

Mission Base Staff Tasks

This Task Guide has been edited
to include only the tasks for
Planning Section Chief



11 April 2005

Developed as part of the
National Emergency Services Curriculum Project

P-0101
KEEP A LOG

CONDITIONS

You have been assigned to keep a log on a mission, and must log the actions of your unit, section or team on the ICS Form 214 for use during debrief after the mission.

OJECTIVES

Correctly maintain a log of actions during an incident.

TRAINING AND EVALUATION

Training Outline

1. When working an incident, staff members are required to maintain a log of all significant actions. This is important for record keeping of the accomplishments and setbacks, determining search effectiveness during debriefing, and as a legal record of CAP actions amongst many other things.
2. The mission log is started once a unit or section is opened and maintained until personnel are called in and at home safely to the incident commander. A separate log should be maintained for each varying unit or section that is assigned to the incident, and subordinate units at varying levels will normally also keep a log. This log is turned in with the debriefing paperwork and becomes part of the official mission record.
3. The following actions are always recorded in the log:

FOR GROUND OPERATIONS

- a. Departure and return times to mission base.
- b. Routes taken to and from the search area.
- c. Times of entering and leaving search areas.
- d. Any time the search line changes direction.
- e. Times/locations of clue detections or witness interviews.
- f. Time/location of find.
- g. Time/Location of communications checks.
- h. Any event or action related to the team's ability to complete the sortie requirements (natural hazards encountered, injuries to team members, etc.).
- i. Encounters or instructions from local authorities.
- j. Encounters with the media.
- k. Mileage/Flight time at key intersections, when leaving pavement, at other key locations, etc.

l. Time of distress beacon or other emergency signal acquisition.

m. Times distress beacon located and silenced. Also, if available, include the name(s) and organization(s) of person(s) involved in silencing the distress beacon, the manufacturer, serial number, dates of manufacture and battery expiration, vehicle information (type, vehicle registry, description), and the name of the owner.

n. Personnel assignments to and from the team/unit.

Note: This log (ICSF 214) may be kept as an attachment to the CAPF 109

FOR AIRCREW OPERATIONS

a. Briefing details

b. Names of crew members

c. Engine start time

d. Take Off time

e. Communications checks

f. Time beginning assigned grid or route

g. Time departing grid or route

h. Significant weather, turbulence, other

i. Time of landing

j. Time of engine shutdown

k. Crew changes if any

Note: this log (ICSF 214) may be kept as an attachment to the CAPF 104

FOR MISSION BASE STAFF OPERATIONS

a. Time/date unit or log started or activated

b. Name of unit, supervisor, and individual keeping the log

c. Notes from initial briefing

d. Time and noted from staff meetings

e. Significant events, actions taken, direction received or provided

4. For each log entry, the log keeper writes down the following on the ICSF 214:

- a. The time.
- b. The event taking place (see list above)
- c. Mileage and/or location as appropriate.
- d. Name of individual annotating the log each time there is a change.

Additional Information

More detailed information on this topic is available in each emergency services reference text.

Evaluation Preparation

Setup: Prepare narrative of 10 events/actions and times. Provide the individual with the list, a pen, and an ICS Form 214.

Brief Student: Tell the student that he is the log keeper for his unit, and that the 10 events listed in the narrative have occurred. Tell him to log the events/actions on the on team log form.

Note: this evaluation can be accomplished during a training exercise by observing the events taking place and checking the log to see that they are properly annotated.

Evaluation

Performance measures

Results

For each of the 10 events/actions, the student:

- | | | |
|----------------------------------|---|---|
| 1. Logs the time and event | P | F |
| 2. Writes legibly and completely | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

DEMONSTRATE THE COLLECTION AND PREPARATION OF THE INCIDENT ACTION PLAN

CONDITIONS

You are a new/old member on a mission, and are assigned as the Planning Section Chief.

