

6.3 EOC Planning Section Overview

The Planning Section (the “Thinkers”) is responsible for gathering, analyzing, evaluating, displaying and disseminating technical information and forwarding recommendations on course of action to the EOC Director. The Planning Section is responsible to prepare the Incident Action Plan options for the EOC Management Section and therefore deals primarily with forward planning and contingencies based on knowledge of the current state of the event.

Responsibilities:

- Evaluate the disaster situation including information gathering, verification of information, and status reports.
- Assess damage including information gathering, verification and reporting.
- Post and display pertinent or requested information and or geographical data.
- Brief Section Chiefs on state of the emergency and extent.
- Prepare Incident Action Plans and options for presentation and recommendation to EOC Management Section.

6.3.1 Planning Section Chief

Read This Entire Position Checklist Before Taking Action
All Items In This Checklist Will Not Apply To Every Emergency
All forms listed below are found in Sec 10.3

Reports to: Emergency Operations Centre Director

Responsibilities:

- Ensure that the following responsibilities of the Planning Section are addressed as required:
 - Collect, analyze, and display situation information.
 - Prepare periodic Situation Reports.
 - Prepare and distribute EOC Action Plan and facilitate Action Planning meeting.
 - Conduct Advance Planning activities and report.
 - Provide technical support services to the various EOC sections and branches.
- Document and maintain files on all EOC activities.
- Track Resources.
- Establish the appropriate level of organization for the Planning Section.
- Exercise overall responsibility for the coordination of unit activities within the section.
- Keep the EOC Director informed of significant issues affecting the Planning Section.
- In coordination with the other Section Coordinators, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.
- Supervise the Planning Section.

Activation Phase:

- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Report to the (EOC) and obtain a briefing from the Emergency Coordination Centre Director (EOCD).
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

- Ensure that the Planning 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 units within section as needed and designate Unit Leaders for each element:
 - Situation Analysis Unit
 - Resources Unit
 - Demobilization Unit
 - Advance Planning Unit
 - Recovery Planning Unit
 - Documentation Unit
 - Risk Management Unit
 - Technical Specialist Unit
- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Establish contact with the Provincial Regional Coordination Centre (PREOC) when activated, and coordinate Situation Status Reports with their Planning Section.
- Meet with Operations Section Chief; obtain and review any major incident reports.
- Review responsibilities of units in section; develop plans for carrying out all responsibilities.
- Make a list of key issues to be addressed by Planning; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- Keep the EOC Director and (EOC) Management Team informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

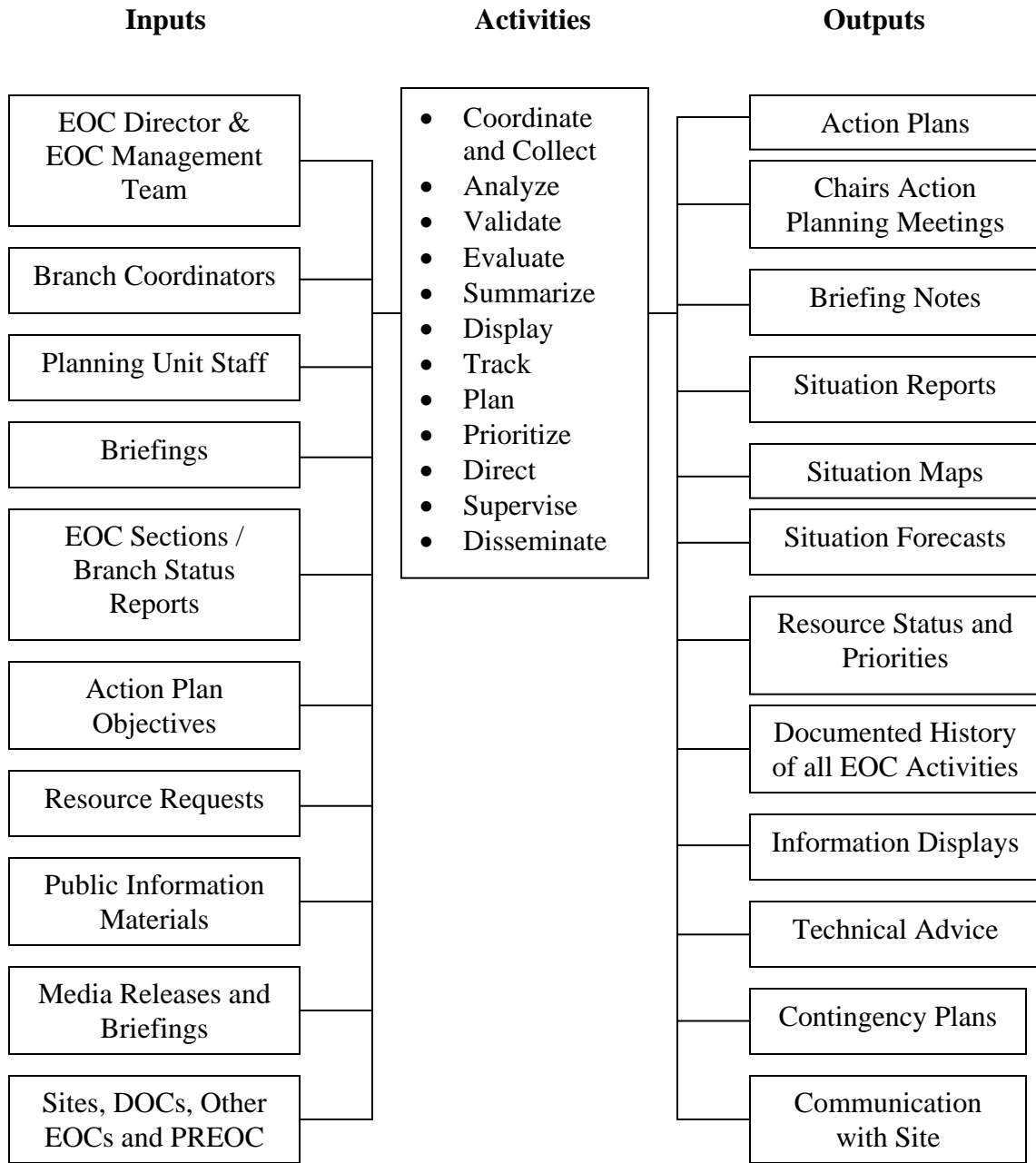
- Ensure that Planning position logs and other necessary files are maintained.
- Ensure that The Situation Assessment Unit is maintaining current information for the EOC situation status report.
- Ensure that major incident reports and branch status reports are completed by the Operations Section and are accessible by Planning Section. It is recommended to provide a planning liaison to Operations Section.
- Ensure that a situation status report is produced and distributed to EOC Sections and Provincial Regional Coordination Centre at least once, prior to the end of the operational period. Others may be produced as directed by EOC Director.
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the Information Officer has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff on 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, approved by EOC Director and distributed prior to the start of the next operational period.

