their ICS Forms 214. This will help identify what the students have learned and what areas may be especially important to highlight throughout the rest of the course.

This activity should be done at the end of each unit.

Unit Terminal Objective

Describe the role of the Division/Group Supervisor in the Planning Process.

Unit Enabling Objectives

- Describe the value of the information reported to the Operations Section Chief
- Describe what information the Operations Section Chief may want to prepare the next Operational Period IAP