## Job Aid: Responsibilities for Planning

All Command and General Staff members have responsibilities for planning.

| Incident Commander | - Provides overall incident objectives and strategy.  
|                    | - Establishes procedures for incident resource ordering.  
|                    | - Establishes procedures for resource activation, mobilization, and employment.  
|                    | - Approves completed IAP by signature.  
| With Safety Officer: | - Reviews hazards associated with the incident and proposed tactical assignments. Assists in developing safe tactics.  
|                    | - Develops safety message(s).  

| Operations Section Chief | - Assists in identifying strategies.  
|                          | - Determines tactics to achieve incident objectives.  
|                          | - Determines work assignments and resource requirements.  
| With Safety Officer: | - Reviews hazards associated with the incident and proposed tactical assignments.  
|                          | - Assists in developing safe tactics.  

| Planning Section Chief | - Conducts the planning meeting.  
|                        | - Coordinates preparation and documentation of the IAP.  

| Logistics Section Chief | - Ensures that resource ordering procedures are communicated to appropriate agency ordering points.  
|                         | - Develops a transportation system to support operational needs.  
|                         | - Ensures that the Logistics Section can support the IAP.  
|                         | - Completes assigned portions of the written IAP.  
|                         | - Places order(s) for resources.  

| Finance/Admin. Section Chief | - Provides cost implications of incident objectives, as required.  
|                              | - Ensures that the IAP is within the financial limits established by the Incident Commander.  
|                              | - Evaluates facilities, transportation assets, and other contracted services to determine if any special contract arrangements are needed.  

From: ICS - 300 - Intermediate ICS for Expanding Incidents, Student Manual