

PART TWO

PLANNING/INTELLIGENCE SECTION

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Note: Items identified with a (CPG-#) (Civil Preparedness Guide) following must remain in this plan as it complies with the Federal CPG 1-8A crosswalk.

All items identified with a (SEMS-#) following must remain in this plan as it complies with the SEMS crosswalk.

PLANNING/INTELLIGENCE SECTION

GENERAL

PURPOSE

To enhance the capability of the City of Simi Valley to respond to emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of responses are to be:

- ☐ Protect life and property.
- ☐ Provide planning and direction for the emergency operations and optimize the management of resources.
- ☐ Provide support to the other sections of the City's emergency response team.
- ☐ At the earliest possible opportunity restore essential services and systems.

OVERVIEW

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster/emergency, other department heads will advise the Planning/Intelligence Coordinator on various courses of action from their departmental level perspective.

OBJECTIVES

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, City departments and the Ventura County Operational Area via the Sheriff's EOC or East Valley Watch Commander. The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- ☐ Collect initial situation and safety/damage assessment information.
- ☐ Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.

SEMS Multihazard Functional Plan

- ❑ Disseminate intelligence information to the EOC Director, EOC Coordinator, Public Information Officer, General Staff and the Ventura County Operational Area via the Sheriff's EOC or East Valley Watch Commander.
- ❑ Conduct mapping and recording operations.
- ❑ Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, State OES, FEMA and the Ventura County Operational Area via the Sheriff's EOC or East Valley Watch Commander.
- ❑ Prepare required reports identifying the extent of damage and financial losses.
- ❑ Determine the City's post-event condition.
- ❑ Provide Planning/Intelligence support to other sections.
- ❑ Ensure accurate recording and documentation of the incident.
- ❑ Prepare the City's EOC Action Plan.
- ❑ Prepare the City's After-Action Report.
- ❑ Prepare a post-disaster recovery plan.
- ❑ Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.
- ❑ Acquire technical experts for special interest topics or special technical knowledge subjects.

CONCEPT OF OPERATIONS

The Planning/Intelligence Section will operate under the following policies during a disaster/emergency as the situation dictates:

- ❑ The Standardized Emergency Management System (SEMS) will be followed.
- ❑ All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- ❑ All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with Departmental Policies.

- ☐ While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

IDENTIFICATION OF RISKS

As part of the City's general plan, the public safety element identifies safety risks throughout the City related to:

- ☐ Safety and Public Opinion
- ☐ Goals for Public Safety
- ☐ Fire Protection
- ☐ Geologic Hazards
- ☐ Crime Prevention
- ☐ Utilities
- ☐ Transportation
- ☐ Disaster Management

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Planning/Intelligence Section.

When to Activate

The Planning/Intelligence Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report

The EOC is located at the Simi Valley Police Department, 3901 Alamo Drive.

The alternate EOC is located at the Simi Valley Cultural Arts Center, 3050 E. Los Angeles Ave.

When to Report

Planning/Intelligence Section staff will report to the EOC immediately after a major earthquake that affect the City of Simi Valley or adjacent communities.

Operations Section staff will be contacted by the Operations Chief or their respective Branch Director for other emergencies.

ACTION PLANNING

Action plans are an essential part of SEMS at all levels. Action planning is an effective management tool involving two essential items:

- ☐ A process to identify objectives, priorities and assignments related to emergency response or recovery actions.

- ☐ Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives.

There are two kinds of action plans—Incident Action Plans and EOC Action Plans. EOC Action Plans (known as action plans) should focus on jurisdictional related issues. The format and content for action plans at the Incident level and at EOC levels will vary. The process for developing action plans is quite similar for all SEMS levels.

Incident Action Plans (Field Level)

At the field level, action plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:

- ☐ Any multi-agency and multi-jurisdictional incident.
- ☐ Complex incidents.
- ☐ Long-term incidents when operational periods would span across shift changes.

Special forms are used within ICS to record information for written Incident Action Plans. These forms should be used whenever possible. The format for an Incident Action Plan will generally include the following elements:

- ☐ Incident objectives and priorities (overall, what do we want to achieve?).
- ☐ Primary and alternative strategies (as appropriate) to achieve incident objectives. (What are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
- ☐ Tactics appropriate to the selected strategy. (Given a selected strategy, what are the specific tactics necessary to implement the strategy?)
- ☐ The kinds and number of resources to be assigned (determined by the tactics to be used).
- ☐ The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally).
- ☐ Overall support organization including logistical, planning and finance/administration functions.
- ☐ A communications plan.

- ☐ Safety messages.
- ☐ Other supporting documentation needed, e.g. an incident map showing access, key facilities, etc.; a medical support plan, etc.

Action Planning at SEMS EOC Levels

Action planning at all EOC levels, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activations. It is usually done by the EOC Director in concert with the General Staff. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS levels, but the EOC Action Plan should generally cover the following elements:

- ☐ Listing of objectives to be accomplished (should be measurable).
- ☐ Statement of current priorities related to objectives.
- ☐ Statement of strategy to achieve the objectives. (Identify if there is more than one way to accomplish the objective, and which way is preferred.)
- ☐ Assignments and actions necessary to implement the strategy.
- ☐ Operational period designation—the time frame necessary to accomplish the actions.
- ☐ Organizational elements to be activated to support the assignments. (Also, later EOC Action Plans may list organizational elements that will be activated during or at the end of the period.)
- ☐ Logistical or other technical support required.

