

# PART TWO PLANNING SECTION

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# PLANNING SECTION

## GENERAL

### PURPOSE

To enhance the capability of the City of Pasadena to respond to disasters/emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of responses are to be:

- Protect life and property.
- Provide planning and direction for the emergency operations and optimize management of resources.
- Provide support to the other sections of the City's emergency response team.
- Restore essential services and systems, at the earliest possible opportunity

### OVERVIEW

The Planning Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of all assigned, available and "out-of-service" resources. This Section functions as the primary support for decision-making to the overall disaster/emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. This Section primarily gathers and documents information to answer critical questions: Where are the incidents? How bad are the incidents? How much worse will the incidents become? How can we best manage the incidents? During a disaster/emergency, other department heads will advise the Planning/Intelligence Chief on various courses of action from their departmental level perspective.

### OBJECTIVES

The Planning Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, City departments and the Los Angeles County Operational Area. This Section is responsible for the preparation and documentation of the EOC Action Plan (with input from Management Section Staff, Section Chiefs, and other appropriate agencies/jurisdictions). The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.

- Disseminate intelligence information to EOC Director/Deputy EOC Director, EOC Chief, Public Information Officer, General Staff and the Los Angeles County Operational Area.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, State OES, FEMA and the Los Angeles County Operational Area.
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the City's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Coordinate the preparation of the City's EOC Action Plan.
- Coordinate the preparation of the City's After-Action/Corrective Action Report.
- Coordinate the preparation of a post-disaster recovery plan.
- 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.

## **CONCEPT OF OPERATIONS**

The Planning Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 7:00 a.m. and 7:00 p.m. Operational periods should be event driven.

## **SECTION ACTIVATION PROCEDURES**

EOC Director/Deputy EOC Director is authorized to activate the Planning/Intelligence Section.

### **When to Activate**

The Planning Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of EOC Director/Deputy EOC Director.

### **Where to Report**

Refer to the Appendix for EOC locations. Due to the sensitive nature of this information this is being maintained in the restricted use section of the Plan.

## **ACTION PLANNING**

Action plans are an essential part of SEMS/NIMS at all levels-field, DOC and EOC. 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.
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives.

There are two kinds of action plans: Incident Action Plans and EOC Action Plans. EOC Action Plans (known as action plans) should focus on jurisdictional related issues.

### **Action Planning at SEMS/NIMS 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 a disaster/emergency are short, sometimes only a few hours. As the disaster/emergency progresses, 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/Deputy 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/NIMS 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 cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

**The Action Planning Process and guidance materials are in Part Two-Planning/Intelligence-Support Documentation-Action Planning.**

### **After-Action Reports**

The completion of After-Action Reports is a part of the required SEMS/NIMS 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)."

NIMS requires Corrective Action and Implementation Plans. Corrective action plans are designed to implement procedures that are based on lessons learned from actual incidents or from training and exercises.

### **Use of After-Action/Corrective 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/NIMS.

- Describe and define a plan of action and completion deadlines for implementation of improvements.

The SEMS/NIMS approach to the use of After-Action/Corrective Reports emphasizes the improvement of emergency management at all levels. The After-Action/Corrective Action Report provides a vehicle for not only documenting system improvements, but also provides a work plan for how these improvements can be implemented.