- Work closely with each unit within the Planning 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 that highlights forecasted events or conditions likely to occur beyond the forthcoming operational period, particularly situations that may influence the overall priorities of the 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, such as environmental advisors 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:

- Ensure Demobilization Plan for the EOC is complete, approved by the (EOC) Director and distributed to all EOC sections.
- Oversee preparation of the EOC After-Action Report, by the Recovery Unit.
- Determine demobilization status of all Planning Units and advise the EOC Director.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Planning staff or other EOC sections to follow-up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Review EOC After-Action Report prior to submitting to EOC Director and Management Team for approval.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.

Planning Section Chief



6.3.2 Situation Assessment Unit Coordinator

Read This Entire Position Checklist Before Taking Action
All Items In This Checklist Will Not Apply To Every Emergency
All forms listed below are found in Sec 10.3

Reports to: Planning Section Chief

Responsibilities:

- Oversee the collection, organization, and analysis of emergency situation information, including damage assessments.
- Ensure that information collected from all sources is validated prior to posting on status boards.
- Ensure that situation status reports are developed for dissemination to EOC staff and also to the Provincial Regional Coordination Centre.
- Ensure that an EOC Action Plan is developed for each operational period, based on objectives developed by each EOC Section.
- Ensure that an on-going link is established with the Operations Section for the purpose of collecting accurate situation information in a timely manner.
- Ensure that all maps, status boards and other displays contain current and accurate information.
- Supervise Situation Assessment Unit.

Activation Phase:

- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Ensure there are adequate staff, including Observers (if needed) available to collect and analyze incoming information and facilitate the Action Planning process. Examples: Observers can be placed in the Operations Section as well as out at the sites to help collect necessary information.
- Prepare Situation Assessment Unit objectives for the initial Action Planning meeting.

Operational Phase:

- Ensure position logs and other necessary files are maintained.
- Assign a Situation Staff member to observe the Operations Section and collect situation status information on a regular basis.
- Ensure each EOC section & branch provides the Situation Unit with status updates on a regular basis.
- Oversee the collection and analysis of all event or emergency related information.
- Oversee the preparation and distribution of the EOC Situation Status Report. (See EOC 501).
- Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- Ensure that each EOC Section provides the Situation Analysis Unit with Branch/Unit Status Reports on a regular basis.
- Meet with the Information Officer to determine the best method for ensuring access to current information.
- Prepare a situation summary briefing for the EOC Action Planning meeting (See EOC 401 A).
- Ensure each EOC section provides their objectives at least 30 minutes prior to each Action Planning meeting.
- Convene and facilitate the Action Planning meeting following the meeting process guidelines.
- In preparation for the Action Planning meeting, ensure that all EOC priorities are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, situation-status reports, etc.).
- Following the meeting, ensure that the Documentation Unit publishes and distributes the approved Action Plan (See EOC 502) prior to the beginning of the next operational period.
- Ensure that adequate staff members are assigned to maintain all maps, status boards and other displays. Status Board information should include Event Name, PEP Task # and columns for: Sequential Numbering System for new incidents, Date and Time, Incident Details, Response taken (includes activities and resources), Open or Closed Status, and a column for Follow-Up Required.