Focus of the EOC Action Plan

The primary focus of the EOC Action Plan should be on jurisdictional issues. The plan sets overall objectives for the jurisdiction and may establish the priorities as determined by the jurisdictional authority. It can also include mission assignments to departments, provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

The Action Planning Process (EOC and Incident) and guidance materials are in Part Three—Planning/Intelligence/Action Planning.

After-Action Reports

The completion of After-Action Reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607(f) mandates that the State Office of Emergency Services (OES) in cooperation with involved state and local agencies, complete an After-Action Report within 120 days after each declared disaster.

Section 2450(a) of the SEMS Regulations states that"Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an After-Action Report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

Use of After-Action Reports

After-Action Reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- ☐ A source for documentation of response activities.
- ☐ Identification of problems/successes during emergency operations.
- ☐ Analysis of the effectiveness of the components of SEMS.
- ☐ Describe and define a plan of action for implementation of improvements.

The SEMS approach to the use of After-Action Reports emphasizes the improvement of emergency management at all levels. The After-Action Report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the After-Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After-Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-

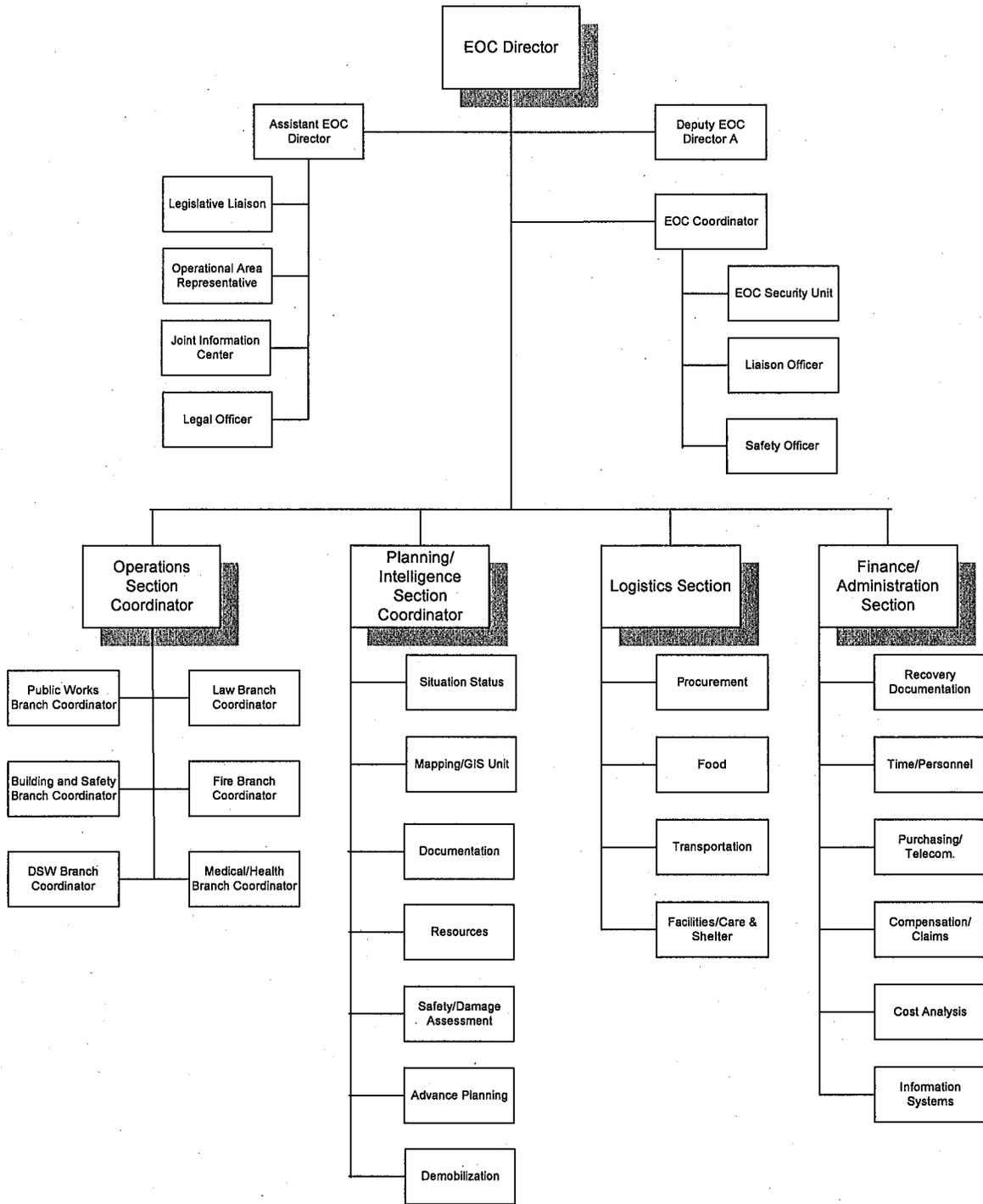
Action Report which involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

Processes for developing After-Action Reports are contained in Part Three—Planning/Intelligence/After Action Reports.