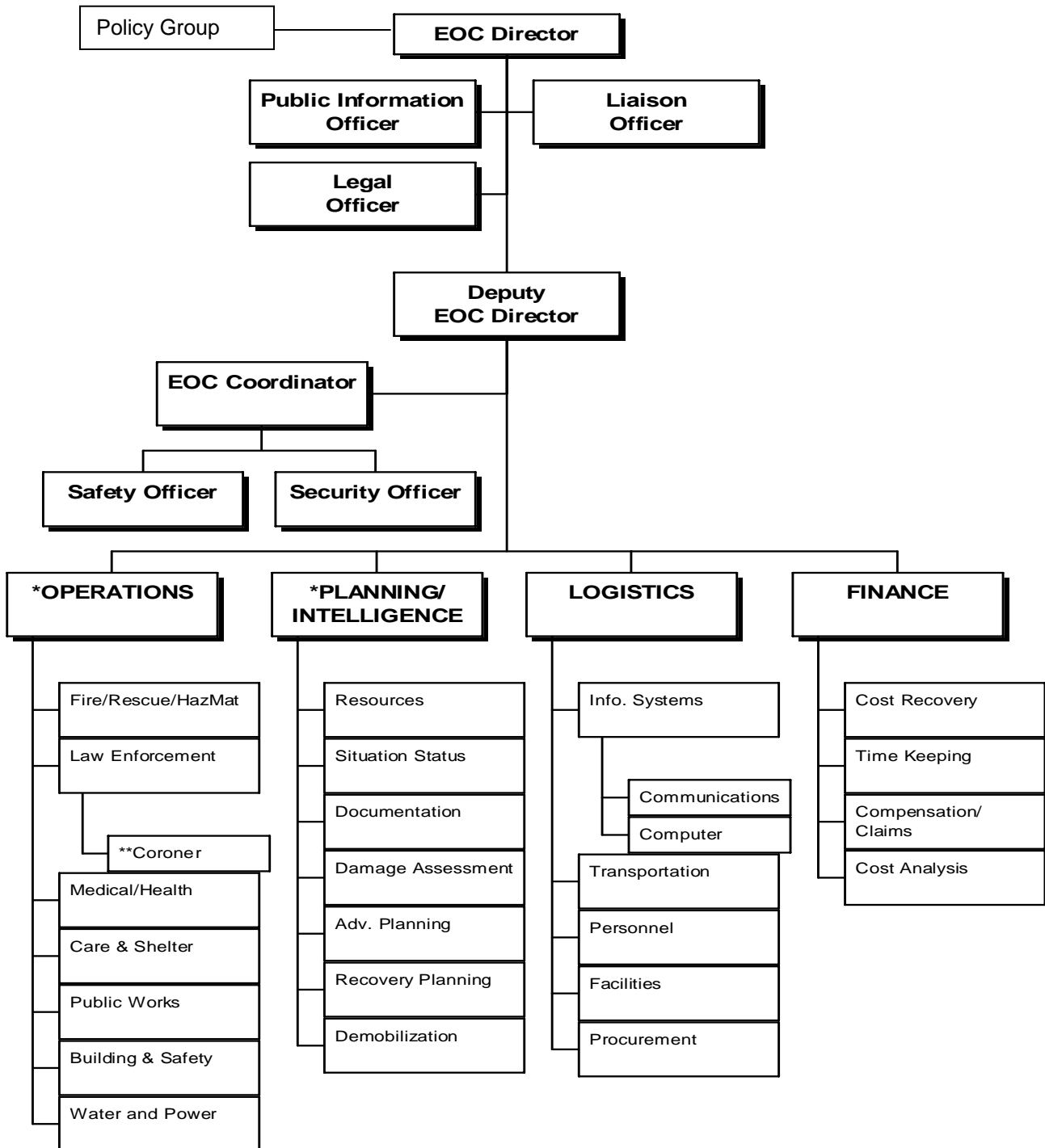
It may be useful to coordinate the After-Action/Corrective Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After-Action/Corrective Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action/Corrective Action Report that involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

**Processes for developing After-Action/Corrective Action Reports are contained in Part Two- Planning Support Documentation-After Action/Corrective Action Reports.**

## **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 concerted effort on the part of many individuals in many agencies or departments will be required.

**SEMS/NIMS ORGANIZATION CHART**

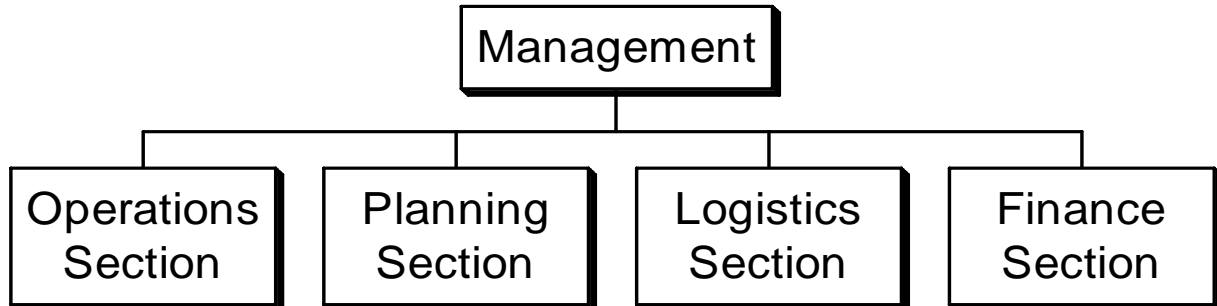


\* If all elements are activated, a deputy may be appointed to provide a manageable span of control.

