

The Task Force Planning Manager is responsible for managing and coordinating the planning aspects of the task force during incident operations. The task force Planning Manager reports directly to the Task Force Leader.

The Planning Officer is responsible for:

- Managing the planning process
- Collecting, assimilating, analyzing, and processing information needed for making effective decisions.
- Development and distributing the Task Force Action Plan
- Developing and issuing task force reports to include but not limited to: event logs, situation reports, briefing reports, chronological event logs, and weather reports.
- Facilitating task force planning meetings and briefings
- Developing resources requirements based on mission requirements and duration.
- Advising and assisting the Task Force Leader in evaluating the situation, setting goals and objectives.
- Developing an archive system for all task force documentation
- Coordinating the development of the after-action reporting process
- Developing demobilization plans.
- Maintaining and collecting all daily records for forwarding to appropriate locations to include: The Task Force Action Plan, chronological log, equipment damage and loss report, and unit activity log.
- Adhering to all safety procedures
- Accountability, maintenance, and minor repairs for all issued equipment
- Performing additional tasks or duties as assigned during a mission.