

PLANNING SECTION CHIEF EMERGENCY CHECKLIST

- Confirm the safety of you and your family
- Follow the **All Personnel - EOC Activation Checklist**
- Obtain a briefing from the EOC Director and confirm the following briefing information:
 - Your role(s)
 - Nature and scope of emergency event including:
 - Potential impacts to public safety
 - Potential impacts to critical infrastructure, communications and services
 - Potential impacts to traditional or sacred locations
 - Status of any evacuation activities
 - Status of any response activities and support required by EOC, including community personnel and equipment already engaged
 - Who the lead agency, Incident Commander and Planning Section Chief is, and their contact information
 - EOC set up status and requirements
 - EOC objectives and highest priorities
 - Key response agencies involved including contact information
 - Key support agencies involved including contact information
 - Operational periods
- Identify additional section staff required, get approval from EOC Director and request through Logistics
- Activate units within the Planning section as needed and designate Unit Leaders as necessary:
 - Situation Unit
 - Damage Assessment Unit
 - Resources Unit
 - Documentation Unit
 - Advanced Planning Unit
 - Demobilization Unit
 - Recovery Planning Unit
 - Technical Specialist Unit
- Confirm with EOC Director, Operations Section Chief and Information Officer the process for recording and tracking issues
- Meet with Operations Section Chief; obtain and review any major incident reports
 - Number of impacted people, homes and buildings
 - Scope and scale of any known damage and/or impacts
- Establish contact with:
 - Key response agencies for situation report
 - Community personnel for situation report
 - Lead Agency Planning Section Chief
- Set up check in procedures using the **EMCR Logistics Check-in Form (511)**
- Set up your workstation (phones, position logbook, section whiteboards, computer)

PLANNING SECTION CHIEF EMERGENCY cont'd

Manage the Planning Section

- Provide and manage technical services, such as environmental advisors and other technical specialists to all EOC sections, as required
- Ensure that the Planning Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards
- Request additional personnel for the section from the Logistics Section as necessary
- Ensure that all section personnel maintain their individual position logs and paperwork as required
- Collect objectives from each activated section prior to each Action Planning meeting and lead action planning meetings
- Coordinate daily time sheets and emergency expenditures with the Finance Section

Brief incoming staff as they arrive:

- Their role(s)
- Nature and scope of the emergency event as per briefing details above
- Section objectives and highest priorities
- Operational periods

Collect, analyze and display situation information

- Produce an EOC Situation Report for approval by the EOC Director with each operational period
- Distribute EOC Situation Report to EOC Sections and PREOC by 2:00pm daily
- Ensure that all status boards and other displays are kept current, and that posted information is neat and legible
- Ensure that the Information Officer has immediate and unlimited access to all status reports and displays
- Liaise with the PREOC Planning Section, if activated, and coordinate Situation Report requirements with them

Prepare EOC Action Plans

- Ensure EOC Section Chiefs provide their objectives prior to each daily Action Planning meeting
- Prepare an EOC Action Plan for each operational period, based on objectives developed by each EOC Section
- In preparation for the Action Planning meeting, ensure that all EOC priorities and objectives are posted or distributed, and that the meeting room is set up with appropriate equipment and materials (easels, markers, Sit Reports, etc.)
- Schedule and chair the EOC Action Planning meetings at a time that allows for development of the Action Plan and approval by the EOC Director prior to next operational period
- Following the meeting, send approved **Action Plan** to the Documentation Unit for distribution prior to the next operational period

Track Resources

- Track the type and status of resources assigned to the Incident Commanders through the EOC
- Track the type and status of resources assigned to the EOC

PLANNING SECTION CHIEF EMERGENCY cont'd

Keep Records

- Maintain files on all EOC activities and provide reproduction and archiving services for the EOC, as required

Plan for EOC Demobilization

- Prepare staffing plan for the EOC that addresses the anticipated activation levels for the coming operational periods, working with the EOC Director
- Prepare a plan for EOC demobilization
- Highlight forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall priorities of the EOC
- Develop plans and report, as required

Plan for Recovery

- Begin Recovery planning during the early phases of Response to ensure proper appropriate plans are in place; put a Recovery Planner position in place early on, during the first operational periods
- Assess the need for immediate and long-term reconstruction, restoration, and recovery of infrastructure and services
- Work with the Information Officer to issue public messages to control unsolicited donations of unwanted goods
- Provide documentation of response and recovery for Disaster Financial Assistance (DFA) and financial reimbursement
- Provide direction in land use issues
- Consider the need for new bylaws or BCRs to support any disaster mitigation
- Provide an Action Plan for recovery operations
- Prepare recovery situation reports
- Document recovery operations
- Recommend mitigation plans
- Prepare a community recovery plan

Prepare the After-Action Report

- In consultation with Section Units and EOC Management Team, prepare the EOC After Action Report

Before Leaving

- Ensure Demobilization Plan for the EOC is complete, approved by the EOC Director and distributed to all EOC sections
- Deactivate units when no longer required
- Ensure that all paperwork is complete, and logs are closed and sent to the Documentation Unit
- Ensure that any open actions are assigned to appropriate agency and/or EOC staff as appropriate
- Follow the **EOC Demobilization All Personnel Checklist**