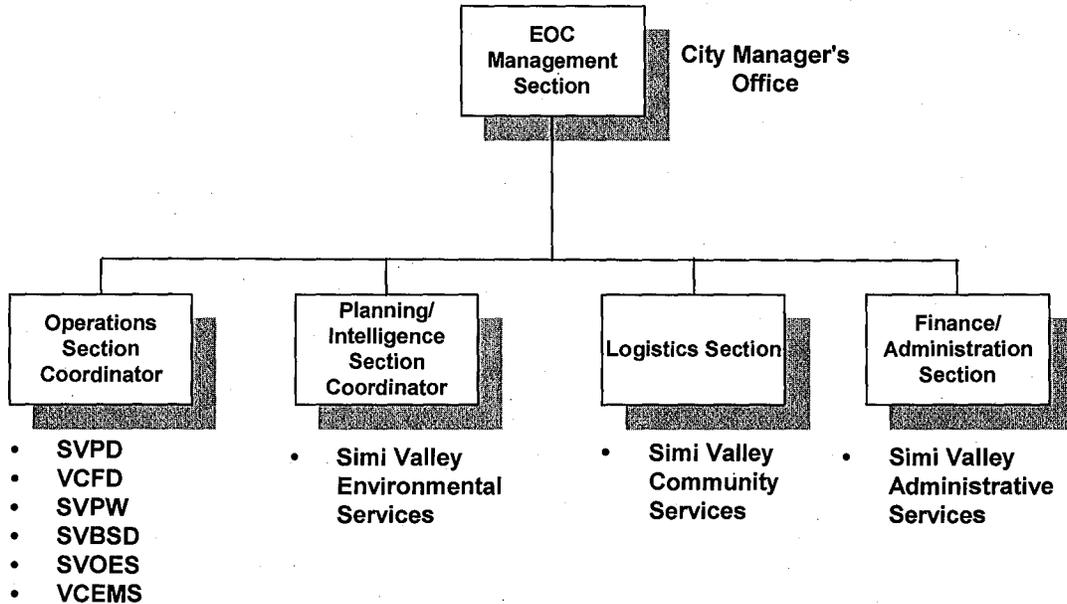
COORDINATION

Coordination is required in passing on information to and cooperating with other units and elements of the emergency organization. The dissemination of information, establishment of priorities and distribution of resources cannot be done by any one person—and probably not by any one agency or department; a concerted effort on the part of many individuals in many agencies or departments will be required.

SEMS ORGANIZATION CHART (CPG-27/62) Updated 10-24-2008



SEMS EOC RESPONSIBILITIES CHART (SEMS-4/5)
Updated 10-24-2008



Responsibilities:

EOC Director (Management Section)

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

Planning/Intelligence Section responsible for:

- Collecting, evaluating and disseminating information.
- Developing the City's EOC Action Plan in coordination with other sections.
- Conducting Citywide damage assessment.
- Initiating and preparation of the City's After-Action Report.
- Maintaining documentation.

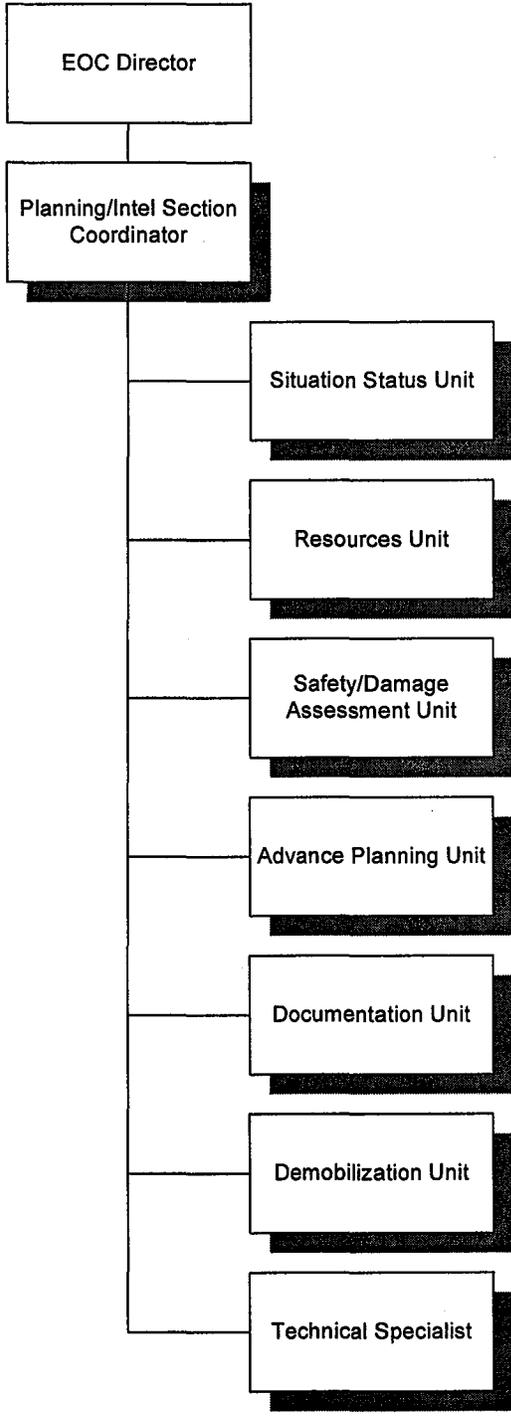
Logistics Section

Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

PLANNING/INTELLIGENCE SECTION ORGANIZATION CHART



PLANNING/INTELLIGENCE SECTION STAFF (CPG-63)

The Senior Planner/Advance Planning will fill the position of Planning/Intelligence Section Coordinator. The Principal Planner/Zoning shall serve as alternate to the Planning/Intelligence Section Coordinator. The Coordinator also may be designated by the EOC Director.

