

SOUTHERN AFRICAN EMERGENCY SERVICES INSTITUTE NPC

Registration No. 2014/162285/08

Contact Details:

Phone: 011-660 5672
Fax2Email: 086 544 0008
Fax: 011 660 1887
Email: info@saesi.com
Website: www.saesi.com



Addresses:

No. 295 Jorissen Street
Monument
KRUGERSDORP, 1739

PO Box 613, KRUGERSDORP, 1740

APPLICATION: RECOGNITION OF PRIOR LEARNING

ACC 174

Planning Section Chief - NFPA 1026, 2014

First Name/s: _____

Surname: _____

ID Number: _____ Age: _____

Employer: _____

Postal Address: _____

(Where result and certificate/s should be sent)

Postal Code: _____

Tel No: _____ Fax No: _____

Cell No: _____ Membership No: _____

PURPOSE:

The purpose of this procedure is to assess your academical qualification **in combination with your experience** to determine if accreditation for the Planning Section Chief qualification is appropriate. Any person with a Planning Section Chief qualification or equivalent (Portfolio of evidence) and **18 Months Planning Section Chief Service** and an acceptable **CV** of **appropriate** experience can apply.

Note: Please use additional paper if the space provided is not adequate.

16.1 General

- **16.1.1.1** Familiarity with the National Response Framework and how it relates to the role of Planning Section Chief, knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS), Incident Action Plan (IAP) development process, typical IAP content, ICS forms, information display types, use of communications devices, use of office supplies and equipment for planning duties, requirements of managing a planning briefing, JPRs of the planning section staff, standard operating procedures for the AHJ, and procedures for stopping unsafe or incorrect acts or operations.

16.2 Assume and Transfer the Position of Planning Section Chief

- **16.2.1** Assuming role of Planning Section Chief within an ICS at an incident or planned event, given an incident or planned event, an IAP, an incident briefing, standard operating procedures, and communications equipment, so that a Planning Section is established; relevant situational information of the incident is gained and maintained; the relationship with the outgoing Planning Section Chief or other personnel performing the function (if previously established) is established and maintained; the priorities, goals, and objectives of the Incident Commander (IC) are received and understood; notification of position assumption is verbalized and documented; and the location of the Planning Section Chief is identified and confirmed with the IC.

- **16.2.2** Managing the transfer of Planning Section Chief duties at an incident or planned event, given an incident or planned event, an established command structure and a Planning Section Chief, an IAP, a current situation status, a command post, incident documentation, and communications equipment, so that incident information is exchanged, reports and plans for the subsequent operational period are completed, continuity of authority and situational awareness are maintained, changes in incident complexity are accounted for, the new Planning Section Chief is fully briefed on the incident or planned event, and the new Planning Section Chief is identified.

16.3 Perform the Role of Planning Section Chief at an Incident or Planned Event

- **16.3.1** Managing the Planning Section staff, given an incident or planned event, incident information, Planning Section staff, incident documentation supplies, and communications equipment, so that Planning Section priorities are established and units are coordinated within the section; a planning cycle is established for the incident or planned event and all Command and General Staff are informed; Planning Units are activated to meet section resource needs; work locations are assigned; units within the section are coordinated; additional planning resource needs are identified and requested; the safety, welfare, and accountability of assigned planning personnel during the entire period of command during the incident or planned event are ensured; interpersonal and interagency working relationships are initiated and maintained; flexibility in decision making related to other section needs and incident conditions is demonstrated, effective span-of control is maintained, and communication equipment is used correctly.

- **16.3.2** Collecting, evaluating, and processing resource and situational incident information, given an incident or planned event, resource and situation status information, incident documentation supplies and equipment, and communication equipment, so that all incident information is obtained, situational awareness is achieved and maintained, the present plan of action is assessed, a planning cycle is established for the incident or planned event and all Command and General Staff are informed, Planning Unit priorities are established, additional incident resource needs are identified, incident status is monitored and alternative strategies are developed, necessary information is presented during operational briefings, demobilization is considered throughout the incident or planned event in resource planning decisions, incident documentation is completed correctly, and communication equipment is used correctly.

- **16.3.3** Conducting a planning meeting at an incident or planned event, given an incident or planned event, resource and situation status information, resources assigned to the Planning Section, incident strategic and tactical goals information, potential meeting facilities, and incident documentation equipment and supplies, so that support staff are aware of meeting assignments; a functional meeting facility is selected; an agenda reflecting the needs of the incident or planned event is developed; Command Staff members are able to identify requirements for their respective sections; relevant political considerations and/or agency policy and legal or fiscal constraints are used when reviewing strategic plans and an IAP; the IAP can be implemented and supported; elements of the IAP required from other sections are identified; the meeting meets its objectives and covers the agenda in scheduled time; information developed at the meeting is transmitted to the appropriate members of the ICS structure in a timely and efficient manner; the development, approval, and implementation of transfer of command is coordinated when the incident escalates/deescalates; and incident documentation equipment and supplies are used correctly.

- **16.3.4** Coordinating the development or revision of an IAP, given an incident or planned event, situation and resource status information, incident documentation equipment and supplies, and communication equipment, so that Planning Section staff completes the required elements of the IAP within required time frames of the planning cycle, the IAP meets the operational needs of the incident or planned event, the IAP is approved by the IC and distributed to appropriate recipients, changes from an existing IAP are emphasized in the operational period briefing, incident documentation equipment and supplies are used correctly, and communications equipment is used correctly.

- **16.3.5** Evaluating the need for and coordinate the use of Technical Specialists, given an incident or planned event and specific operational needs so that technical specialists with specialized knowledge and expertise are integrated into the ICS structure for consultation and their input is included in the development of alternative strategies for control objectives and the IAP.

- **16.3.6** Managing the workflow process and set time schedules to accomplish assigned duties at an incident or planned event, given an incident or planned event and assigned duties to the Planning Section Chief, so that procedures are established for work activities, work schedules are established, staff resources to perform needed tasks are obtained, and tasks are assigned.

- **16.3.7** Maintaining a unit log, given an incident or planned event assignment and the unit log form, so that significant decisions, actions, events, and work activities are documented and the form is completed.

- **16.3.8** Managing the demobilization process for assigned staff, given an incident or planned event, assigned staff, and a demobilization plan, so that staff understands the demobilization process, procedures in the plan are followed, performance ratings are completed, and staff are released according to the plan.

Declaration of Applicant & Management Representative/s

I, _____ (initials and surname of applicant) hereby confirm that the information is true and that I will accept the decision of the Quality Assurance Working Group with regards to my application.

Sign: _____ Date _____

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I, _____ in my capacity as the Head of Training for _____ hereby confirm that the above mentioned information, provided above is correct to the best of my knowledge.

Sign: _____ Date _____
(Head of Training)

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I, _____ in my capacity as the Head of Organization / Department / Section _____ hereby confirm that the above mentioned information, provided above is correct to the best of my knowledge.

Sign: _____
(Head of Organization / Department / Section)

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