Demobilization Phase:

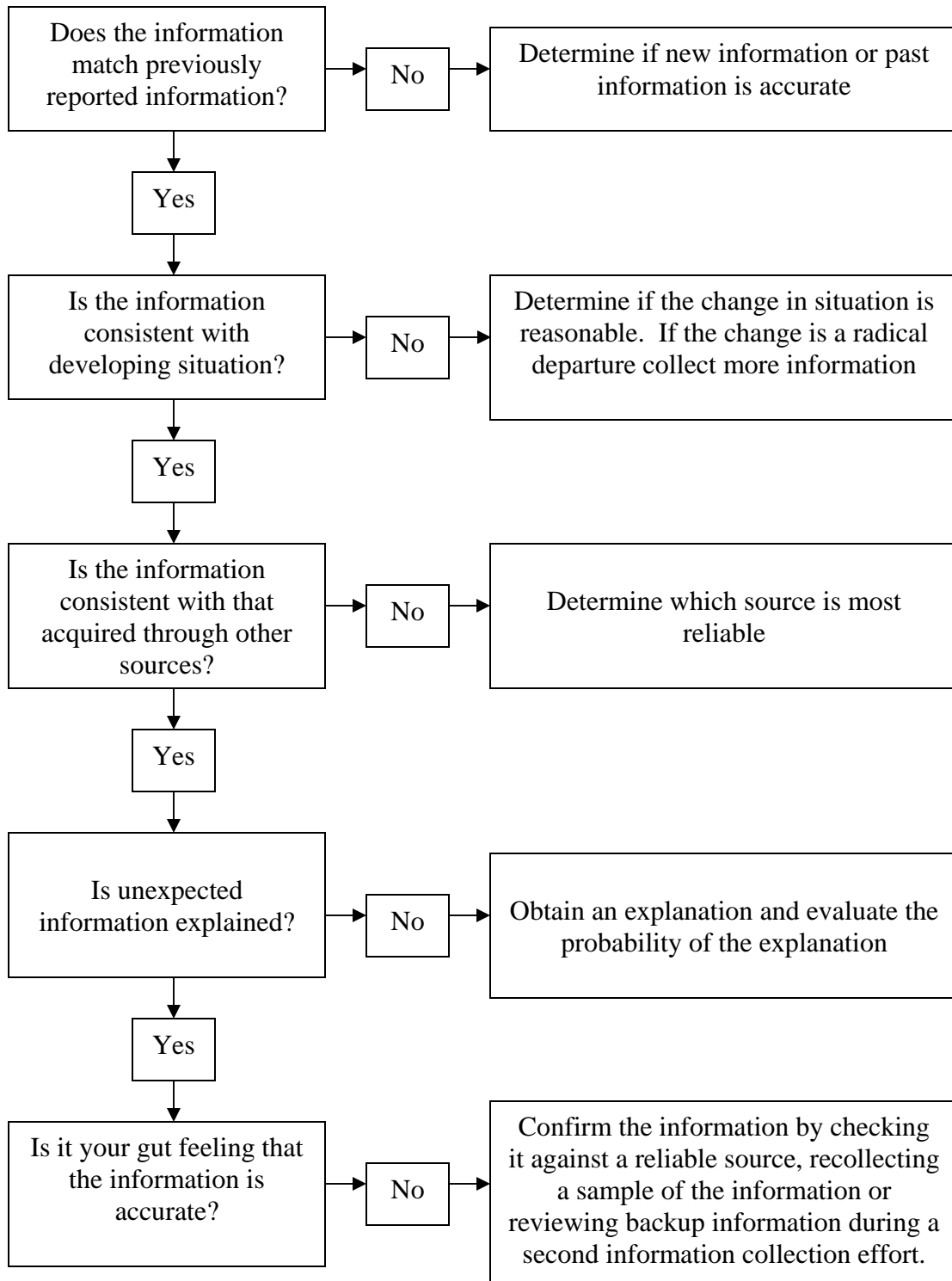
- Determine demobilization status of the Situation Unit and advise the Planning Section Chief.
- Complete all logs and forms and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Planning staff or other EOC sections to follow-up on.
- Provide input toward the EOC After-Action Report.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.

- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.

Situation Assessment Unit Coordinator

Checking the information

Confirming the information



6.3.3 Resource Unit Coordinator

Read This Entire Position Checklist Before Taking Action
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All forms listed below are found in Sec 10.3

Reports to: Planning Section Chief

Responsibilities:

- Coordinate with the other units in the Operations, Planning and Logistics Sections to capture and centralize resource status information. **Note: This position tracks resources, it does not obtain or supply them. Obtaining and supplying resources is the responsibility of the Logistics Section.**
- Develop and maintain resource status boards, and/or other tracking and display systems in the Planning Section.
- Supervise the Resources Unit.

Activation Phase:

- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Report to the EOC facility and obtain a briefing from the Planning Section Chief.
- Ensure there is adequate staff to fill the Resource Unit responsibilities.