OBJECTIVES

1. Collect the various parts of the Incident Action Plan and prepare it for the Incident Commander's approval.

TRAINING AND EVALUATION

Training Outline

1. The size and complexity of the Incident Action Plan will depend on the scope of the incident being managed. The plan may be as simple as the objectives, organization chart and a paragraph or two from the Operations Section Chief. As the incident grows in its complexity, the plan will also expand. It is the responsibility of the Plans Section Chief (PSC) to develop the plan and revise it as necessary.

a. At the initial meeting of the Incident Staff, the Incident Commander will specify the objectives of the mission. These objectives form the foundation of the Incident Plan and it is on this information the rest of the plan is developed.

b. The complexity of the incident will determine how many annexes are required for the plan. It will most likely be the decision of the PSC to determine if the Communications or Medical annex is required, although the IC may direct which are required.

c. Usually the ICS forms 201 and 202 will be the minimum required.

2. Once the requirements for the plan have been established, it is the responsibility of the PSC to collect and prepare the plan.

a. After the initial meeting with the IC, the PSC should meet with the other section chiefs to inform each of their responsibilities in regards to the plan development.

b. As the PSC is developing the basic part of the plan, remain in close contact with the developers of the various annexes to ensure all are being developed and there are no conflicts in the plan.

c. Once the parts of the plan are collected, review it with the other staff to deconflict any parts of it. After that is accomplished, present it to the IC for approval.

Additional Information

More detailed information on this topic is available in ICS 300 manuals.

Evaluation Preparation

Setup: This examination is best accomplished in a tabletop or classroom setting.

Brief Student: Using the exercise scenario, prepare the Incident Action Plan.

Evaluation

<u>Performance measures</u>	<u>Results</u>
1. Did the PSC lead the other section chiefs in the development of the plan?	P F
2. Did the PSC review the plan for completeness and any conflicts?	P F
3. Did the PSC present the plan to the IC for approval?	P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

P-3121
DEMONSTRATE CONDUCTING PLANNING MEETINGS

CONDITIONS

You are a new/old member on a mission, and are assigned as the Plans Section Chief.

OBJECTIVES

1. Conduct a Planning Meeting.

TRAINING AND EVALUATION

Training Outline

1. The PSC is the focal point around which much of the mission revolves. The PSC sets up and conducts the meetings for the IC and provides leadership for meetings where plans are developed and coordinated. Because of this responsibility, the PSC must be adept at leading meetings. There are times when the PSC must take a firm lead and times when the PSC will act as the arbitrator to develop consensus among the participants.

a. There are two types of meetings, scheduled and special. Let participants know in plenty of time to prepare and what the agenda will be. Try to hold the meeting in an environment that is conducive to getting the agenda accomplished. A planning meeting should be scheduled for each operational period.

b. Setting the goals: Let the participants know what is the expected outcome of the meeting at the beginning or before if possible. Stick to the agenda.

c. Developing the consensus: As the chair of the meeting, you must work to develop a consensus so that all participants can support the objective of the meeting.

2. The PSC needs to be aware of and plan for upcoming meetings.

a. Initial Response and assessment meeting: This meeting is to start the initial ICS Form 201 and generate the Incident Action Plan. It is the first meeting or when a change of IC takes place. The IC chairs the meeting and the Command and General Staff are in attendance. The meeting includes the situation, objectives and priorities, strategy and tactics, current organization, resource assignments, resources enroute/or ordered, and facilities established.

b. Operational Period Planning. A 30-minute meeting that creates or updates the Incident Action Plan that includes the IC and the General Staff.

c. Specialized Meetings. These can be for Unified Command, business management meetings, agency representative meetings and press conferences.

Additional Information

More detailed information on this topic is available in ICS 300 module 11, and the Mission Staff Reference Text.

Evaluation Preparation

Setup: This evaluation is best accomplished during a tabletop or classroom training event.

Brief Student: Using the scenario, have the student set up and chair the planning meeting.

