

Situation Status Unit Leader

Position Log

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

Functional Checklist

Organization	Planning Section
Primary	Planning and Construction Services Director
Potential Alternate(s)	Environmental Director Emergency Management Coordinator Realty Officer TANF Case Manager
Supervisor	Planning Section Chief
Overview	<ul style="list-style-type: none">● Collects and processes all information and intelligence to develop a clear picture of incidents the EOC is supporting.● Evaluates and disseminates information in the Planning Section.● Coordinates mapping and visual display operations.
Description	The collection, processing and organizing of all incident information takes place within the Situation Unit. The Situation Status Unit Leader may prepare future projections of incident growth, maps, and intelligence information.
Responsibilities	<ol style="list-style-type: none">1. Oversee the collection, organization, and analysis of disaster situation information.2. Ensure that information collected from all sources is validated prior to posting on status boards.3. Ensure that situation status reports are developed utilizing EOC forms, for dissemination to EOC staff and supporting EOCs and ESFs.4. Ensure that all maps, status boards, and other displays contain current and accurate information.
Forms and Job Aids	<ul style="list-style-type: none">○ Situation Status Board○ Reservation and Area Maps

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Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in at the designated check in location. ○ Report to the Planning Section Chief. ○ Identify yourself as Situation Status Unit Leader (Blue Vests). ○ Set up your workstation and review this checklist. ○ 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. ○ Ensure there is adequate staff available to collect and analyze incoming information, maintain the Situation Status Report, and assist the Planning Section Chief in facilitating the Action Planning process. ○ Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.
Checklist - Operational Phase	<ul style="list-style-type: none"> ○ Ensure position logs and other necessary files are maintained. ○ Coordinate and oversee the collection and analysis of all event/or disaster related information. ○ Coordinate the preparation and distribution of the Situation Status Report. Coordinate with the Documentation Unit for electronic posting, for manual distribution, and for reproduction as required. ○ Ensure that each EOC Command and General Staff position provides the Situation Status Unit with status reports on a regular basis. Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting. ○ Work closely with the Operations Section on situation status development. ○ Meet with the Tribe's Public Information Officer and Intelligence Officer to determine the best method for ensuring access to current information. ○ Prepare a situation summary for the EOC Action Planning meeting. ○ In preparation for the Action Planning meeting, ensure that all EOC objectives are posted in the EOC (on chart paper) and that the planning meeting room is set up with appropriate equipment and materials (easels, markers, sit stat reports, etc.) ○ Following planning meetings, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period. ○ Ensure that adequate personnel are assigned to maintain all maps, status boards and other displays.

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Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate your assigned position and close out time cards and logs when authorized by the Planning Section Chief.○ Complete all required forms, reports, and other documentation. Submit all forms through your supervisor to the Planning/Intelligence Section, as appropriate.○ Be prepared to provide input to the hot-wash and after-action report.○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave.○ Clean around your work area before you leave.○ Leave your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.