Operational Phase:

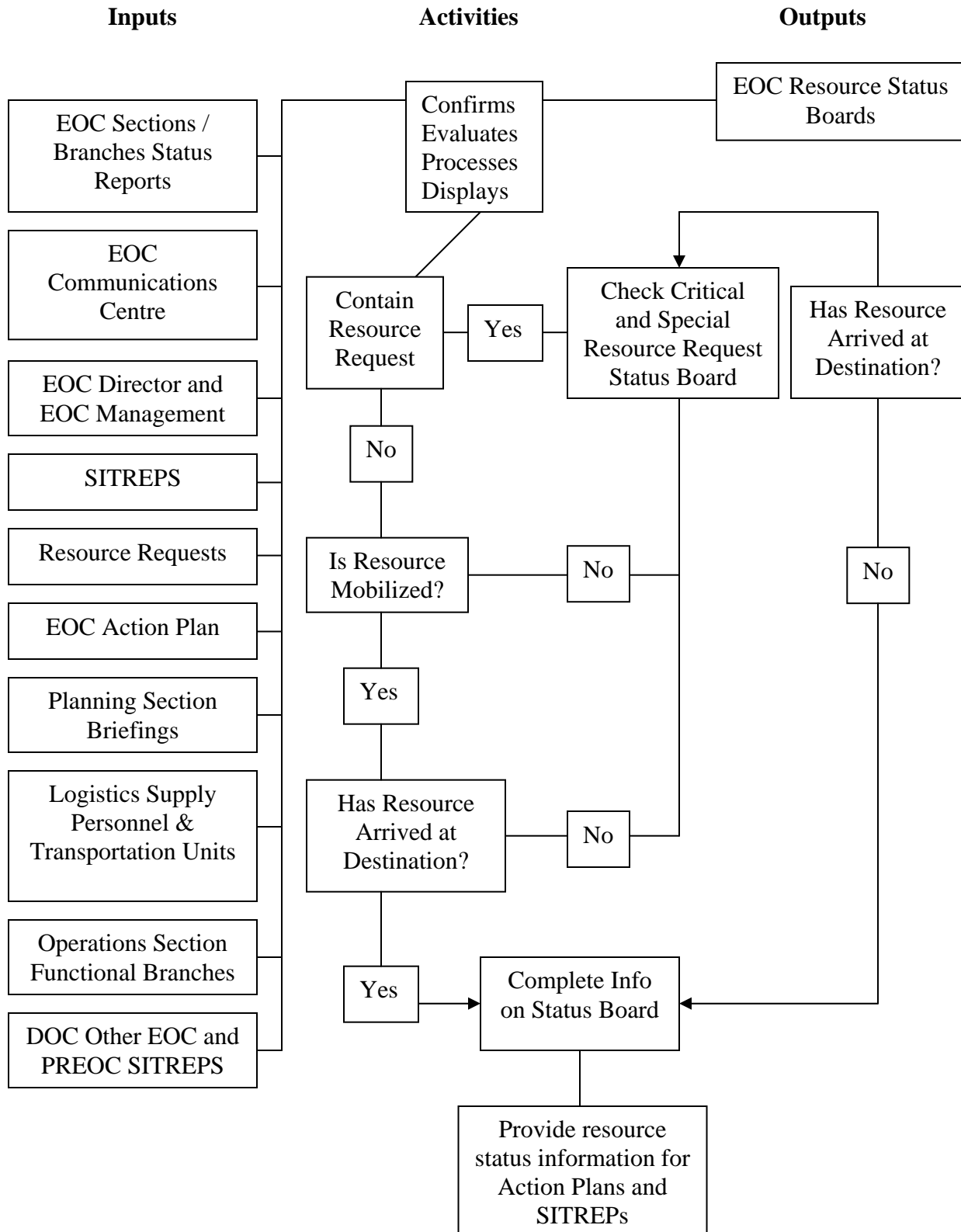
- Establish and maintain a position log and other necessary files.
- Coordinate closely with all units in the Operations Sections Branches and Logistics Section particularly Supply/ Procurement, personnel, and transportation.
- As resource requests are received in the Logistics Section, post the request 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 and 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. This is particularly critical in situations where there will be delays in filling the 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 of use, and an estimate of how long the resource will be needed.
- Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.
- Obtain a list of known critical resources.
- Obtain copies of critical resource requests from the Logistics Section, post the request on a status board and track the progress of the request until filled.

Demobilization Phase:

- Keep Demobilization Unit informed of committed resources.
- Determine demobilization status of the Resource Unit and advise the Planning Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Planning Staff or other EOC sections to follow-up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Provide input towards the EOC After-Action Report.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.

Resource Unit Coordinator



6.3.4 Demobilization Unit Coordinator

Read This Entire Position Checklist Before Taking Action
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All forms listed below are found in Sec 10.3

Reports to: Planning Section Chief

Responsibilities:

- Develop a Demobilization Plan for the EOC based on a review of all pertinent Planning Section documents and Situation Status Reports.
- Supervise personnel assigned to the Demobilization Unit.

Activation Phase:

- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Report to EOC facility and obtain a current situation report from the Planning Section Chief.

