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BEST PRACTICE

Pre-Incident Site Planning: Pre-Planning Leadership

PURPOSE

Review the roles and functions of the pre-planning leadership within the [pre-planning team structure](#).

SUMMARY

The pre-planning leadership team oversees and directs all pre-planning activities in the jurisdiction. These responsibilities vary across jurisdictions depending on the disciplines represented in the [pre-planning team](#).

DESCRIPTION

A lead official or agency should oversee the pre-planning process. This lead official/agency is responsible for making strategic decisions about pre-planning processes and coordinating resources and priorities with other departments.

The jurisdiction's governing authority should empower the lead agency or official to direct pre-planning activities. Top-level support for these activities is likely to increase the buy-in from responder disciplines and facilitate the development of an integrated, multi-disciplinary team.

For jurisdictions relying solely on [fire/HazMat pre-planning teams](#), the fire/HazMat department may take the leadership role in pre-planning. For multidisciplinary teams, leadership roles can vary from jurisdiction to jurisdiction. The emergency manager for the jurisdiction may take the lead and use his/her oversight responsibilities to coordinate pre-planning. Other localities have utilized a special anti-terrorism task force to head up pre-incident planning efforts.

Pre-Planning Leadership

- **Phoenix, AZ**—Fire Department
- **Pierce County, WA**—Emergency Management
- **Chicago, IL**—Task Force

IMPLEMENTATION CHALLENGES

- **Unintended Consequences:**
 - Overworked departments may be hesitant about assuming pre-planning leadership responsibilities

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