

Planning Section Chief

Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Planning Section
Primary	Reservation Services Administrator
Potential Alternate(s)	Emergency Management Director Planning and Construction Services Director Tribal Operations Administrator Fire Chief Patrol Chief
Supervisor	EOC Manager
Overview	<ul style="list-style-type: none"> ● Manages the Planning Section of the EOC ● Makes predictions and manages information about the incident ● Briefs and updates the Command and General Staff of the impact of the disaster on the Reservation ● Briefs and updates the Tribal Council and Policy Group ● Coordinates and supervises the planning meetings and cycle ● Supervises and the message process and flow in the EOC
Description	<p>The Planning Section Chief, a member of the General Staff, is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Information is needed to:</p> <ul style="list-style-type: none"> • Understand the current situation • Predict the probable course of incident events • Prepare alternative strategies for the incident

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Responsibilities	<ol style="list-style-type: none">1. Ensure that the following responsibilities of the Planning Section are addressed (staffed) as required by the incident:<ol style="list-style-type: none">a. Collecting, analyzing, and displaying incident situation informationb. Preparing periodic situation reportsc. Preparing and distributing the EOC Action Plan and facilitating the action planning processd. Conducting advance planning activities and reporte. Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities2. Establish the appropriate level of organization for the Planning Section.3. Exercise overall responsibility for the coordination of activities within the section.4. Keep other Command and General Staff informed of significant issues affecting the Planning Section.5. In coordination with the other Section Chiefs, ensure that status reports and visual display boards are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.
Forms and Job Aids	<ul style="list-style-type: none">○ T-Card System overview○ Planning and Meetings overview○ Various Planning Ps and planning cycle displays○ Planning Section Checklists○ White boards○ Status boards

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<p>Checklist - Activation Phase</p>	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in and establish and unit log. ○ Report to the EOC Manager and receive a brief if not already received. ○ Identify yourself as Planning Section Chief (Blue Vests). ○ Set up your the section work area, check phones and communication and review this checklist and other Planning Section checklists ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents. ○ Review responsibilities of units in the Planning Section; develop plans for carrying out all responsibilities. Based on the situation, activate units within section as needed and designate Unit Leaders. <ul style="list-style-type: none"> ○ Situation Status Unit ○ Resource Status Unit ○ Advance Planning ○ Documentation/Messages ○ Visual Display ○ Intelligence (if not being staff elsewhere) ○ Request additional personnel for the section as necessary to maintain a 24-hour operations. ○ Establish contact with other supporting and coordinating EOCs and ESFs when activated, and coordinate Situation Status Reports with their Planning Sections. ○ Meet with Operations Section Chief; obtain and review any major incident reports. ○ Make a list of key issues to be addressed by the Planning Section; in consultation with section staff, identify objectives to be accomplished during the initial operational period and planning for upcoming operational periods. ○ Keep other Command and General Staff informed of significant events. ○ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
<p>Checklist - Operational Phase</p>	<ul style="list-style-type: none"> ○ Ensure that Planning Section position logs and other necessary files are maintained. ○ Ensure that the Situation Status Unit is maintaining current information for the situation status report. ○ Ensure that major incidents reports and unit status reports completed by the Operations Section and are accessible to

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	<p>planning section staff.</p> <ul style="list-style-type: none">○ Ensure that a situation status report is produced and distributed to EOC Sections and supporting EOCs and ESFs at least once, prior to the end of the operational period.○ Ensure that all status boards and other displays are current and that posted information is neat and legible.○ Ensure that the Tribe's Public Information Officer has immediate and unlimited access to all status reports and displays.○ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.○ Facilitate the EOC action planning meetings at least two hours before the end of each operational period. (See draft Agenda below)○ Ensure that objectives for each section are completed, collected, and posted in preparation for the next Action Planning meeting.○ Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.○ Work closely with each Planning Section Unit to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.○ Ensure that the advance planning unit develops and distributes a report which highlights projected events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.○ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.○ Provide technical services and technical specialists to all EOC sections as required.○ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.
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<p>EOC Action Planning Process (EOC Form 401)</p>	<p><u>Before the Meeting</u></p> <ol style="list-style-type: none"> 1. The EOC Manager should establish incident objectives and strategy before the planning meeting. 2. All attendees should be fully briefed and up-to-date on the incident situation so planning meeting time can focus more on what needs to be done rather than what has happened. 3. Agency Representatives, if invited to the meeting, should know what they are able to commit their agency. 4. On Unified Command incidents, stakeholders should hold a management meeting prior to the planning meeting to discuss and resolve intergovernmental and inter agency issues. <p><u>During the Meeting</u></p> <ol style="list-style-type: none"> 1. The Planning Section Chief will be the meeting facilitator. 2. The Planning process is most effective, if an overview map of the incident is visible to all. Existing map data should be shown. 3. Tactics and resources to meet objectives outlined by the EOC Director are discussed and determined based on operational feasibility and available logistical support. <p><u>Draft Meeting Agenda</u></p> <ol style="list-style-type: none"> 1. Briefing on the current situation and resource status - Planning Section Chief 2. Statement of objectives and strategies - EOC Manager 3. Overview of tactics for each division/group - Operations Section Chief 4. Specify resource allocations for divisions/groups - Operations Section Chief and Planning Section Chief 5. Deliver safety message - Safety Officer 6. Review medical plan - Safety Officer 7. Review resources and personnel order - Logistics Section Chief 8. Review communications plan - Logistics Section Chief 9. Review traffic plan - Logistics Section Chief 10. Finalize and approve the plan - General Staff and Command Staff 11. Sign off of the EOC Action Plan - EOC Manager <p>Brief Tribal Council and Policy Group - Planning Section Chief, EOC Manager</p>
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Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Ensure all Planning Section positions have been demobilized and appropriately reported.○ Deactivate your assigned position and close out logs when authorized by the EOC Manager.○ Complete all required forms, reports, and other documentation.○ Be prepared to coordinate and lead the hot-wash after-action report.○ If another person is relieving you, ensure you conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.○ Clean around your work area before you leave.○ Leave your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ Transition Planning Section support to ESF-14 Long-Term Recovery and coordinate execution of the Recovery Annex to the Morongo EOP.○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.