



## **Kansas Search & Rescue Response System**

### **PLANNING TEAM MANAGER**

#### **Position Description**

The Planning Team Manager is responsible for all planning aspects of the task force/team during incident operations. The Planning Team Manager supervises the Structures Specialist and Technical Information Specialist, and reports directly to the Task Force Leader.

The Planning Team Manager is responsible for:

- Developing and implementing the planning components of the task force/team tactical action plan and/or tactical worksheet
- Coordinating, managing, and supervising all planning component activities
- Determining the planning component organizational and logistical needs
- Receiving briefings and situation reports and ensuring that all planning personnel are kept informed of status changes
- Providing situation reports and maintaining records and reports
- Providing accountability, maintenance, and minor repair of all planning equipment
- Adhering to all safety procedures
- Performing additional tasks or duties as assigned

## **Position Requirements and Criteria**

Individuals who meet the following requirements and criteria will be eligible to deploy as a Planning Team Manager in the Kansas Search & Rescue Response System. The intent of these requirements is to select functional managers capable of effectively managing and supervising the planning component of the task force/team in the disaster environment.

## **Required Training**

The Planning Team Manager shall:

- Meet all administrative and general training requirements
- Complete the FEMA National US&R Response System Planning Team Training course or equivalent
- Complete ICS-300 in accordance with the NIMS Training Program

## **Recommended Training**

The Planning Team Manager should:

- Complete ICS-400 in accordance with the NIMS Training Program
- Complete the FEMA National US&R Task Force Leaders course or equivalent
- Complete the All-Hazards Planning Section Chief course or equivalent
- Complete a wide area search course
- Complete the All-Hazards Situation Unit Leader course
- Complete the All-Hazards Resource Unit Leader course
- Complete the All-Hazards Documentation Unit Leader course
- Complete the All-Hazards Demobilization Unit Leader course