

City of Lakeport Emergency Operations Plan

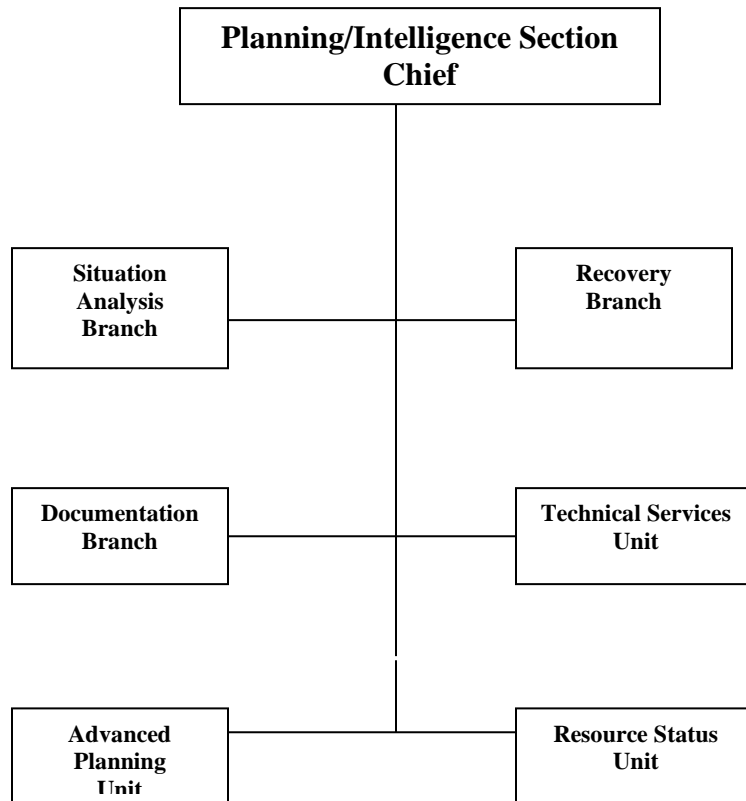


PLANNING/INTELLIGENCE SECTION ANNEX

Position Checklists

PLANNING/INTELLIGENCE SECTION

The Planning/Intelligence Section collects, evaluates, processes and disseminates information regarding emergency operations. The Section develops alternatives for action plans, conducts planning meetings and prepares the action plan for events which require extended operations. The Section Chief is responsible for all planning activities relating to response, demobilization and recovery operations.



PLANNING/INTELLIGENCE SECTION CHIEF

PRIMARY:	Planning Director
ALTERNATE:	Planning Department Staff
SUPERVISOR:	Director of Emergency Services
WORK STATION:	Emergency Operations Center

General Duties:

- Manages the Planning/Intelligence Section.
- Collects facts and provides projections to help others make informed decisions.
- Assesses safety of and damage to private property within the City.

Responsibilities:

- Collection, evaluation, forecasting, formulation and display of situation information, and status of resources.
- Prepare periodic Situation Reports.
- Prepare and distribute the EOC Action Plan and facilitate the Action Plan meetings.
- Conduct Advance Planning activities and report.
- Document and maintain files on all EOC activities.
- Exercise overall responsibility for the coordination of branch and unit activities within the section.
- Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section.
- Coordinate with the other Section Chiefs and ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.
- Supervise the Planning/Intelligence Section.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- 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 branches within section as needed and designate Branch or Unit Leaders for each element.

Situation Analysis Branch

Advance Planning Unit

Documentation Branch

Technical Services Unit

Recovery Branch

- 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 branches 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 Phase:

- Ensure that Planning/Intelligence position logs and other necessary files are maintained.
- Ensure that The Situation Analysis Branch is maintaining current information for the situation status report.
- Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence (Utilize RIMS forms if available).
- Ensure that a situation status report is produced and distributed to EOC Sections at least once, 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.
- Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff regarding section objectives for forthcoming operational periods.
- Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
- Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.
- Ensure that the EOC Action Plan is completed and distributed. prior to the start of the next operational period.
- Work closely with each branch unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.
- Ensure that the advance planning unit develops and distributes a report highlighting forecasted events or, conditions likely to occur beyond the next operational period; particularly those situations which influence the overall strategic objectives of the City EOC.

- Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- Provide technical services and other technical specialists to all EOC sections as required.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

SITUATION ANALYSIS BRANCH COORDINATOR

PRIMARY: Planning Department Staff
ALTERNATE: As Assigned
SUPERVISOR: Planning Section Chief
WORK STATION: Emergency Operations Center

General Duties:

1. Collect and process all information and intelligence.
2. Evaluate and disseminate information in the Planning Section.
3. Prepare predictions at periodic intervals, or upon request, make recommendations to the Planning section Chief.
4. Supervise the display of the situation map and status boards.

Responsibilities:

1. Oversee the collection organization, and analysis of disaster situation information. Ensure that information collected from all sources is validated prior to posting on status boards.
2. Ensure that situation status reports are developed utilizing RIMS forms, for dissemination to EOC staff and also to the Operational Area EOC.
3. Ensure that an EOC Action Plan is developed (utilizing RIMS forms) for each operational period, based on objectives developed by each EOC Section.
4. Ensure that all maps, status boards and other displays contain current and accurate information.
5. Supervise Situation Analysis Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure there is adequate staff available to collect, analyze and process incoming information.
- Update Status Report on RIMS, and facilitate the Action Planning process.
- Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

Operational Phase:

- Ensure position logs and other necessary files are maintained.
- Oversee the collection and analysis of all event/or disaster related information.
- Oversee the preparation and distribution of the Situation Status Report (utilizing RIMS forms if available).

- Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports, (utilizing RIMS forms), on a regular basis.
- Meet with the Public Information Branch Coordinator to determine the best method for ensuring access to current information.
- Prepare a situation summary for the EOC Action Planning meeting. Information includes:
 - 1) Location and nature of the emergency
 - 2) Special hazards
 - 3) Number of injured persons
 - 4) Number of deceased persons and location of the remains
 - 5) Structural property damage (estimate dollar value)
 - 6) Personal property damage (estimate dollar value)
 - 7) City resources committed to the emergency
 - 8) City resources available
 - 9) Assistance provided by outside agencies and resources committed
- Ensure each section provides its objectives at least 30 minutes prior to each Action Planning meeting.
- Convene and facilitate the Action Planning meeting. (Follow the meeting process guidelines attached)
- Prepare for the Action Planning meeting. Ensure that all EOC objectives are posted, and that the meeting room is set up with appropriate equipment and materials (easels, markers, sit stat reports, etc.)
- Following the meeting; ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.
- Ensure that adequate staff is assigned to maintain all maps, status boards and other displays.
- Prepare Situation reports by using appropriate RIMS forms. Information includes:
 - 1) Date and time of event
 - 2) Location and type of emergency
 - 3) Summary of the current situation
 - 4) Qualitative analysis (overview)
 - 5) Proclamations and declarations issued
 - 6) Persons dead and injured (all affected areas)
 - 7) Damage totals
 - 8) Homes damaged or destroyed
 - 9) Hospitals and essential facilities damaged or destroyed
 - 10) Status of all utilities
 - 11) Status of roads, airport and other transportation systems
 - 12) Dollar damage totals
 - 13) Provide reports to and receive information from the Operational Area

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist

DOCUMENTATION BRANCH COORDINATOR

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Planning Section Chief
WORK STATION: Emergency Operations Center

General Duties:

1. Maintains and files copies of all EOC messages.
2. Maintains, files, and stores all documents relative to events and operations within the EOC.
3. Provides guidance and assistance to work station personnel regarding documentation of information.
4. Provides duplication service as required.

