Position initially assumed by any certificated/classified staff available; ideally assumed by pre-designated assistant principal, counselor or teacher.

RESPONSIBILITIES:

▶ Provide for the safety of staff and students.
▶ Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:
  ▶ Collecting, analyzing, and displaying situation information at the site.
  ▶ Preparing periodic situation reports
  ▶ Conducting advance planning activities and report
  ▶ Establish the appropriate level of organization for the Planning/Intelligence Section.
  ▶ Exercise overall responsibility for the coordination of unit activities within the section.
  ▶ Keep the Incident Commander informed of significant issues affecting the Planning/Intelligence Section.
  ▶ In coordination with the other section chiefs, ensure that team status reports are completed and utilized as a basis for situation status reports.
  ▶ Watch for signs of stress in staff.
  ▶ Supervise the Planning/Intelligence Section.

ACTIVATION STAGE:

▶ Follow the Activation/Demobilization Generic checklist.
▶ Check in with Incident Commander for situation/safety briefing.
▶ Obtain necessary equipment and supplies from 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.
Based on the situation, activate teams within the section as needed and designate team leaders for each element:

- Situation Analysis Unit  Advance Planning Unit
- Documentation Unit   Technical Services 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 within the 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 Incident Commander 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 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 Incident Command 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.

Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section of the District EOC.

DEMOBILIZATION STAGE:

At the Incident Commander’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 Logistics.

**EQUIPMENT/SUPPLIES**

- District identification badge, clearly visible
- Dry-erase pens
- File box(es)
- Forms:
  - Emergency Time/Situation Report
  - Sample log
  - Student Accounting Form
- Job description clipboard
- Large site map of campus, laminated or covered with plexiglas
- Paper, pens
- Tissues
- Two-way radio
- Vest (Employees wear green; runners/volunteers wear orange)