Operational Phase:

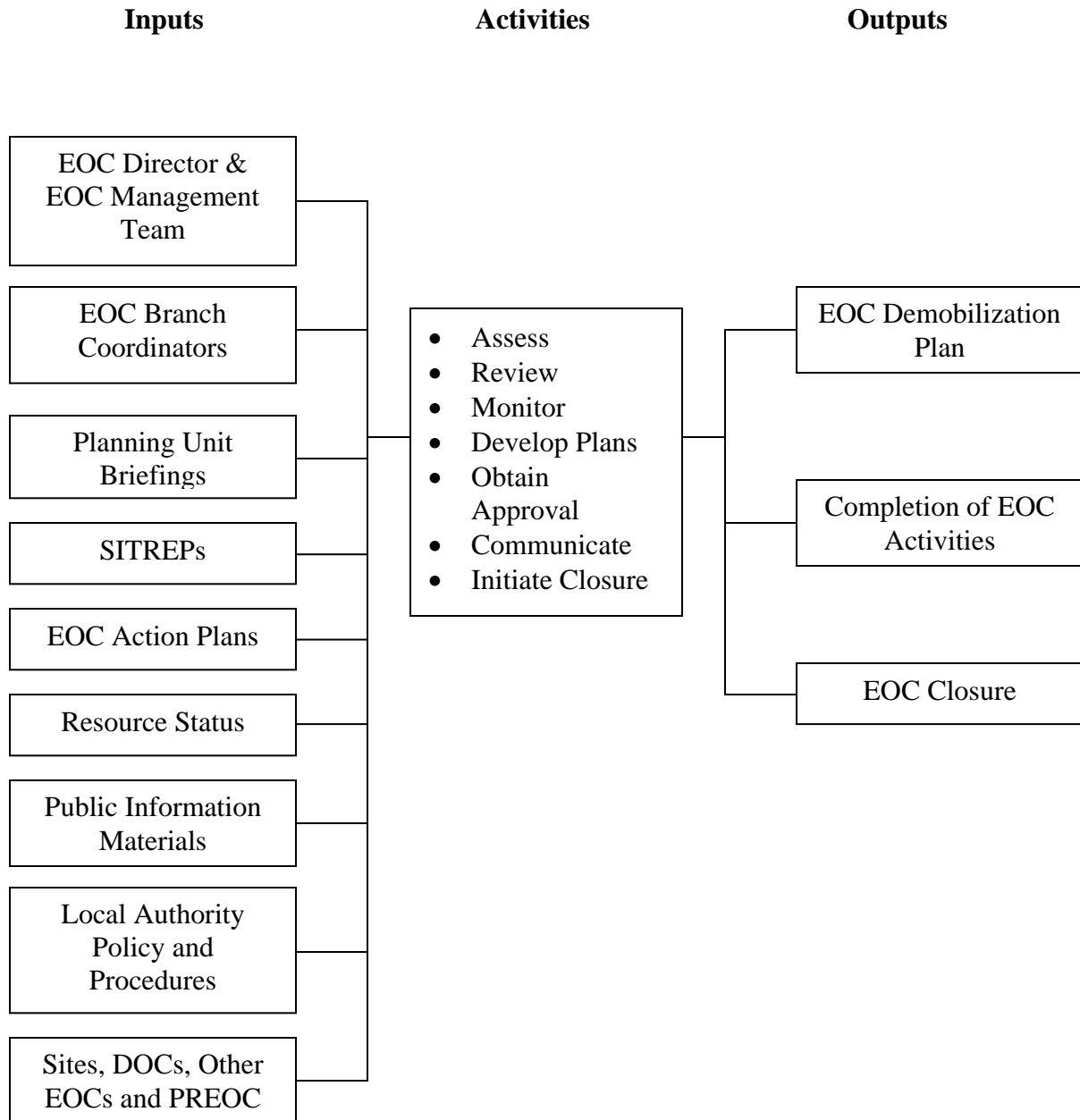
- Monitor the current Action Plans, Situation Reports, and Resource Assignment lists to include recent updates.
- Consult with Section Chiefs, Branch Coordinators, Liaison Officer and EOC Director for demobilization policies and procedures.
- Meet individually with the General Staff and administer the section worksheet for the Demobilization Plan.
- Meet with the EOC Director and administer the EOC Director's worksheet for the Demobilization Plan.
- Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the Planning Section Chief, EOC Director and Management Team for review.

- Finalize the Demobilization Plan for approval by the EOC Director.
- Demobilization planning must occur and must be reviewed at least once during the operational period for as long as EOC Sections are formally staffed.
- Advise all Section Coordinators to ensure that demobilized staff complete all reports, time sheets, and exit surveys in coordination with the personnel unit prior to leaving the EOC.

Demobilization Phase:

- Initiate the Demobilization Plan for the EOC as approved by the EOC Director.
- Complete all logs and documentation and forward to documentation unit.
- Ensure all equipment and materials are returned to their proper places.
- Provide input towards the EOC After-Action Report.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.

Demobilization Unit Coordinator



6.3.5 Advance Planning Unit Coordinator

Read This Entire Position Checklist Before Taking Action
All Items In This Checklist Will Not Apply To Every Emergency
All forms listed below are found in Sec 10.3

Reports to: Planning Section Chief

Responsibilities:

- Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours. Work with the Recovery Unit Coordinator to deal with recovery related issues.
- Review all available status Situation Reports, Action Plans, and other significant documents. Determine potential future impacts of the event or emergency, particularly issues that might modify the overall EOC priorities and objectives.
- Provide periodic briefings for the EOC Director and Management Team addressing advance planning issues.
- Supervise the Advance Planning Unit.