\*\* Position is normally coordinated by the County, but a local chief may be designated, if needed

Field Units will be coordinating and communication with each of the Branches under the Operations Section. The Incident Command System will be used in the field.



**SEMS/NIMS EOC RESPONSIBILITIES CHART****Responsibilities:****Management (Management Section)**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. Management will either activate appropriate sections or perform their functions as needed.

**Operations Section**

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the city's EOC Action Plan.

**Planning Section**

**Responsible for collecting, evaluating and disseminating information; coordinate the development of the city's EOC Action Plan in coordination with other sections; initiating and preparation of the city's After-Action Report and maintaining documentation.**

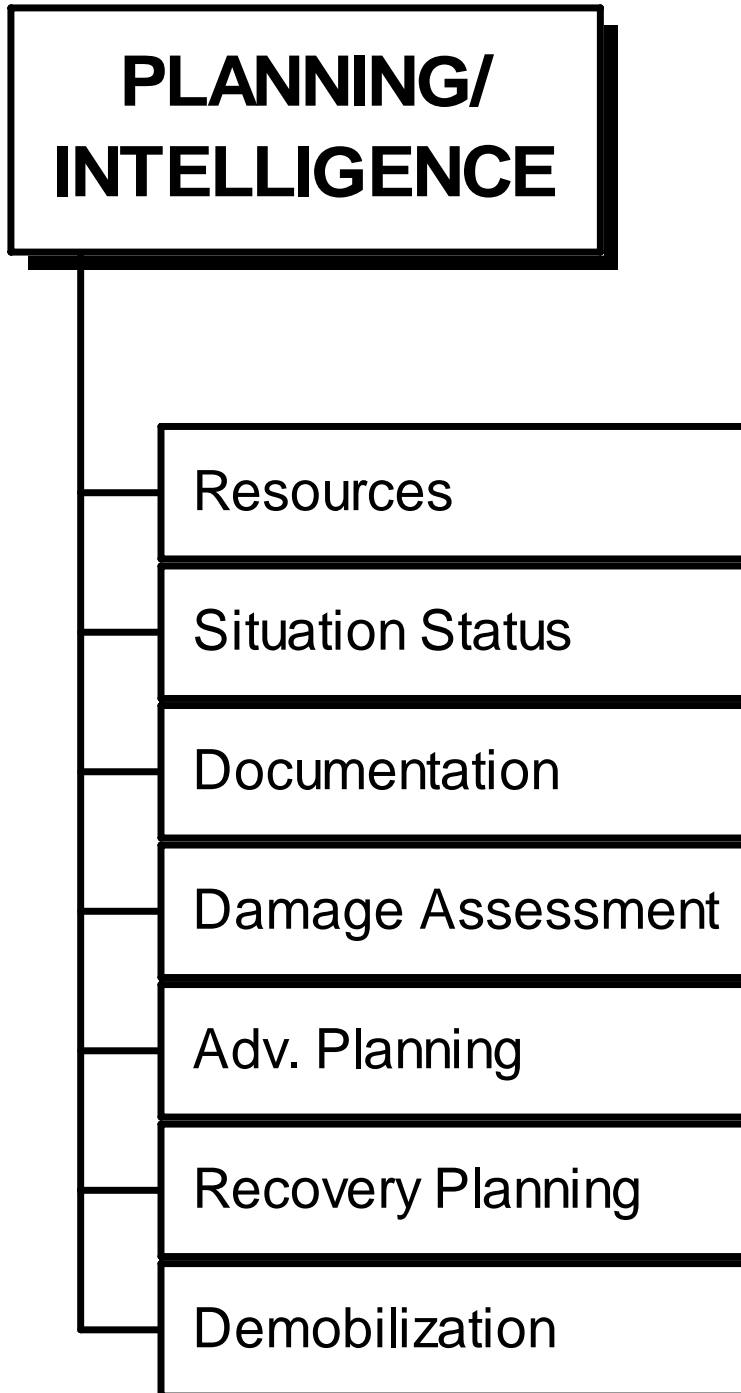
**Logistics Section**

Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

**Finance/Administration Section**

Responsible for financial activities and other administrative aspects.

**PLANNING SECTION  
ORGANIZATION CHART**



## **PLANNING/INTELLIGENCE SECTION STAFF**

The Planning/Intelligence Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need arises:

- Resources Unit
- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Advance Planning Unit
- Recovery Planning Unit
- Demobilization Unit
- Technical Specialist

The Planning Section Chief may activate additional branches/groups/units as necessary to fulfill an expanded role.

