

## Advance Planning Unit Leader

### Position Log

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

### Functional Checklist

Organization	Planning Section
Primary	Construction Services Director
Potential Alternate(s)	Realty Manager Reservation Services Administrative Assistant Environmental Specialist
Supervisor	Position
Overview	<ul style="list-style-type: none"> <li>● Provides for an initial inspection of the entire potential damage area in working closely with the Damage Assessment Unit Leader of the Operations Section.</li> <li>● Coordinates and prepares the damage assessment reports.</li> <li>● Collects and reports information to the Planning Section Chief.</li> <li>● Provides information to damage assessment teams in the Operations Section as necessary.</li> </ul>
Description	The Advance Planning Unit focuses on longer range planning and consideration of issues that may hinder response and recovery efforts.
Responsibilities	<ol style="list-style-type: none"> <li>1. Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.</li> <li>2. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.</li> <li>3. Provide periodic briefings for the EOC Manager and General Staff addressing advance planning issues.</li> <li>4. Supervise personnel assigned to the Advance Planning Unit.</li> </ol>
Forms and Job Aids	○
Checklist - Activation Phase	<ul style="list-style-type: none"> <li>○ Upon arrival at the EOC check in at the designated check in location.</li> <li>○ Identify yourself as Advance Planning Unit Leader (Blue Vests)</li> <li>○ Report to Planning Section Chief or other assigned Supervisor.</li> <li>○ Set up your workstation and review this checklist.</li> <li>○ Establish and maintain a position log that chronologically describes your actions taken during your shift.</li> <li>○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.</li> </ul>

<p>Checklist - Operational Phase</p>	<ul style="list-style-type: none"> <li>○ Monitor the current situation report to include recent updates with a focus on future needs and future planning.</li> <li>○ Meet individually with the general staff and determine best estimates of the future direction &amp; outcomes of the event or disaster.</li> <li>○ Develop an advance plan recovery plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.</li> <li>○ Submit the advance plan to the Planning Section Chief for review and approval prior to conducting briefings for the General Staff and EOC Manager.</li> <li>○ Support ESF-14 Long-term Recovery efforts.</li> <li>○ Coordinate and review action planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the EOC Manager when EOC activity shifts predominately to recovery operations.</li> </ul>
<p>Checklist - Demobilization Phase</p>	<ul style="list-style-type: none"> <li>○ Deactivate your assigned position and close out time card and logs when authorized by the Planning Section Chief.</li> <li>○ Complete all required forms, reports, and other documentation. Submit all forms through your supervisor to the Planning/Intelligence Section, as appropriate.</li> <li>○ Be prepared to provide input to the hot-was and after-action report.</li> <li>○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave.</li> <li>○ Clean around your work area before you leave.</li> <li>○ Leave your contact information.</li> </ul>
<p>Checklist - Recovery Phase</p>	<ul style="list-style-type: none"> <li>○ Coordinate long-term recovery planning issues and plans with ESF-14 Long-term Recovery.</li> <li>○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.</li> </ul>