Evaluation

<u>Performance measures</u>	<u>Results</u>
1. Did the PSC set up control the meeting?	P F
2. Did the PSC follow the 10 step planning meeting checklist?	P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

DEMONSTRATE REASSIGNMENT OF MISSION PERSONNEL, INCLUDING THE ABILITY TO ASSEMBLE AND DISASSEMBLE TASK FORCES AND STRIKE TEAMS NOT ASSIGNED TO OPERATIONS

CONDITIONS

You are a new/old member on a mission, and are Planning Section Chief.

OBJECTIVES

1. Assign resources to meet tactical requirements.
2. Recognize changes in the tactical situation and make changes to resource assignments.
3. Assign resources to Task Forces and Strike Teams, as the tactical situation requires.

TRAINING AND EVALUATION

Training Outline

1. As the tactical situation develops, the Planning Section must make the decisions needed to assign resources to accomplish the objectives of the mission.
 - a. Evaluate and prioritize the requirements.
 - b. Review the available resources.
 - c. Coordinate with Operations to provide the resources and requirements to Operations for them to make assignments.
2. When new intelligence is developed in a search mission or new requests are received in a disaster response scenario, the Planning Section must react to these situations. Tactical changes will be necessary and resources must be reassigned.
 - a. As information is received, or new tasking arrives, the Planning Section will continually update the priorities to Operations. The types of sorties required or areas of highest probability will change.
 - b. Tactical changes in the mission require the close coordination of the Operations Section.
3. There will come situations where the scenario will dictate the use of groupings into resource packages called Task Forces or Strike Teams. For example, a search mission or disaster area may cover a large physical area and the Incident Commander may approve a forward operating base. Once the requirement no longer exists, the forces or teams should be disassembled and returned to a status of single resources
 - a. If a forward operating base is established, a Task Force might be assembled comprised of aircraft, ground team(s), an Operations Officer, and a communications package.
 - b. If a request to support a large ground operation during a disaster scenario, a Strike Team comprised of several Ground Teams might be required.
 - c. Normally, Planning will select the resources required and Operations will make the actual aircraft or ground team assignments.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Manual.

Evaluation Preparation

Setup: This evaluation is best accomplished on a major training exercise, major mission, or tabletop exercise. Some evaluation can be accomplished by questioning the student verbally.

Brief Student: You will be looking to see that requirements are prioritized and resources are assigned.

Evaluation

Performance measures

Results

- | | | |
|---|---|---|
| 1. Did the student prioritize assignments and match the types or resources as needed? | P | F |
| 2. Did the student recognize changes in the tactical situation and take appropriate action? | P | F |
| 3. Was the student able to developed and disassembled as the situation dictated? | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

DEMONSTRATE ESTABLISHMENT OF DATA COLLECTION SYSTEMS LIKE PERSONNEL TRACKING SYSTEMS AND WEATHER SYSTEMS

CONDITIONS

You are a new/old member on a mission, and are Planning Section Chief.

OBJECTIVES

1. Establish data collection as necessary to provide management visibility of resources.
2. Establish tracking systems for collecting and utilizing information for safety, strategic, and tactical decision making.

TRAINING AND EVALUATION

Training Outline

1. There is a considerable amount of data needed by both the Planning Section and the Operating Section to safely execute the objectives of the mission. The Planning Section is responsible for the collection of this information.

a. Resources, available and incoming, must be collected for operations assignment or for planning purposes.

b. Task requirements, both current and forecast, from a disaster scenario or intelligence data from a search mission must be collected.

c. Debrief data for planning and analysis, such as resource numbers for reports or SITREPs, and utilization data for reimbursement, are examples of the information that the Planning Section will need to collect.

2. Once the data is collected, it must be tracked, analyzed, and disseminated to those who need it. Manual tracking is used in most cases, but some Wings have developed automated tracking systems.

a. It is critical that all tasks received from outside agencies in a disaster scenario be tracked from receipt to final closure. If a task requires photos, the task must continue to be tracked until the photos have reached the customer.

b. Intelligence received during a search mission must be recorded and tracked so it can be reclaimed if needed at any time.

c. Resource tracking must be accomplished so that Operations knows what is available to assign to sorties.

d. Current weather status must be available for Operations use.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Manual.

