

PLANNING SECTION CHIEF

COURSE DESCRIPTION

This course is designed to meet a portion of the training needs of the planning section chief type 3 (PSC3). Topics include information gathering, strategies, meetings and briefings, incident action plan (IAP), interactions, forms, documents, supplies, demobilization, and an optional technology section.

OBJECTIVES

By the end of this course, students will be able to:

- Describe the function of the Planning Section and the roles and responsibilities of the Planning Section Chief (PSC)
- Describe the function of the Resources Unit and the roles and responsibilities of the Resources Unit Leader (RESL)
- Describe the function of the Situation Unit and the roles and responsibilities of the Situation Unit Leader (SITL)
- Describe the information gathered from the initial meetings, briefings and documents
- Describe the purpose, timing and structure of each of the meetings, briefings and documents in the Planning Cycle
- Identify key strategies for interacting with members of the Planning Section, members of the IMT, and personnel outside of the IMT
- Describe the responsibilities of the Documentation Unit and Demobilization Unit

Date 4 – 8 April 2016 (5 Days)

Cost (excl. VAT) R 4 450 per attendee (excl VAT)
(Accommodation costs, travel expenses, etc. EXCLUDED)
(Accommodation can be arranged via the ECUFPA Office)

Venue The Edge Mountain Retreat
Hogsback, Eastern Cape
GPS Co-ordinates: S 32° 36' 6.0" E 26° 55' 3.0"

Requirements Complete attached application form (one form per person attending) and forward to contact person below.

Basic ICS and pre-course work will have to be completed prior to course attendance. This work can be found at the following websites:

- <http://www.training.fema.gov/is/courseoverview.aspx?code=IS-100.b>
- <http://www.training.fema.gov/is/courseoverview.aspx?code=IS-200.b>

Contact Person Candice Samuel
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**Student Nominations Close on
8 March 2016**



Training Application Form

Course Name:		Course Dates:	
ICS – Planning Section Chief		4 to 8 April 2016	
Course Venue:	The Edge Mountain Retreat, Hogsback, Eastern Cape		
<u>Student Information</u>			
Surname:		Initials:	
Full Names:			
ID No.:			
Company / Organization Name:			
Company VAT No.:		Company Order No.:	
Job Title:			
Postal Address:			
		Postal Code:	
Tel. Number:		Cell. No.:	
Fax No.:			
Email Address:			

- 1.1. I hereby acknowledge and confirm my attendance of the abovementioned course, on the date, as set out above.
- 1.2. I further acknowledge and understand that a 100% attendance of the course and participation of its activities are required, as well as any course tests that I must pass to qualify and allow me to be issued with a certificate.
- 1.3. Although the date for this course is set out above, I acknowledge that this may be changed at the discretion of ECUFPA, due to course limitations, etc.

Signature _____

Date _____

<u>PLEASE RETURN COMPLETED FORM TO:</u> Eastern Cape Umbrella FPA Office Email: admin@ecufpa.co.za Tel. \ Fax.: 043 683 2956	<u>BANK DETAILS:</u> <i>Eastern Cape Umbrella FPA</i> FNB Cheque Account Acc. No.: 62366004366 Branch: Stutterheim – 210421	<u>FOR OFFICE USE ONLY:</u>		
		Application Approved:		Payment Received
		Application Denied:		Yes No
		Date:		
		Signature:		