### **Planning Section Chief**

The Planning Section Chief, a member of EOC Director/Deputy EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

### **Resources Unit**

The Resources Unit is responsible for maintaining detailed tracking records of resources allocation and use (resources available, resources assigned, resources requested but not yet on scene, "out-of-service" resources and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. It cooperates closely with the Operations Section (to determine resources currently in place and resources needed).

### **Situation Status Unit**

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

### **Documentation Unit**

The Documentation Unit is responsible for initiating and coordinating the preparation of the City's EOC Action Plans and After-Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

**Damage Assessment Unit**

The Damage Assessment Unit is responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process.

**Advance Planning Unit**

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

**Recovery Planning Unit**

The Recovery Unit is responsible for ensuring that the City receives all disaster/emergency assistance and disaster recovery costs for which it is eligible. The Unit is also responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster condition as quickly and effectively as possible.

**Demobilization Unit**

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

**Technical Specialist**

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning/Intelligence Section Chief; may function within an existing unit such as the Situation Status Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.

# PLANNING

## SECTION CHIEF

**SUPERVISOR: EOC Director/Deputy EOC Director**

### GENERAL DUTIES:

- Ensure that the Planning/Intelligence function is performed consistent with SEMS/NIMS Guidelines, including:
  - Collecting, analyzing and displaying situation information.
  - Preparing periodic situation reports.
  - Initiating and documenting the City's Action Plan and After-Action/Corrective Action Report.
  - Advance planning.
  - Planning for demobilization.
  - Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to EOC Director/Deputy EOC Director on all matters pertaining to Section activities.

### YOUR RESPONSIBILITY:

Collect, evaluate, forecast, formulate, disseminate and use information about the development of the incident and status of resources.

**READ ENTIRE CHECKLIST AT START-UP AND AT  
BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Initials

# CHECKLIST ACTIONS

## Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to EOC Director/Deputy EOC Director.

Obtain a briefing on the situation.

Set up your Section workstation, including maps and status boards. Use your EOC Section materials on on-site supplies.

Review your position responsibilities.

Identify yourself as the Planning/Intelligence Section Chief by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

Review organization in place at the EOC. Know where to go for information or support.

Determine if other Section staff is at the EOC.

Confirm that all key Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the disaster/emergency.

Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.

- Resources Unit
- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Advance Planning Unit
- Recovery Planning Unit
- Demobilization Unit
- Technical Specialist

Request additional personnel for the Section to maintain a 24-hour operation as required.

Brief incoming Section personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts.

Inform EOC Director/Deputy EOC Director and General Staff when your Section is fully operational.

Open and maintain Section logs.

Using activity log (**see Part Two, Planning/Intell.-Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.**

Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.

Prepare work objectives for Section staff and make staff assignments.

Meet with other activated Section Chiefs.

- Review major incident reports and additional field operational information that may pertain to or affect Section operations.
- Obtain and review major incident reports and other reports from adjacent areas that have arrived in the EOC.
- Direct the Situation Status Unit leader to initiate collection and display of significant disaster events.
- Direct the Documentation Unit leader to initiate collection and display of disaster information.
- Based on the situation as known or forecast, determine likely future Planning/Intelligence Section needs.
- Think ahead and **anticipate** situations and problems before they occur.
- Request additional resources through the appropriate Logistics Section Unit, as needed.

**General Operational Duties**

- Carry out responsibilities of the Planning/Intelligence Section branches/groups/units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief EOC Director/Deputy EOC Director on major problem areas that need or will require solutions.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.



Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.

Ensure that you Section logs and files are maintained.

Monitor your Section activities and adjust Section organization as appropriate.

Ensure internal coordination between branch/group/unit leaders.

Update status information with other sections as appropriate.

Resolve problems that arise in conducting your Section responsibilities.

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO)

Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.

Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

### Section Operational Duties

Assess the impact of the disaster/emergency on the City of Pasadena, including the initial safety/damage assessment by field units.

Develop situation analysis information on the impact of the emergency from the following sources (this can be gathered from people within your own EOC):

- Fire Department
- Police Department
- Public Works and Engineering
- Recreation and Parks
- Water and Power
- Planning and Permitting
- Transportation
- Pasadena Unified School District
- Housing and Development
- Pasadena Chamber of Commerce
- Red Cross, San Gabriel Valley Chapter
- Police and Fire Volunteers
- Disaster Communication Services
- Media (Radio and Television)

Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, Los Angeles County Operational Area and the public.