Activation Phase:

- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Report to EOC facility and obtain situation briefing from the Planning Section Chief.

Operational Phase:

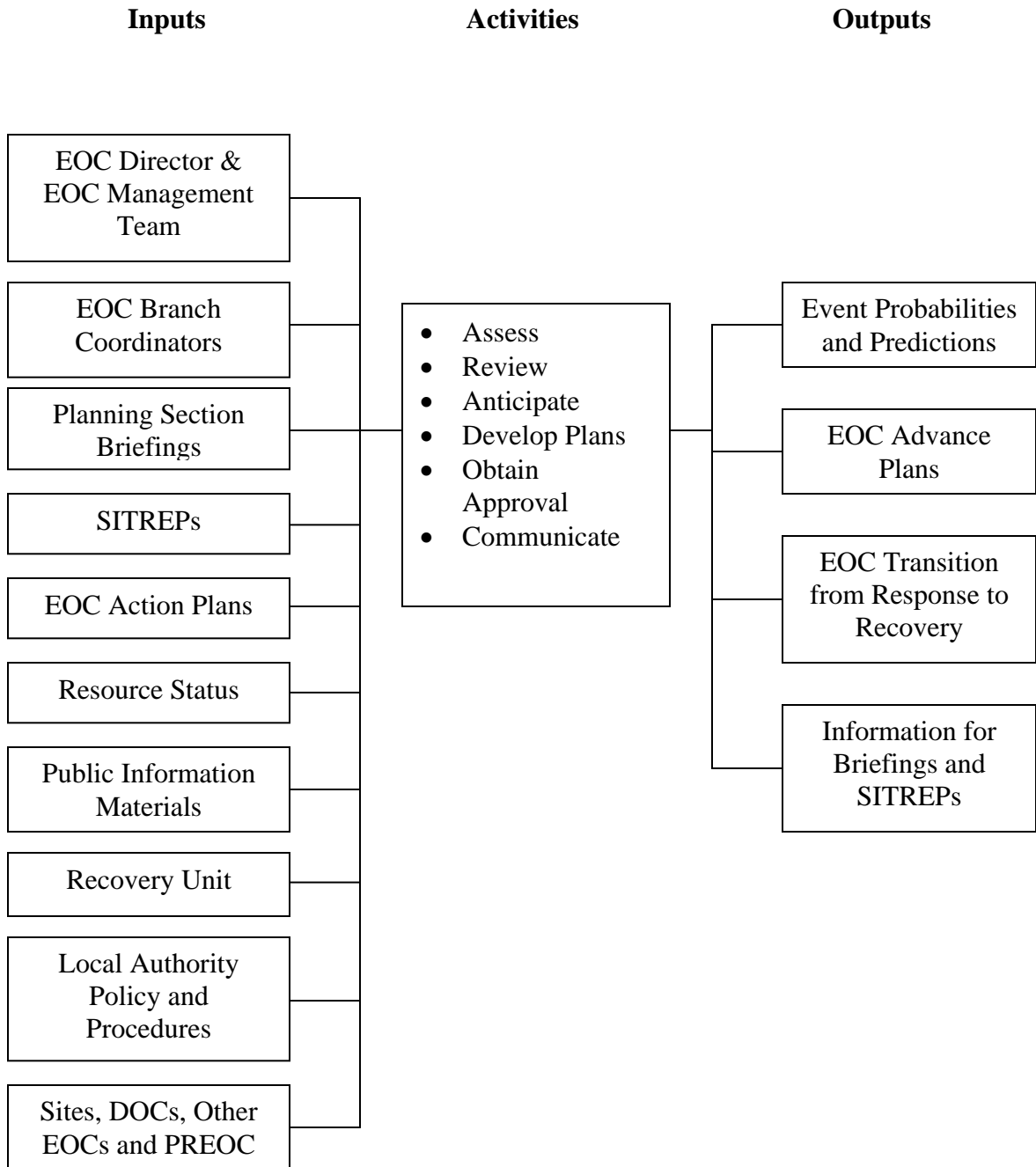
- Maintain a position log.
- Monitor the current situation report to include recent updates.
- Meet individually with the EOC Management Team and determine best estimates of the future direction and outcomes of the event or emergency.

- 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 Section Chief for review and approval prior to conducting briefings for the Management Team and EOC Director.
- Review Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the Management Team, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.
- Assist Recovery Unit Coordinator in developing initial relief plans.

Demobilization Phase:

- Determine demobilization status of the Advance Planning Unit and advise EOC Planning Section Chief.
- Complete all logs and documentation and forward to Documentation Unit.
- Ensure any open actions are assigned to appropriate Planning staff or other EOC sections to follow-up on.
- Provide input towards the EOC After-action Report.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.

Advance Planning Unit Coordinator



6.3.6 Recovery Planning Unit Coordinator

Read This Entire Position Checklist Before Taking Action
All Items In This Checklist Will Not Apply To Every Emergency
All forms listed below are found in Sec 10.3

Reports to: Planning Section Chief

Responsibilities:

- Assess the requirements for community and individual recovery as a result of the emergency.
- Identify immediate steps that can be taken to initiate and speed recovery.
- Anticipate recovery actions required over the long-term to restore services and to return the community to pre-emergency conditions.
- Supervise the Recovery Planning Unit and all recovery operations.