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need arises:

- Situation Status Unit
- Resource Unit
- Documentation Unit
- Safety/Damage Assessment Unit
- Advance Planning Unit
- Demobilization Unit
- Technical Specialist

The Planning/Intelligence Section Coordinator may activate additional branches/groups/units as necessary to fulfill an expanded role.

Planning/Intelligence Section Coordinator

The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

Situation Status Unit

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

Resources Unit

The Resources Unit is responsible for maintaining detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. It cooperates closely

with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Action Plan).

Documentation Unit

The Documentation Unit is responsible for initiating and preparing the City's EOC Action Plans and After-Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

Safety/Damage Assessment Unit

The Safety/Damage Assessment Unit is responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process.

Advance Planning Unit

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

Demobilization Unit

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

Technical Specialist

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning/Intelligence Section Coordinator; may function within an existing unit such as the Situation Status Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.

PLANNING/INTELLIGENCE

PLANNING/INTELLIGENCE SECTION COORDINATOR

PRIMARY: Senior Planner

ALTERNATE: Director of Environmental Services

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Ensure that the Planning/Intelligence function is performed consistent with SEMS Guidelines, including:
 - Collecting, analyzing and displaying situation information.
 - Preparing periodic situation reports.
 - Initiating and documenting the City's Action Plan and After-Action Report.
 - Advance planning.
 - Planning for demobilization.
 - Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of resources.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Comments CHECKLIST ACTIONS

Section Start-Up Actions

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies.
- Review your position responsibilities.
- Identify yourself as the Planning/Intelligence Section Coordinator *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staff are at the EOC.

SEMS Multihazard Functional Plan Planning/Intelligence Section Coordinator

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Confirm that all key Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

[]

Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:

- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Advance Planning Unit
- Recovery Planning Unit
- Demobilization Unit
- Technical Specialist

[]

Request additional personnel for the Section to maintain a 24-hour operation as required.

[]

Brief incoming Section personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts.

[]

Inform the EOC Director and General Staff when your Section is fully operational.

[]

Open and maintain Section logs.

[]

Using activity log (see **sample, Part Three—Forms**), maintain all required records and documentation to support

SEMS Multihazard Functional Plan *Planning/Intelligence Section Coordinator*

the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.

Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.

Prepare work objectives for Section staff and make staff assignments.

Meet with other activated Section Coordinators.

Review major incident reports and additional field operational information that may pertain to or affect Section operations.

Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.

Direct the Situation Status Unit leader to initiate collection and display of significant disaster events.

Direct the Documentation Unit leader to initiate collection and display of disaster information.

Based on the situation as known or forecast, determine likely future Planning/Intelligence Section needs.

Think ahead and **anticipate** situations and problems before they occur.

SEMS Multihazard Functional Plan *Planning/Intelligence Section Coordinator*

[Redacted]

Request additional resources through the appropriate Logistics Section Unit, as needed.

General Operational Duties

[Redacted]

Carry out responsibilities of the Planning/Intelligence Section branches/groups/units that are not currently staffed.

[Redacted]

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.

[Redacted]

Make a list of key issues currently facing your Section to be accomplished within the next operational period.

[Redacted]

Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

[Redacted]

Brief the EOC Director on major problem areas that need or will require solutions.

[Redacted]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.

[Redacted]

Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.

[Redacted]

Ensure that your Section logs and files are maintained.

[Redacted]

Monitor your Section activities and adjust Section organization as appropriate.

SEMS Multihazard Functional Plan Planning/Intelligence Section Coordinator

[Redacted]

Ensure internal coordination between branch/group/unit leaders.

[Redacted]

Update status information with other sections as appropriate.

[Redacted]

Resolve problems that arise in conducting your Section responsibilities.

[Redacted]

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Redacted]

Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

[Redacted]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Redacted]

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

[Redacted]

Participate in the EOC Director's action planning meetings.

[Redacted]

Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period. (See **Part Three—Forms.**)

[Redacted]

Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section Operational Duties

[Redacted]

Assess the impact of the disaster/emergency on the City of Simi Valley, including the initial safety/damage assessment by field units.

[Redacted]

Develop situation analysis information on the impact of the emergency from the following sources:

- Ventura County Fire Department
- Simi Valley Police/County Sheriff's Department
- Simi Valley Public Works Department
- Recreation and Parks District
- School District
- Transit
- Red Cross
- RACES
- Media (Radio and Television)

[Redacted]

Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, Ventura County Operational Area via the Sheriff's EOC or East Valley Watch Commander and the public. **(CPG-70)**

[Redacted]

Review and approve reconnaissance, City status and safety/damage assessment reports for transmission by the Situation Status Unit to the Ventura County Operational Area via the Sheriff's EOC or the East Valley Watch Commander.

[Redacted]

Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives. **(See Part Three—Planning/Intelligence/Action Planning.)**

[Redacted]

Assemble information on alternative strategies.

[Redacted]

Identify the need for use of special resources.