Evaluation Preparation

Setup: This evaluation is best accomplished during an actual or training exercise where data is available for collection and tracking.

Brief Student: To collect and track data as it develops during the scenario.

Evaluation

<u>Performance measures</u>	<u>Results</u>
1. Were all pertinent data collected?	P F
2. Was the data recorded and tracked as necessary?	P F
3. Was data made available to other Sections as necessary?	P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

DEMONSTRATE REPORTING, COMPILING AND DISPLAYING OF INCIDENT STATUS INFORMATION

CONDITIONS

You are a new/old member on a mission, and are assigned as the Planning Section Chief.

OBJECTIVES

1. Demonstrate the ability to compile and display incident status information.

TRAINING AND EVALUATION

Training Outline

1. One of the responsibilities of the Plans Section is the collection of status information. Some of the data is needed for planning purposes, for up channel reporting, for reimbursement documentation, and all for historical purposes. The collection of this information means that the Plans Section needs to work closely with the other sections.
 - a. The Situation Unit collects the intelligence information, debriefing data, and other relevant information.
 - b. The Resources Unit collects sign in data and resource availability.
 - c. The documentation Unit collects the all information at the end of the operational period and the end of the mission. Some of this information may be needed later for other reporting requirements such as CAPF 122 and man-hour or utilization reporting on a disaster mission.
2. Once the data is collected, some of it should be displayed for instant availability.
 - a. Situation information such as areas searched or to be searched needs to be displayed. The ICS 201 should be prominently displayed.
 - b. Depending on the complexity of the mission, crew/team/individual status information may need to be displayed.
 - c. Sensitive information such as clues or personal information on the missing individuals should not be displayed.

Additional Information

More detailed information on this topic is available in ICS 300 and the Mission Staff Reference Manual.

Evaluation Preparation

Setup: This examination is best accomplished in a tabletop or classroom setting.

Brief Student: As the scenario develops, collect and display the pertinent information.

Evaluation

<u>Performance measures</u>	<u>Results</u>
1. Did the PSC collect the required information?	P F
2. Were important data items displayed?	P F
3. Was the PSC aware of what data should or should not be displayed in a public setting?	P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

DEMONSTRATE PREPARATION OF THE DEMOBILIZATION PLAN

CONDITIONS

You are a new/old member on a mission, and are assigned as the Planning Section Chief.

OBJECTIVES

- 1. Prepare a demobilization plan.

TRAINING AND EVALUATION

Training Outline

1. Part of the planning process includes the demobilization of the resources when the mission is downsized or has reached completion. Planning for the release and demobilization of CAP resources begins as soon as the initial buildup and planning begins.

a. As resources arrive, records should be kept concerning the transportation used to arrive. This helps determine how they will be transported back to home base after they are released. This helps avoid confusion if the mission is completed suddenly.

b. If a more gradual release of resources is expected, plan for the release of any resources must depart by a certain time or date. If the mission has run over an extended period of time, work with the Operations Section to determine what teams, crews, or individuals should be released and transported to home base due to length of time on the mission or exhaustion.

c. Weather and distance to travel may also play a part in the demobilization planning.

- 2. The end result of the demobilization plan is to get all resources home in a timely and safe manner.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Manual.

Evaluation Preparation

Setup: This examination is best accomplished during a tabletop or training exercise.

Brief Student: Prepare a demobilization Plan based on the exercise scenario and the available resources.

Evaluation

<u>Performance measures</u>	<u>Results</u>
1. Did the PSC develop an effective demobilization plan?	P F
2. Were all factors affecting the release of resources considered in the plan development?	P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

L-0001
BASIC COMMUNICATIONS PROCEDURES FOR ES OPERATIONS

CONDITIONS

You are a member of the CAP mission staff performing a task in which the use of a radio is necessary.

OBJECTIVES

Properly operate a CAP radio.