Responsibilities:

1. Collect, organize and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
2. Provide document reproduction services to EOC staff.
3. Distribute the City of Lakeport EOC situation status reports, EOC Action Plan, and other documents, as required.
4. Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.
5. Assist the EOC Coordinator in the preparation and distribution of the After-action Report.
6. Supervise the Documentation Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Maintain a position log.
- Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.
- Meet with the Recovery Branch Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.

- Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Branch at the end of each shift.
- Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.
- Keep extra copies of reports and plans available for special distribution as required
- Set up and maintain document reproduction services for the EOC.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist,

ADVANCE PLANNING UNIT LEADER

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Planning Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period (generally 36 to 72 hours).
2. Review all available Status Reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.
3. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
4. Supervise the Advance Planning Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Maintain a position log.
- Monitor the current situation report to include recent updates.
- Meet individually with the general staff and determine best estimates of the future direction & outcomes of the event or disaster
- Develop an Advance Plan identifying future policy related issues; social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
- Submit the Advance Plan to the Planning Intelligence Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.
- Review Action Planning objectives submitted by each section for the next operational period in conjunction with the general staff. Recommend a transition strategy for the EOC Director when EOC activity shifts predominately to recovery operations.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

DEMOBILIZATION BRANCH COORDINATOR

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Planning Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.
2. Supervise personnel assigned to the Demobilization Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Monitor the current situation report to include recent updates.
- Meet individually with the members of the General Staff. Collect section worksheets for development of the Demobilization Plan.
- Meet with the EOC Director and collect the EOC Director's worksheet for the development of the Demobilization Plan.
- Utilizing the worksheets, develop a draft Demobilization Plan. Circulate the draft plan to the EOC Director and General Staff members for review.
- Finalize the Demobilization Plan for approval by the EOC Director.
- Advise all Section Chiefs to ensure that demobilized staff complete all reports, time sheets, and exit surveys in coordination with the personnel unit prior to leaving the EOC.

RECOVERY BRANCH COORDINATOR

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Planning Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Collect and maintain all disaster information and documentation. This will be required for reimbursement from the Federal Emergency Management Agency (FEMA) and/or Cal EMA through NDAA (Natural Disaster Assistance Act).
2. Coordinate all fiscal recovery with disaster assistance agencies.
3. Prepare and maintain a cumulative cost report for the event or disaster.
4. Supervise the Recovery Unit and recovery operations.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position log and other necessary files.
- Compute costs for use of equipment owned, rented, donated or obtained through mutual aid.
- Obtain information from the Resources Status Unit regarding equipment use times.
- Ensure that the Finance/Administration Section establishes a disaster accounting system to include an exclusive cost code for disaster response.
- Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.
- Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.
- Act as the liaison for the City of Lakeport EOC, with the county and other disaster assistance agencies to coordinate the cost recovery process.
- Prepare all required state and federal documentation required to recover all allowable disaster response and recovery expenses.
- Contact and assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster on a daily basis.

- Prepare and maintain an expense report for the Finance/Administration Section Chief, EOC Director, and City Council. The report should provide cumulative analyses summaries, and total disaster/event related expenditures for the City.
- Organize and prepare records for final audit.
- Assist the EOC Coordinator and Planning/Intelligence Section Chief with the preparation of the After-Action Report.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Technical Services Unit Leader

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Planning Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Provide technical support and recommendations to the City EOC in specialized areas as required.
2. Ensure that qualified specialists are available in the areas required by the particular event or disaster.
3. Supervise the Technical Services Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Maintain a position log and other necessary files.
- Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.
- Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests.

Demobilization Phase:

- Follow the generic Demobilization Phase checklist.

Resource Status Unit Leader

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Planning/Intelligence Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Coordinate with the other units in the Logistics Section to capture and centralize resource status information.
2. Develop and maintain resource status boards.
3. Supervise the Resource Status unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Coordinate closely with all units in the Logistics Section.
- As resource requests are received, post the request on a status board and track the progress of the request until filled.
- Status boards should, track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
- Work closely with other units and assist in notifying requesting parties of the status of their resource request.
- An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location, and an estimate of how long the resource will be needed.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.