SEMS Multihazard Functional Plan *Planning/Intelligence Section Coordinator*

[Redacted]

Initiate the EOC Action Plan development for the current and forthcoming operational periods.

[Redacted]

Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.

[Redacted]

Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.

[Redacted]

Begin planning for recovery. **Refer to Part Two, Recovery Section (to be developed).**

Deactivation

[Redacted]

Authorize deactivation of organizational elements within your Section when they are no longer required.

[Redacted]

Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

[Redacted]

Ensure that any required forms or reports are completed prior to your release and departure.

[Redacted]

Be prepared to provide input to the After-Action Report.

[Redacted]

Deactivate your Section and close out logs when authorized by the EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

SITUATION STATUS UNIT

PRIMARY:	Principal Planner
ALTERNATE:	Senior Planner
SUPERVISOR:	Planning/Intelligence Section Coordinator

GENERAL DUTIES:

- ▣ Collect, organize and analyze situation information from EOC sources.
- ▣ Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- ▣ Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director and other section coordinators to initiate the action planning process.
- ▣ Transmit approved reports to the Ventura County Operational Area via the Sheriff's EOC or the East Valley Watch Commander.
- ▣ Develop and maintain current maps and other displays (locations and types of incidents).
- ▣ Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- ▣ Seek from any verifiable source available information which may be useful in the development of current situation assessments of the affected area.

- ☐ Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- ☐ Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

YOUR RESPONSIBILITY:

Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.

READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Comments

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Planning/Intelligence Section Coordinator.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Situation Status Unit/Branch leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

[Empty box]

Determine 24-hour staffing requirement and request additional support as required.

[Empty box]

Request additional resources through the appropriate Logistics Section Unit, as needed.

[Empty box]

Ensure that all your incoming Branch/Unit personnel are fully briefed.

[Empty box]

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

[Empty box]

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

[Empty box]

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

[Empty rectangular box]

Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

[Empty rectangular box]

Provide periodic situation or status reports to your Section Coordinator.

[Empty rectangular box]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Empty rectangular box]

Review situation reports as they are received. Verify information where questions exist.

[Empty rectangular box]

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Empty rectangular box]

Determine and **anticipate** your support needs and forward to your Section Coordinator.

[Empty rectangular box]

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

[Empty rectangular box]

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

[Empty rectangular box]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Empty rectangular box]

Refer all media contacts to your Section Coordinator.

[Empty rectangular box]

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

[Empty rectangular box]

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are

provided to your Section Coordinator at the end of each operational period. (See Part Three—Forms.)

[Empty rectangular box]

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

[Empty rectangular box]

Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including: (CPG-72/155)

- Location and nature of the disaster/emergency.
- Special hazards.
- Number of injured persons.
- Number of deceased persons.
- Road closures and disaster routes.
- Structural property damage (estimated dollar value).
- Personal property damage (estimated dollar value).
- City of Simi Valley resources committed to the disaster/emergency.
- City of Simi Valley resources available.
- Assistance provided by outside agencies and resources committed.
- Shelters, type, location and number of people that can be accommodated.

[Empty rectangular box]

Prepare and maintain EOC displays.

[Empty rectangular box]

Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. (CPG-69)

[Empty rectangular box]

Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the following:

- Management Team
- Operations Section

- Logistics Section
- Finance/Administration Section

[Empty rectangular box]

Provide for an authentication process in case of conflicting status reports on events. (CPG-71)

[Empty rectangular box]

Meet with the Planning/Intelligence Section Coordinator and the EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.

[Empty rectangular box]

Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.

[Empty rectangular box]

Provide information to the PIO for use in developing media and other briefings.

[Empty rectangular box]

Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.

[Empty rectangular box]

Determine weather conditions—current and upcoming. Keep up-to-date weather information posted.

[Empty rectangular box]

Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc. (CPG-213)

[Empty rectangular box]

In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods. (CPG-217)

[Empty rectangular box]

As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation. (CPG-220)

[Empty rectangular box]

Provide resource and situation status information in response to specific requests.

[Redacted]

Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator.

[Redacted]

Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Ventura County Operational Area via the Sheriff's EOC or the East Valley Watch Commander.

[Redacted]

Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.

[Redacted]

Assist at planning meetings as required. Provide technical

[Redacted]

During a radiological incident, activate the Radiological Protection Procedures as needed for reporting and documentation. **(Part Three—Operations/ Radiological Protection) (CPG-178/181)**

Deactivation

[Redacted]

Ensure that all required forms or reports are completed prior to your release and departure.

[Redacted]

Be prepared to provide input to the After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

[Redacted]

Deactivate the Situation Status Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

RESOURCES UNIT

PRIMARY: Associate Planner

ALTERNATE: Associate Planner

SUPERVISOR: Planning Section Coordinator

GENERAL DUTIES:

- ▣ Prepare and maintain displays, charts and lists which reflect the current status and location of controlled resources, transportation and support vehicles.
- ▣ Establish a resources reporting system for field and EOC units.
- ▣ Prepare and process resource status change information.
- ▣ Provide information to assist the Situation Status and Documentation Units of the Planning/Intelligence Section in strategy planning and briefing presentations.

YOUR RESPONSIBILITY:

Maintain detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC. Cooperate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section (to provide resources information to the EOC Action Plan).

READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Comments

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Logistics Section Coordinator.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Resources Unit/Branch leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Unit, as needed.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (**see sample, Part Three—Forms**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

[Empty box]

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

[Empty box]

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

[Empty box]

Keep the Logistics Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

[Empty box]

Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.

[Empty box]

Review situation reports as they are received. Verify information where questions exist.

[Empty box]

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning.

[]

Determine and **anticipate** your support needs and forward to your Section Coordinator.

[]

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

[]

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

[]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[]

Refer all media contacts to your Section Coordinator.

[]

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

[]

Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See **Part Three—Forms.**)

[]

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

[]

Develop a system to track resources deployed for disaster response. (**CPG-116**)

[]

Establish a reporting procedure for resources at specified locations.

[]

Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.

[]

Maintain a master list of all resources reported.

[]

Provide for an authentication system in case of conflicting resources status reports.

[]

Provide a resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Coordinators.

[]

Assist in strategy planning based on the evaluation of the resources allocation, resources enroute and projected resources shortfalls.

[]

Ensure that available resources are not overlooked by the Operations Section staff.

[]

Make recommendations to the Logistics Section Coordinator of resources that are not deployed or should be deactivated.

Deactivation

[]

Ensure that all required forms or reports are completed prior to your release and departure.

[]

Be prepared to provide input to the After-Action Report.

[]

Determine what follow-up to your assignment might be required before you leave.

[]

Deactivate the Resources Unit position and close out logs when authorized by the Logistics Section Coordinator or EOC Director.

[]

Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

DOCUMENTATION UNIT

PRIMARY: **Administrative Secretary - E.S.**

ALTERNATE: **Word Processing Operator**

SUPERVISOR: **Planning/Intelligence Section
Coordinator**

GENERAL DUTIES:

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve disaster/emergency files for legal, analytical and historical purposes.
- Compile, copy and distribute the EOC Action Plans as directed by the Section Coordinators.
- Compile, copy and distribute the After-Action Report with input from other sections/units.

YOUR RESPONSIBILITY:

Compile and distribute the City's EOC Action Plans and After-Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide

copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Comments

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

[Empty box for action taken]

Check in upon arrival at the EOC.

[Empty box for action taken]

Report to the Planning/Intelligence Section Coordinator.

[Empty box for action taken]

Obtain a briefing on the situation.

[Empty box for action taken]

Determine your personal operating location and set up as necessary.

[Empty box for action taken]

Review your position responsibilities.

[Empty box for action taken]

Identify yourself as the Documentation Unit/Branch leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

[Empty box for action taken]

Clarify any issues regarding your authority and assignment and what others in the organization do.

[Empty box for action taken]

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

[Empty box for action taken]

Determine 24-hour staffing requirement and request additional support as required.

[Empty box]

Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).

[Empty box]

Ensure that all your incoming Branch/Unit personnel are fully briefed.

[Empty box]

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

[Empty box]

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

[Empty box]

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

[Empty box]

Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

[Empty rectangular box]

Provide periodic situation or status reports to your Section Coordinator.

[Empty rectangular box]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Empty rectangular box]

Review situation reports as they are received. Verify information where questions exist.

[Empty rectangular box]

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Empty rectangular box]

Determine and **anticipate** your support needs and forward to your Section Coordinator.

[Empty rectangular box]

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

[Empty rectangular box]

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

[Empty rectangular box]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Empty rectangular box]

Refer all media contacts to your Section Coordinator.

[Empty rectangular box]

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

[Empty rectangular box]

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See **Part Three—Forms.**)

[Redacted]

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

[Redacted]

Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records.

[Redacted]

Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.

[Redacted]

Coordinate documentation with the Situation Status Unit.

[Redacted]

Following planning meetings, assist in the preparation of any written action plans or procedures.

[Redacted]

Ensure that the EOC Action Plans and After-Action Report are compiled, approved, copied and distributed to EOC Sections and Units.. **(See Part Three—Planning/Intelligence/Action Planning and After Action Reports.)**

[Redacted]

Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.

[Redacted]

Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Coordinator.

[Redacted]

Identify and establish a “runner” support system for collecting, duplicating journals, logs and message center forms throughout the EOC.

[]

Establish copying service and respond to authorized copying requests.

[]

Establish a system for collecting all section and unit journal/logs at completion of each operational period.

[]

Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.

[]

Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.

Deactivation

[]

Ensure that all required forms or reports are completed prior to your release and departure.

[]

Be prepared to provide input to the After-Action Report.

[]

Determine what follow-up to your assignment might be required before you leave.

[]

Deactivate the Documentation Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.

[]

Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

SAFETY/DAMAGE ASSESSMENT UNIT

PRIMARY: Associate Planner

ALTERNATE: Associate Planner

SUPERVISOR: Planning/Intelligence Section
Coordinator

GENERAL DUTIES:

- Collect safety/damage assessment information from the Operations Section and other verifiable sources and prepare appropriate reports.
- Provide safety/damage assessment information to the Planning/Intelligence Section Coordinator.
- Coordinate with the Building and Safety Branch of the Operations Section for exchange of information.
- Coordinate with Ventura County Public Works representative when assigned to the City.
- Utilize the Ventura County Operational Area safety/damage assessment procedures and forms (see **Part Three—Operations/Safety/Damage Assessment**).

YOUR RESPONSIBILITY:

Maintain detailed records of safety/damage assessment information and support the documentation process.

READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Comments

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Planning/Intelligence Section Coordinator.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Damage Assessment Unit/Branch leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Section Unit, as needed.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

[Empty box]

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see **sample, Part Three—Forms**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

[Empty box]

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

[Empty box]

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

[Empty box]

Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

[Empty box]

Provide periodic situation or status reports to your Section Coordinator.

[Empty box]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of

telephone, radio and data systems. Make any priorities or special requests known.

[Redacted]

Review situation reports as they are received. Verify information where questions exist.

[Redacted]

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Redacted]

Determine and **anticipate** your support needs and forward to your Section Coordinator.

[Redacted]

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

[Redacted]

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

[Redacted]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Redacted]

Refer all media contacts to your Section Coordinator.

[Redacted]

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

[Redacted]

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See **Part Three—Forms.**)

[Redacted]

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

[Redacted]

Coordinate collection of safety/damage assessment information with the Building and Safety Branch of the Operations Section (see Part Three—Operations/Safety/Damage Assessment).

[Redacted]

Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Coordinator for approval.

[Redacted]

Collect, record and total the type, location and estimate value of damage.

[Redacted]

Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.

[Redacted]

Provide documentation to Legal Officer on those structures which may need to be demolished in the interest of public safety.

[Redacted]

Coordinate with the American Red Cross, utility companies and other sources for additional safety/damage assessment information.

[Redacted]

Coordinate with all Operations branches (Police, Fire, Public Works, Medical/Health, Care and Shelter and Building and Safety) for possible information on damage to structures.

[Redacted]

Provide final safety/damage assessment reports to the Documentation Unit.

Deactivation

[Redacted]

Ensure that all required forms or reports are completed prior to your release and departure.

[Redacted]

Be prepared to provide input to the After-Action Report.

[Empty rectangular box]

Determine what follow-up to your assignment might be required before you leave.

[Empty rectangular box]

Deactivate the Demobilization Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.

[Empty rectangular box]

Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

ADVANCE PLANNING UNIT

PRIMARY: Associate Planner

ALTERNATE: Senior Planner

SUPERVISOR: Planning/Intelligence Section
Coordinator

GENERAL DUTIES:

- Develop issues and requirements related to a time period, normally 36 to 72 hours in advance.
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.
- Monitor action planning activity to determine the shift in operational objectives from response to recovery.

YOUR RESPONSIBILITY:

Develop reports and recommendations for future time periods and prepare reports and briefings for use in strategy and/or planning meetings.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments **CHECKLIST ACTIONS**



Branch/Unit Start-Up Actions

[]

Check in upon arrival at the EOC.

[]

Report to the Planning/Intelligence Section Coordinator.

[]

Obtain a briefing on the situation.

[]

Determine your personal operating location and set up as necessary.

[]

Review your position responsibilities.

[]

Identify yourself as the Advance Planning Unit/Branch leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.

[]

Clarify any issues regarding your authority and assignment and what others in the organization do.

[]

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

[]

Determine 24-hour staffing requirement and request additional support as required.

[]

Request additional resources through the appropriate Logistics Section Unit, as needed.

[]

Ensure that all your incoming Branch/Unit personnel are fully briefed.

[]

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

[]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

[Empty box]

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

[Empty box]

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

[Empty box]

Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

[Empty box]

Provide periodic situation or status reports to your Section Coordinator.

[Empty box]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Empty box]

Review situation reports as they are received. Verify information where questions exist.

[Redacted]

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Redacted]

Determine and **anticipate** your support needs and forward to your Section Coordinator.

[Redacted]

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

[Redacted]

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

[Redacted]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Redacted]

Refer all media contacts to your Section Coordinator.

[Redacted]

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

[Redacted]

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See **Part Three—Forms.**)

[Redacted]

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

[Redacted]

Obtain current briefing on the operational situation from the Situation Status Unit. Determine best estimate of duration of the situation from available information.

[Redacted]

Determine current priorities and policies from the Planning/Intelligence Section Coordinator and EOC Director.

[Redacted]

In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:

- Best estimate of likely situation in 36 to 72 hours given current direction and policy.
- Determine top priorities for actions and resources. (See Part Three—Planning/Intelligence/Advance Planning Reports.)
- Identify any recommended changes to EOC policy, organization or procedures to better address the possible situation.
- Identify any issues and constraints that should be addressed now in light of the probable situation in 36-72 hours.

[Redacted]

Provide reports to the Planning/Intelligence Section Coordinator and/or EOC Director and others as directed.

[Redacted]

Develop specific recommendations on areas and issues which will require continuing and/or expanded City involvement.

[Redacted]

Periodically evaluate the operational situation and assist the Planning/Intelligence Section staff in making recommendations on priority response and recovery actions.

Deactivation

[Redacted]

Ensure that all required forms or reports are completed prior to your release and departure.

[Redacted]

Be prepared to provide input to the After-Action Report.

[Empty rectangular box]

Determine what follow-up to your assignment might be required before you leave.

[Empty rectangular box]

Deactivate the Advance Planning Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.

[Empty rectangular box]

Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

DEMOBILIZATION UNIT

PRIMARY: Administrative Aide

ALTERNATE: Senior Planner

SUPERVISOR: Planning/Intelligence Section
Coordinator

GENERAL DUTIES:

- Provide assistance to the Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization.
- Develop demobilization strategy and plan with Section Coordinators.
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

YOUR RESPONSIBILITY:

Prepare a Demobilization Plan to ensure the orderly, safe and cost-effective release of personnel and equipment.

READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Comments

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

[]

Check in upon arrival at the EOC.

[]

Report to the Planning/Intelligence Section Coordinator.

[]

Obtain a briefing on the situation.

[]

Determine your personal operating location and set up as necessary.

[]

Review your position responsibilities.

[]

Identify yourself as the Demobilization Unit/Branch leader *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.

[]

Clarify any issues regarding your authority and assignment and what others in the organization do.

[]

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

[]

Determine 24-hour staffing requirement and request additional support as required.

[]

Request additional resources through the appropriate Logistics Section Unit, as needed.

[]

Ensure that all your incoming Branch/Unit personnel are fully briefed.

[]

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

[]

Think ahead and **anticipate** situations and problems before they occur.

[Redacted]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

[Redacted]

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

[Redacted]

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

[Redacted]

Keep the Planning/Intelligence Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

[Redacted]

Provide periodic situation or status reports to your Section Coordinator.

[Redacted]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Redacted]

Review situation reports as they are received. Verify information where questions exist.

[Empty rectangular box]

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Empty rectangular box]

Determine and **anticipate** your support needs and forward to your Section Coordinator.

[Empty rectangular box]

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

[Empty rectangular box]

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

[Empty rectangular box]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Empty rectangular box]

Refer all media contacts to your Section Coordinator.

[Empty rectangular box]

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

[Empty rectangular box]

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. **(See Part Three—Forms.)**

[Empty rectangular box]

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

[Empty rectangular box]

Coordinate with the field level Demobilization Unit Leader.

[Empty rectangular box]

Review the organization and current staffing to determine the likely size and extent of demobilization effort.

[Redacted]

Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.

[Redacted]

Coordinate with the Agency Representatives to determine:

- Agencies not requiring formal demobilization.
- Personal rest and safety needs.
- Coordination procedures with cooperating/assisting agencies.

[Redacted]

Evaluate logistics and transportation capabilities to support the demobilization effort.

[Redacted]

Prepare a Demobilization Plan to include the following:

- Release plan strategies and general information.
- Priorities for release (according to agency and kind and type of resource).
- Phaseover or transfer of authorities.
- Completion and submittal of all required documentation.

[Redacted]

Obtain approval of the Demobilization Plan from the EOC Director.

[Redacted]

Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.

[Redacted]

Supervise execution of the Demobilization Plan.

[Redacted]

Brief Planning/Intelligence Section Coordinator on demobilization progress.

Deactivation

[Redacted]

Ensure that all required forms or reports are completed prior to your release and departure.

[Redacted]

Be prepared to provide input to the After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

[Redacted]

Deactivate the Demobilization Unit position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.

PLANNING/INTELLIGENCE

TECHNICAL SPECIALIST

PRIMARY: Assigned as Needed

ALTERNATE:

SUPERVISOR: Planning/Intelligence Section
Coordinator

GENERAL DUTIES:

- Provide technical expertise to the Planning/Intelligence Section and others as required.

YOUR RESPONSIBILITY:

Provide support specific to a field or function not addressed elsewhere or by any other discipline. A Technical Specialist may or may not be an employee of a public or private agency.

READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Comments **CHECKLIST ACTIONS**

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.
Report to the Planning/Intelligence Section Coordinator.

[Empty rectangular box]

Obtain a briefing on the situation.

[Empty rectangular box]

Determine your personal operating location and set up as necessary.

[Empty rectangular box]

Review your position responsibilities.

[Empty rectangular box]

Identify yourself as Technical Specialist *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.

[Empty rectangular box]

Clarify any issues regarding your authority and assignment and what others in the organization do.

[Empty rectangular box]

Determine 24-hour staffing requirement and request additional support as required.

[Empty rectangular box]

Request additional resources through the appropriate Logistics Section Unit, as needed.

[Empty rectangular box]

Based on the situation as known or forecast, determine likely future needs.

[Empty rectangular box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty rectangular box]

Using activity log (**see sample, Part Three—Forms**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

General Operational Duties

[Redacted]

Develop a plan for operations and support of field operations as requested. Assign specific responsibilities.

[Redacted]

Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

[Redacted]

Keep the Planning/Intelligence Section Coordinator advised of your position status and activity and on any problem areas that now need or will require solutions.

[Redacted]

Provide periodic situation or status reports to your Section Coordinator.

[Redacted]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Redacted]

Review situation reports as they are received. Verify information where questions exist.

[Redacted]

Anticipate potential situation changes, such as severe aftershocks, in all position planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Redacted]

Determine and **anticipate** your support needs and forward to your Section Coordinator.

[Redacted]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Redacted]

Refer all media contacts to your Section Coordinator.

[Redacted]

Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.

[Redacted]

Ensure that all your personnel time and equipment records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See Part Three—Forms.)

[Redacted]

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

[Redacted]

Act as a resource to members of the EOC staff in matters relative to your technical specialty.

Deactivation

[Redacted]

Ensure that all required forms or reports are completed prior to your release and departure.

[Redacted]

Be prepared to provide input to the After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

[Redacted]

Deactivate the Technical Specialist position and close out logs when authorized by the Planning/Intelligence Section Coordinator or EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.