TRAINING AND EVALUATION

Training Information Outline

1. From time to time, duties may require the use of a CAP radio. This is not a difficult task, but does require some knowledge of operating procedures and equipment.
2. You should be able to demonstrate the following skills:
 - a. Demonstrate the proper method to contact another station.
 - b. Demonstrate knowledge of call signs.
 - c. Demonstrate knowledge of basic prowords.
 - d. Demonstrate ability to operate basic radio equipment.
 - e. Demonstrate knowledge of prohibited practices.
 - f. Demonstrate knowledge of National communications policies.
 - g. Demonstrate knowledge of local operating practices.
 - h. Demonstrate knowledge of region, wing, and local policies.

Additional Information

Additional information is available in CAPR 100-1 Vol. 1 and the "Radiotelephone Procedures Guide."

Evaluation Preparation

Setup: The student is provided with a basic radio (volume, squelch, channel controls) and asked to communicate with another station. At least one radio will be needed for this exercise. The pro-words "roger," "over," "out," affirmative," should be used. The exchange should go through several transmissions with questions and answers. Prohibitive practices, such as "chit chat," should be used or discussed.

Brief Student: The student is at mission base and has been assigned the task of reporting when the director of the local office of emergency management arrives for his/her tour of the facility.

Evaluation:

<u>Performance measures</u>	<u>Results</u>	
1. Listen before transmitting	P	F
2. Demonstrate calling procedures including call signs	P	F
3. Demonstrate use/understanding of basic prowords	P	F
4. Demonstrate understanding of radio equipment including finding local repeater/simplex	P	F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

SPECIALTY QUALIFICATION TRAINING RECORD (SQTR)
Planning Section Chief

NAME (Last, First, MI)

CAPID

DATE ISSUED

Prerequisites

Item	Date Completed
Qualified Air Operations Branch Director or Ground Branch Director (Personnel applying based on qualification as an Air Operations Branch Director requirement must have been qualified as a ground team or Urban DF team member at one time. Personnel applying based on qualification as a Ground Branch Director must also have been qualified as a mission scanner at one time.)	

The above listed member has completed the required prerequisite training for the planning section chief specialty.

 UNIT/WING/REGION COMMANDER OR
 AUTHORIZED DESIGNEE'S SIGNATURE

 DATE

Familiarization and Preparatory Training

Task	Evaluator's CAPID and Date Completed
Complete NIIMS G193 or equivalent	

The above listed member has completed the required familiarization and preparatory training requirements for the planning section chief specialty qualification and is authorized to serve in that specialty while supervised on training or actual missions.

 UNIT/WING/REGION COMMANDER OR
 AUTHORIZED DESIGNEE'S SIGNATURE

 DATE

Advanced Training

Evaluator's CAPID and
Date Completed

Task

Complete Task P-0101 Demonstrate the ability to keep a log	
Complete Task P-3120 Demonstrate the collection and preparation of the Incident Action Plan	
Complete Task P-3121 Demonstrate conducting planning meetings	
Complete Task P-3122 Demonstrate reassignment of mission personnel, including the ability to assemble and disassemble task forces and strike teams not assigned to operations	
Complete Task P-3123 Demonstrate establishment of data collection systems like personnel tracking systems and weather systems	
Complete Task P-3124 Demonstrate reporting, compiling and displaying of incident status information	
Complete Task P-3125 Demonstrate preparation of the Demobilization Plan	
Complete Task L-0001 Basic Communications Procedures for ES Operations	
Complete Flight Release Officer Training	
Complete the appropriate portion of CAPT 117, <i>Emergency Services Continuing Education examinations</i>	

Exercise Participation

The above listed member satisfactorily participated as a planning section chief trainee under my direct supervision on mission number _____.

QUALIFIED SUPERVISOR'S SIGNATURE DATE

The above listed member satisfactorily participated as a planning section chief trainee under my direct supervision on mission number _____.

QUALIFIED SUPERVISOR'S SIGNATURE DATE

Unit Certification and Recommendation

The above listed member has completed the requirements for the planning section chief specialty qualification and is authorized to serve in that specialty on training or actual missions.

UNIT/WING/REGION COMMANDER OR
AUTHORIZED DESIGNEE'S SIGNATURE DATE