
Planning Section Chief Annex

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Planning Section Chief Annex

This annex explains the function and responsibilities of the Planning Section Chief within the Incident Command System (ICS). The Planning Section Chief is the Director of the Department of Planning/Public Works, or his designee.

The Planning Section Chief may request a Technical Assistant(s) from the Department(s) that specializes in the type of incident that has occurred.

I. OBJECTIVES

- A. Collect, evaluate and disseminate information on the status of the disaster and resources, to Emergency Operations Center staff and response agencies.
- B. Coordinate the emergency operations of the Units in the Planning Section.
- C. Direct the development of the Action Plan(s), in cooperation with the Director of Emergency Services (DES).
- D. Activate the Planning element of the Action Plan.

II. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position and those in the Planning Section. Any weaknesses in them shall be corrected through the Office of Emergency Services.

B. During

1. Warning phase

This phase could begin with a warning such as the forecast of a flood, fire, winds or tsunami. During the warning phase, contact those individuals who could be managing the Planning Section Units and ensure that they review their

checklist and Emergency Plans.

2. Impact Phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Continue to coordinate the activities of the Planning Section until all Units have returned to normal operations.

III. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Planning Section Chief reports to the Director of Emergency Services and should work closely with the other Section Chiefs.

When a disaster occurs the Planning Section Chief will:

1. Coordinate the Planning Section Units.
2. Manage information for collection and display.
3. Evaluate situation information and damage assessments.
4. Provide periodic predictions on disaster potential.
5. Disseminate situation intelligence to the DES, Section Chiefs and the Public Information Officer (PIO).
6. Prepare summary reports of the situation for transmission to the County and State.
7. Develop post-disaster plans.
8. Keep the Director of Emergency Services informed of Planning Section activities.

IV. ACTION PLAN DEVELOPMENT

The Action Plan is established within the EOC for a specific operational period in order to provide all personnel with appropriate direction for future actions. This plan should be written and contain the following essential elements:

- Incident Name – identified by geographic location.
- Operational Period – the amount of time covered in the Action Plan; generally a 12-hour period.
- Objectives – expected achievements in priority order, consistent with jurisdictional policies.
- Branch Strategies – organization-wide application of resources to meet specified objectives.

Management personnel and Section Chiefs of Operations, Planning, Logistics, and Finance convene an Action Planning Meeting to review the situation status, define problems, establish priorities and develop objectives and strategies for the operational period.

Each Section Chief convenes a meeting of his Section functions to present the results of the Action Planning Meeting and to develop specific actions for inclusion in the written Action Plan. The Documentation Unit of the Planning Section is responsible for the actual writing of the Action Plan.