Activation Phase:

- Check in with the Logistics Section (Personnel Unit) upon arrival at the EOC. Obtain any identification card and vest, if available.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- If you are a representative from an outside (non-jurisdictional) agency, register with the Liaison Officer.
- Report to EOC Director, Section Chief, or other assigned supervisor, to obtain current situation status and specific job responsibilities expected of you.
- Set up your workstation and review your position checklist, forms and flowcharts.
- Establish and maintain a Position Log (ECC 414) that chronologically describes the actions you take during your shift.
- Determine your resource needs, such as a computer, phone, fax, stationary, plan copies, and other reference documents from Logistics Section.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Participate in any facility/safety orientations as required.
- Establish and maintain an Emergency Coordination Centre (EOC) Position Log (EOC 414) that chronologically describes the actions you take during your shift.

Operational Phase:

- Establish and maintain position log and other necessary files.
- Assess the emergency situation to identify recovery needs.
- Work with Situation Assessment Unit to identify entities affected by the emergency and requiring substantial recovery operations.

- Develop a Recovery Plan identifying action items for the EOC Director, Operations, Planning, Logistics, and Finance/Administration. Include actions required by priority, for recovery of public and private infrastructure, public and private property, mental health, public health, and the social economic fabric.
- Assist the Finance and Administration Section with plans for establishing a "One-Stop Shopping" Recovery Centre, as required.
- Submit the Recovery Plan to the Planning Coordinator for review and approval.
- Act as the liaison for the EOC with recovery assistance agencies to coordinate the recovery planning process.
- Organize and prepare Recovery Planning Unit records for final audit.
- Ensure that short-term relief efforts such as: interim housing, counselling, utility restoration, debris removal, building safety inspections, etc. have been planned for and initiated. Consult with the Operations Section (Infrastructure and ESS Branches).
- Assist the EOC Coordinator and Planning Section with preparation of the After-Action Report.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the EOC Director or designate.
- Complete all required logs, forms, reports, and other documentation. All forms and paperwork should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to your departure from the Emergency Operations Centre.
- Submit After-Action Report to Planning Section Chief for review and approval prior to conducting briefings with the EOC Director and Management Team.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave. Return any communications equipment or other materials specifically issued for your use.
- Leave a forwarding phone number where you can be reached.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Be prepared to provide input to the after-action report.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.

6.3.7 Documentation Unit Coordinator

Read This Entire Position Checklist Before Taking Action
All Items In This Checklist Will Not Apply To Every Emergency
All forms listed below are found in Sec 10.3

Reports to: Planning Section Chief

Responsibilities:

- 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.
- Provide document reproduction services to EOC staff.
- Distribute the EOC situation status reports, EOC Action Plan, and other documents, as required.
- Maintain a permanent archive of all situation reports and Action Plans associated with the event or emergency.
- Assist the EOC Coordinator Recovery Unit in the preparation and distribution of the After-Action Report.
- Supervise the Documentation Unit.

Activation Phase:

- Report to EOC facility and obtain a situation briefing from the Planning Section Chief.
- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

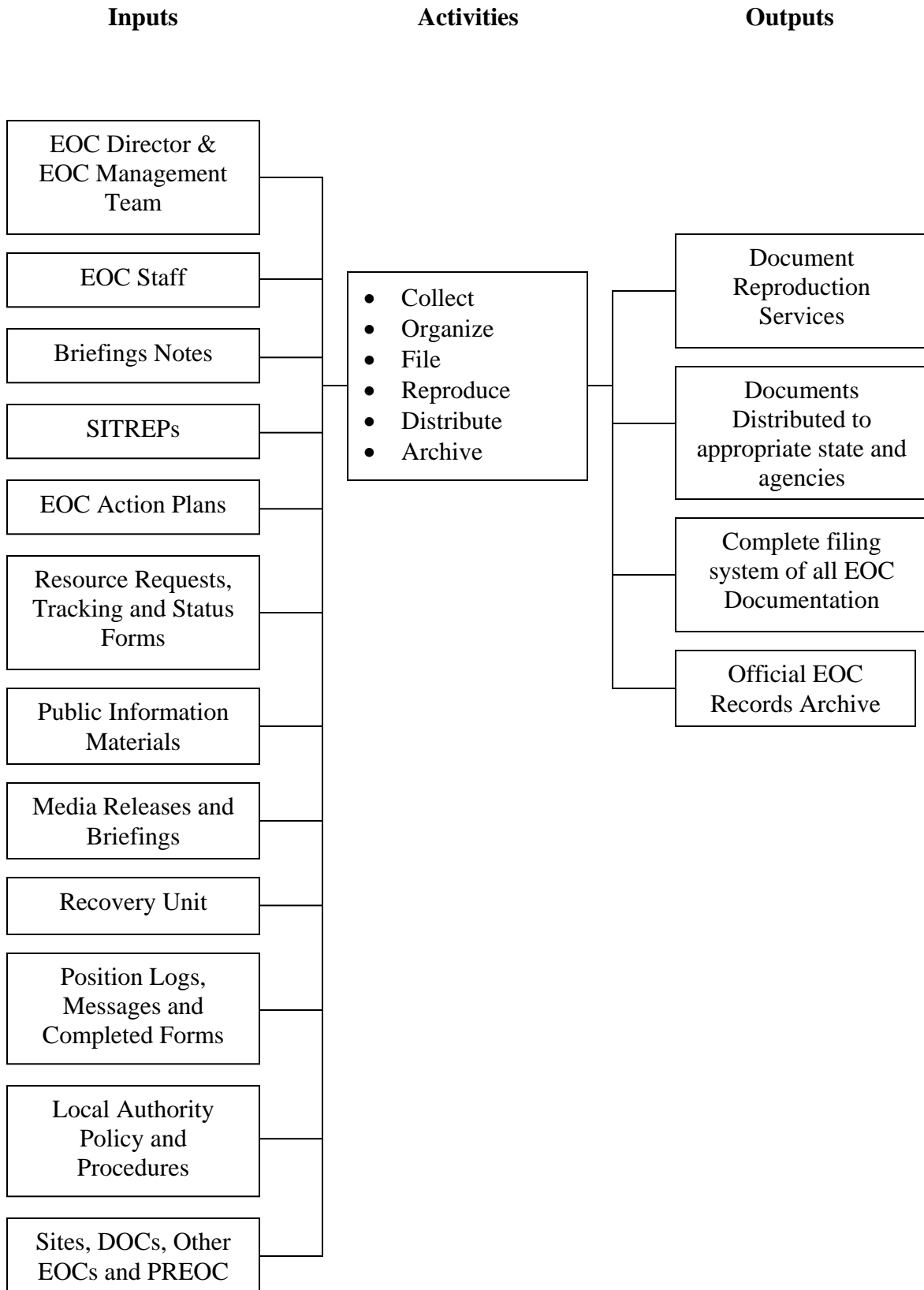
- Maintain a position log.
- Meet with the Planning Section Chief and Risk Management Officer to determine what EOC materials should be maintained as official records.

