

# PLANNING SECTION CHIEF CHECKLIST

**PLANNING SECTION CHIEF** – During an Incident, complete this form as you implement assigned tasks.

Your name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Check-in to IC: complete \_\_\_\_\_ delayed \_\_\_\_\_ unable \_\_\_\_\_

**Tactical Plan:** Evacuate Building \_\_\_\_\_ Evacuate and close campus \_\_\_\_\_

Shelter in place \_\_\_\_\_ Lockdown \_\_\_\_\_ Other \_\_\_\_\_

Divisions / Buildings Affected: All \_\_\_\_\_

List locations \_\_\_\_\_

Time	Response Goal or Problem	Alternative	Report to IC / Ops	Notes