

## RELATED TERMS

- Pre-Plan
- Target Folder
- Template
- Target Hazard Site



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## PRIMARY DISCIPLINES

- Fire
- HazMat
- Law Enforcement
- Emergency Management

# BEST PRACTICE

## Pre-Incident Site Planning: Pre-Planning Managers

### PURPOSE

Review the roles and functions of the pre-planning managers within the pre-planning team structure.

### SUMMARY

Pre-planning managers oversee and coordinate the collection, analysis, and dissemination of pre-planning information.

### DESCRIPTION

Pre-planning managers should be mid- to senior-level officials from the primary pre-planning discipline(s). For jurisdictions solely using fire/HazMat pre-planning teams, the pre-plan manager is often a single fire official. For multi-disciplinary teams, there should be a pre-plan manager for each of the disciplines involved in the pre-planning process.

The roles of the pre-plan managers include:

- Generating information requirements for the pre-plan template;
- Ensuring that appropriate information is being collected by pre-plan developers during the site walkthrough;
- Providing quality control on finalized pre-plans;
- Creating policies and procedures for the periodic revision of pre-plans; and
- Ensuring the proper dissemination of finalized pre-plans.

Pre-planning managers may devote their full time to these duties or pre-planning may be an auxiliary responsibility, depending on the availability of resources and the number of target hazard sites needing pre-plans.

**Knoxville, TN** Fire Department utilizes a devoted pre-planning officer to oversee all pre-planning activities.

### IMPLEMENTATION CHALLENGES

- **Unintended Consequences:**
  - Pre-planning activities may divert resources away from other important responder duties.

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