JOB DESCRIPTION

EOC PLANNING & INTELLIGENCE SECTION CHIEF

RESPONSIBILITIES:

▶ The goals of creating a safe environment are to maintain rescuer safety and to remove victims as quickly as possible while minimizing additional injury.
▶ Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:
  • Collect, analyze and display situation information for the District.
  • Prepare periodic situation reports
  • Conduct advance planning activities and report.
  • Provide technical support services to the various EOC sections and teams, and document and maintain files on all EOC activities.
▶ Establish the appropriate level of organization for the Planning/Intelligence Section.
▶ Exercise overall responsibility for the coordination of team activities within the section.
▶ Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section.
▶ In coordination with the other section chiefs, ensure that section status reports are completed and utilized as a basis for situation status reports.
▶ Supervise the Planning/Intelligence Section.
▶ Watch for signs of stress in staff.

ACTIVATION STAGE:

▶ Follow the Activation/Demobilization Generic checklist.
▶ Check in with EOC Director for situation/safety briefing.
▶ Obtain necessary equipment and supplies from EOC closet or Logistics.
▶ Put on position identifier, such as vest, if available.
▶ Put on District identification badge.
Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards, and laptop computers.

Based on the situation, activate teams within the section as needed and designate team leaders for each element:
  - Situation Analysis Team
  - Documentation Team/Unit

Request additional personnel for the section as necessary to maintain a 24-hour operation.

Meet with Operations Section Chief; obtain and review any major incident reports.

Review responsibilities of teams in section; develop plans for carrying out all responsibilities.

Make a list of key issues to be addressed by Planning/Intelligence in consultation with section staff, identify objectives to be accomplished during the initial operational period.

Keep the EOC Director informed of significant events.

Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

OPERATIONAL STAGE:

Assume the duties of all Planning/Intelligence positions until staff is available and assigned.

As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.

Ensure that Planning/Intelligence position logs and other necessary files are maintained.

Ensure that the major incident reports and sector status reports are completed by the Operations Section and are accessible by Planning/Intelligence.

Ensure that a situation status report is produced and distributed to EOC teams prior to the end of the operational period.

Ensure that all status boards and other displays are kept current and that posted information is neat and legible.

Conduct periodic briefings with team staff and work to reach consensus among staff on section objectives for forthcoming operational periods.

Ensure that a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period are distributed; particularly those situations which may influence the overall strategic objectives of the EOC.

Provide updates on power/energy forecasts and other conditions as they pertain.
Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section of the District EOC.

DEMOBILIZATION STAGE:

- At the EOC Director’s direction, deactivate the section and close out all logs.
- Verify that closing tasks of all Planning/Intelligence positions have been accomplished.
- Return equipment and reusable supplies to EOC closet or Logistics.

EQUIPMENT/SUPPLIES

- District identification badge, clearly visible
- File box(es)
- Dry-erase pens
- Laptop computer (if being used)
  - “Cheat Sheet” for Laptop Computer (instructions for laptop use and computer commands)
- Forms:
  - Emergency Time/Situation Report
  - Student Accounting Form
  - Sample log
- Job description clipboard
- Paper, pens
- Tissues
- Two-way radio
- Vest (employees wear green; runners/volunteers wear orange)