Review and approve reconnaissance, City status and safety/damage assessment reports for transmission by the Situation Status Unit to the Los Angeles County Operational Area.

Working with the EOC Director/Deputy EOC Director and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives. **(See Part Two – Planning-Support Documentation-Action Planning.)**

Assemble information on alternative strategies.

Identify the need for use of special resources.

Direct the coordination of periodic disaster and strategy plans briefings to EOC Director/Deputy EOC Director and General Staff, including analysis and forecast of incident potential.

Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.

Begin planning for recovery.

**Deactivation**

Authorize deactivation of organizational elements within your Section when they are no longer required.

Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

Ensure that any required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report

Deactivate your Section and close out logs when authorized by EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

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# PLANNING/INTELLIGENCE

## RESOURCES UNIT

**SUPERVISOR:** Planning Section Chief

### GENERAL DUTIES:

- Prepare and maintain displays, charts and lists which reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resources reporting system for field and EOC units.
- Prepare and process resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the Planning/Intelligence Section in strategy planning and briefing presentations.

### YOUR RESPONSIBILITY:

Maintain detailed tracking records of resources allocation and use (resources available, resources assigned, resources requested but not yet on scene, "out-of-service" resources and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC. Cooperate closely with the Operations Section (to determine resources currently in place and resources needed) to provide resources information to the EOC Action Plan.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Initials

### CHECKLIST ACTIONS

#### Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Planning Section Chief.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Resources Unit by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

Activate elements of your Unit, establish work area, assign duties and ensure Unit log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Unit, as needed.

Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Unit needs.

Think ahead. **Anticipate** problems before they occur.

Using activity log (**see Part Two, Planning/Intell.-Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.**

**General Operational Duties**

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up-to-date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Planning Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning Section. Update status information with other sections as appropriate.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** support requirements and forward to your Section Chief.

Conduct periodic briefings to your Section. Ensure that all organizational elements are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Develop a system to track resources deployed for disaster response. Resources include personnel and equipment.

Establish a reporting procedure for resources at specified locations.

Direct the collection, organization and display status of incident resources to include allocation, deployment and staging areas.

Maintain a master list of all resources reported.

Provide for an authentication system in case of conflicting resources status reports.

Provide a resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on resources allocations as requested by the Section Chiefs.

Assist in strategy planning based on the evaluation of the resources allocation, resources en route and projected resources shortfalls.

Ensure that available resources are not overlooked by the Operations Section staff.

Keep Operations Section informed of the estimated time-of-arrival of ordered personnel, support vehicles/units, transportation and other critical resources. (Coordinate with Logistics Section).

Make recommendations to the Planning Section Chief of resources that are not deployed or should be activated.



**Deactivation**

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up your assignment might be required before you leave.

Deactivate the Resources Unit position and close out logs when authorized by the Logistics Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

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# PLANNING/INTELLIGENCE

## SITUATION STATUS UNIT

**SUPERVISOR:**        **Planning/Intelligence  
Section Chief**

### **GENERAL DUTIES:**

- Collect, organize and analyze information from EOC sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Chief, EOC Director/Deputy EOC Director and other section chiefs to initiate the action planning process.
- Transmit approved reports to the Los Angeles County Operational Area via the Crescenta Sheriff's Station EOC (Station EOC activated) or the Crescenta Valley Watch Commander (Station EOC not activated).
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Seek from any verifiable source available information which may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

### **YOUR RESPONSIBILITY:**

Collect and organize incident status and situation information and evaluate, analyze and display information for use by EOC staff.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Initials

**CHECKLIST ACTIONS**

**Branch/Unit Start-Up Actions**

Check in upon arrival at the EOC.

Report to the Planning Section Chief.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Situation Status Unit Leader by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

Activate elements of your Unit, establish work area, assign duties and ensure Unit log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Unit, as needed.

Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Unit needs.

Think ahead. **Anticipate** problems before they occur.

Using activity log (**see Part Two, Planning/Intell.-Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.**

### **General Operational Duties**

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up-to-date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Planning Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** support requirements and forward to your Section Chief.

Conduct periodic briefings to your Section. Ensure that all organizational elements are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:

- Location and nature of the disaster/emergency.
- Special hazards.
- Number of injured persons.
- Number of deceased persons.
- Road closures and disaster routes.
- Structural property damage (estimated dollar value).
- Personal property damage (estimated dollar value).
- City of Pasadena resources committed to the disaster/emergency.
- City of Pasadena resources available.
- Assistance provided by outside agencies and resources committed.
- Shelters, type, location and number of people that can be accommodated.

