EOC POSITION CHECKLIST

PLANNING & INTELLIGENCE SECTION

OVERVIEW

The Planning 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 the 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, appropriate EOC representatives will advise the Planning Section Coordinator on various courses of action based on their specialized knowledge and/or expertise.

OBJECTIVES

The Planning Section handles all safety/damage assessment information:
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- Disseminate intelligence information to the Incident Commander, EOC Section Coordinators, Public Information Officer, General Staff and the Orange County Operational Area via the Fullerton EOC.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to other EOC sections, affected cities, State OES, FEMA and the Orange County Operational Area via the Fullerton EOC.
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the campus post-event condition.
- Provide Planning support to other EOC sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the Campus EOC Action Plan (explanation follows).
- Prepare the Campus After-Action Report.
- Prepare a post-disaster recovery plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records.
- 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.

ACTION PLANNING

Action plans that are 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.
There are two kinds of action plans—Incident Action Plans and EOC Action Plans. EOC Action Plans (known simply 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 activities 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.
- The format for an Incident Action Plan will generally include the following elements:
  - Incident objectives and priorities (overall, what do we want to achieve?) Grow 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 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, the 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 costs constraints, inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

**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 coordination the development of an After-Action Reports which involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

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 concert effort on the part of many individuals in many agencies or departments will be required.