Possible Information Sources include:

- Disaster briefings
- AOC Action Plan
- Section Reports
- Intelligence Reports
- Field Observations
- Casualty Information
- Resource Status Reports
- Aerial Reports and Photographs
- Values and Hazards Information
- On Duty Personnel from other Sections

Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.

Prepare and maintain EOC displays. Clearly identify incidents. Ensure that all displays reflect the most current and correct information.

Post to the significant events log casualty information, health concerns, property damage, ire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. Note: Casualty information cannot be released to the press or public without authorization from EOC Director/Deputy EOC Director and the Public Information Officer.

Coordinate patient and casualty tracking system with the Medical/Health Branch. (Track casualty information about law enforcement and fire service personnel separately). Contact the County Coroner's Office, Police Department, Fire Department and Red Cross for casualty information.

Develop sources of information and assist the Planning/Intelligence Section Chief in collecting, organizing and analyzing data from the following:

- Management Team
- Operations Section
- Logistics Section
- Finance/Administration Section

Provide for an authentication process in case of conflicting status reports on events.

Meet with the Planning/Intelligence Section Chief and EOC Director/Deputy EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.

Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.

Provide information to the PIO for use in developing media and other briefings.

Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.

Determine weather conditions, current and upcoming. Keep up-to-date weather information posted.

Identify potential problem areas along evacuation routes, i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.

In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.

As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation.

Provide resource and situation status information in response to specific requests.

Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Chief.

Prepare required Operational Area reports (Emergency Information Management System (EMIS). Obtain approval from the Planning/Intelligence Section Chief and transmit to the Los Angeles County Operational Area via the Crescenta Sheriff's Station EOC.

Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Chief.



Assist at Planning meetings as required.

As appropriate, assign “field observers” to gather information.

**Deactivation**

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up your assignment might be required before you leave.

Deactivate the Situation Status Unit position and close out logs when authorized by the Logistics Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

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# PLANNING/INTELLIGENCE

## DOCUMENTATION UNIT

**SUPERVISOR:** Planning/Intelligence Section Chief

### GENERAL DUTIES:

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journal and reports at completion of each shift from all sections.
- Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve disaster/emergency files for legal, analytical and historical purposes.
- Compile, copy and distribute the EOC Action Plans as directed by the Section Chiefs.
- Compile, copy and distribute the After-Action Report with input from other sections/units.

### YOUR RESPONSIBILITY:

Compile and distribute the City's EOC Action Plans and After-Action Reports, maintain accurate and complete incident files, establish and operate an EOC Message Center, provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.

**READ ENTIRE CHECKLIST AT START-UP AND AT  
BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Initials

### CHECKLIST ACTIONS

#### Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Planning Section Chief.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Documentation Unit leader by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

Activate elements of your Unit, establish work area, assign duties and ensure Unit log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).

Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Unit needs.

Think ahead. **Anticipate** problems before they occur.

Using activity log (see **Part Two, Planning/Intell.-Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments
- 

**Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.**

### General Operational Duties

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up-to-date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Planning Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** support needs and forward to your Section Chief.

Conduct periodic briefings to your Section. Ensure that all organizational elements are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained for official records.

Contact other EOC section and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.

Coordinate documentation with the Situation Status Unit.

Following planning meetings, assist in the preparation of any written action plans or procedures.

Ensure that the EOC Action Plans and After-Action Report are compiled, approved, copied and distributed to EOC Sections and Units. **(See Part Two-Planning/Intell. Support Documentation-Action Planning After Action/Corrective Action Reports.)**

Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.

Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Chief.

Identify and establish a “runner” support system for collecting, duplicating journals, logs and message center forms throughout the EOC.

Establish copying service and respond to authorized copying requests.

Establish a system for collecting all section and unit journal/logs at completion of each operational period.

Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.

Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate.

Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Chief.

**Deactivation**

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up your assignment might be required before you leave.

Deactivate the Resources Unit position and close out logs when authorized by the Logistics Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.



# PLANNING/INTELLIGENCE

## DAMAGE ASSESSMENT UNIT

**SUPERVISOR:** Planning/Intelligence Section Chief

### GENERAL DUTIES:

- Collect safety/damage assessment information from the Operations Section and other verifiable sources and prepare appropriate reports.
- Provide safety/damage assessment information to the Planning/Intelligence Section Chief.
- Coordinate with the Building and Safety Branch, Public Works Branch and Water and Power Branch of the Operations Section for exchange of information.
- Coordinate with Los Angeles County Operational EOC for damage assessment information

### YOUR RESPONSIBILITY:

Maintain detailed records of safety/damage assessment information and support the documentation process.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Initials

### CHECKLIST ACTIONS

#### Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Planning Section Chief.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Damage Assessment Unit leader by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

Activate elements of your Unit, establish work area, assign duties and ensure Unit log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Unit, as needed.

Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Unit needs.

Think ahead. **Anticipate** problems before they occur.

Using activity log (**see Part Two, Planning/Intell.-Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.**

### General Operational Duties

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up-to-date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Planning Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** support needs and forward to your Section Chief.

Conduct periodic briefings to your Section. Ensure that all organizational elements are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Chief for approval.

Collect, record and total the type, location and estimate value of damage.

Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.

Provide documentation to Legal Advisor/Officer on those structures which may need to be demolished in the interest of public safety.

Coordinate with the American Red Cross, utility companies, any volunteers and other sources for additional safety/damage assessment information.

Coordinate with all Operations branches (Police, Fire, Public Works, Medical/Health, Care and Shelter, Water and Power and Building and Safety) for possible information on damage to structures.

Provide final safety/damage assessment reports to the Documentation Unit.

**Deactivation**

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up your assignment might be required before you leave.

Deactivate the Damage Assessment Unit position and close out logs when authorized by the Planning/Intelligence Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

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# PLANNING/INTELLIGENCE

## ADVANCE PLANNING UNIT

**SUPERVISOR:** Planning/Intelligence Section Chief

### GENERAL DUTIES:

- Develop issues and requirements related to a time period, normally 36 to 72 hours in advance.
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.
- Monitor action planning activity to determine the shift in operational objectives from response to recovery.

### YOUR RESPONSIBILITY:

Develop reports and recommendations for future time periods and prepare reports and briefings for use in strategy and/or planning meetings.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

**Action Taken: Time/Date/Initials      CHECKLIST ACTIONS**

#### Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Planning Section Chief.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Advance Planning Unit leader by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

Activate elements of your Unit, establish work area, assign duties and ensure Unit log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Unit, as needed.

Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Unit needs.

Think ahead. **Anticipate** problems before they occur.

Using activity log (**see Part Two, Planning/Intell.-Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.**



### General Operational Duties

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up-to-date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Planning Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** support needs and forward to your Section Chief.

Conduct periodic briefings to your Unit. Ensure that all organizational elements are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Obtain current briefing on the operational situation from the Situation Status Unit. Determine best estimate of duration of the situation from available information.

Determine current priorities and policies from the Planning/Intelligence Section Chief and EOC Director/Deputy EOC Director.

In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:

- Best estimate of likely situation in 36 to 72 hours given current direction and policy.
- Determine top priorities for actions and resources. **(See Part Two - Planning/Intell. Support Documentation- Advance Planning Reports.)**
- Identify any recommended changes to EOC policy, organization or procedures to better address the possible situation.
- Identify any issues and constraints that should be addressed now in light of the probable situation in 36-72 hours.

Provide reports to the Planning/Intelligence Section Chief and/or EOC Director/Deputy EOC Director and others as directed.

Develop specific recommendations on areas and issues which will require continuing and/or expanded City involvement.

Periodically evaluate the operational situation and assist the Planning/Intelligence Section staff in making recommendations on priority response and recovery actions

**Deactivation**

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up your assignment might be required before you leave.

Deactivate the Advance Planning Unit position and close out logs when authorized by the Planning/Intelligence Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

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# PLANNING/INTELLIGENCE

## RECOVERY PLANNING UNIT

**SUPERVISOR:** Planning/Intelligence Section Chief

### GENERAL DUTIES:

- Ensure that the City of Pasadena receives all disaster/emergency assistance and disaster recovery costs for which it is eligible.
- Ensure that the City of Pasadena is prepared to participate jointly with FEMA, State OES, Los Angeles County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.
- Ensure that required and/or approved mitigation measures are carried out.
- Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed.

### YOUR RESPONSIBILITY:

Ensure that the City receives all emergency assistance and disaster recovery costs for which it is eligible; conduct all initial recovery operations and prepare the EOC organization for transition to a recover operations organization to restore the City to pre-disaster conditions as quickly and effectively as possible.

**READ ENTIRE CHECKLIST AT START-UP AND AT  
BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Initials

# CHECKLIST ACTIONS

## Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Planning Section Chief.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Recovery Planning Unit leader by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

Activate elements of your Unit, establish work area, assign duties and ensure Unit log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Unit, as needed.

Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Unit needs.

Think ahead. **Anticipate** problems before they occur.

Using activity log (**see Part Two, Planning/Intell.-Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken

- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.**

### General Operational Duties

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up-to-date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Planning Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** support needs and forward to your Section Chief.

Conduct periodic briefings to your Unit. Ensure that all organizational elements are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Identify issues to be prioritized by EOC Director/Deputy EOC Director on restoration of services to the City.

Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses.

Maintain contact with Los Angeles County Operational Area and State OES and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs.

In coordination with the Building and Safety Branch of the Operations Section, establish criteria for temporary entry of "posted" buildings so owners/occupants may retrieve business/personal property.

In coordination with the Building and Safety Branch of the Operations Section, establish criteria for reoccupancy of "posted" buildings. Posted includes, as a minimum, the categories of "Inspected", "Restricted Access" and "Unsafe".

In coordination with Building and Safety Branch of the Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures. Ensure that homeowners' and business owners' rights are considered to the fullest extent and that arrangements are made for appropriate hearings, if at all possible.



Ensure that buildings considered for demolition that fall under "Historical Building" classification follow the special review process.

With Section Chiefs, develop a plan for initial recovery operations.

Prepare the EOC organization for transition to Recovery Operations.

Coordinate with Planning and Development for all land use and zoning variance issues; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.

Coordinate with Public Health Department for restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental reviews.

Coordinate with Public Works for debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.

Coordinate with Human Services and Housing and Community Development for housing for the needy; oversight of care facility property management; and low income and special housing needs.

Coordinate with Finance Department for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.

Coordinate with Planning and Development for redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.

Coordinate applications for disaster financial assistance; liaison with assistance providers, onsite recovery support; and disaster financial assistance project manager with the Finance Department and the Emergency Management Chief with the Fire Department.

Coordinate with City Attorney on emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.

Coordinate with City Manager's Office for continuity of operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

**Deactivation**

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up your assignment might be required before you leave.

Deactivate the Recovery Planning Unit position and close out logs when authorized by the Planning/Intelligence Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

# PLANNING/INTELLIGENCE

## DEMOBILIZATION UNIT

**SUPERVISOR:** Planning/Intelligence Section Chief

### GENERAL DUTIES:

- Provide assistance to the Planning/Intelligence Section Chief and EOC Director/Deputy EOC Director in planning for the EOC demobilization.
- Develop demobilization strategy and plan with Section Chiefs.
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

### YOUR RESPONSIBILITY:

Prepare a Demobilization Plan to ensure the orderly, safe and cost-effective release of personnel and equipment.

**READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Initials

### CHECKLIST ACTIONS

#### Branch/Unit Start-Up Actions

	Check in upon arrival at the EOC.
	Report to the Planning Section Chief.
	Obtain a briefing on the situation.
	Determine your personal operating location and set up as

necessary.

Review your position responsibilities.

Identify yourself as the Demobilization Unit leader by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

Activate elements of your Unit, establish work area, assign duties and ensure Unit log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Unit, as needed.

Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Unit needs.

Think ahead. **Anticipate** problems before they occur.

Using activity log (**see Part Two, Planning/Intell.-Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

**Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.**

### General Operational Duties

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up-to-date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Planning Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** support needs and forward to your Section Chief.

Conduct periodic briefings to your Unit. Ensure that all organizational elements are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in the EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Review the organization and current staffing to determine the likely size and extent of demobilization effort.

Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.

Coordinate with the Agency Representatives to determine:

- Agencies not requiring format demobilization.
- Personal rest and safety needs.
- Coordination procedures with cooperating/assisting agencies.

Evaluate logistics and transportation capabilities to support the demobilization effort.

Prepare a Demobilization Plan to include the following:

- Release plan strategies and general information.
- Priorities for release (according to agency and kind and type of resource).
- Phase over or transfer of authorities.
- Completion and submittal of all required documentation.
- Notify Los Angeles County Operational Area of demobilization plan.

Obtain approval of the Demobilization Plan from EOC Director/Deputy EOC Director. Ensure that the plan, once approved, is distributed.

Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.

Supervise execution of the Demobilization Plan.

Brief Planning/Intelligence Section Chief on demobilization progress.

Obtain identification and description of surplus resources.

Establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.

**Deactivation**

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up your assignment might be required before you leave.

Deactivate the Demobilization Unit position and close out logs when authorized by the Planning/Intelligence Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

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