- Meet with the Cost Accounting Unit Leader and Recovery Unit Coordinator 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 Unit at the end of each shift.
- Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the Provincial Regional Coordination Centre.
- Keep extra copies of reports and plans available for special distribution as required.
- Set up and maintain document reproduction services for the EOC.
- Assist the Recovery Unit in preparing the EOC After-Action Report.

Demobilization Phase:

- Determine demobilization status of the Documentation Unit and advise the EOC Planning Section Chief.
- Complete all logs and documentation.
- Ensure any open actions are assigned to appropriate Planning staff or other EOC sections to follow-up on.
- Assist with distribution of the EOC After-Action Report.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.

Documentation Unit Coordinator



6.3.8 Risk Management Unit Coordinator

Read This Entire Position Checklist Before Taking Action
All Items In This Checklist Will Not Apply To Every Emergency
All forms listed below are found in Sec 10.3

Reports to: Planning Section Chief and / or Risk Management / Safety / Security Officer

Responsibilities:

- Protect the interests of all EOC participants, agencies and organizations by ensuring due diligence in information collection, decision-making, and implementation.
- Monitor situation for risk exposures and ascertain probabilities and potential consequences of future events.
- Assess alternative courses of action in working with the other units of the Planning Section and highlight relative risks to core objectives.
- Advise on selecting, implementing, and monitoring Action Plans.

Activation Phase:

- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase:

- Establish and maintain position log and other necessary files.
- Identify and document risk issues; keep Planning Section Coordinator advised at all times.
- Gather and organize evidence that may assist all EOC organizations in legal defense.
- Identify potential claimants and the scope of their needs and concerns.
- Advise members of the response organization regarding options for risk control, during operational meetings and upon request.
- Take action to reduce loss and suffering and, where appropriate, proactively support response and recovery objectives.

- Ensure Documentation Unit is secure and operating effectively.
- Advise members of the response organization in the Incident Command System and ensure the EOC members understand their roles and interactions.
- Organize and prepare records for final audit.
- Assist the EOC Coordinator and Planning Section Coordinator with preparation of the After-Action Report.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.

6.3.9 Technical Specialists Unit Coordinator

Read This Entire Position Checklist Before Taking Action
All Items In This Checklist Will Not Apply To Every Emergency
All forms listed below are found in Sec 10.3

Reports to: Planning Section Chief

Responsibilities:

- Provide technical observations and recommendations to the EOC in specialized areas, as required.
- Ensure that qualified specialists are available in the areas required by the particular event or emergency.
- Supervise the Technical Specialists Unit.

Activation Phase:

- Check in with the Personnel Unit (in Logistics) upon arrival at the EOC. Obtain an identification card or badge, if available.
- If you are a volunteer or from an outside (non-jurisdictional) agency, register with the PEP representative.
- Complete EOC Check-In List (EOC 511) and/or PEP Task Registration Form (EOC 512).
- Report to EOC Director, Section Coordinator, or other assigned supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a Position Log (EOC 414) that chronologically describes the actions you take during your shift.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure staffing is available for your Section, Branch or Unit for 24-hour operations, if required.
- Ensure alternates are identified for your position to allow for 24-hour extended operations, if required.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Report to the EOC facility and obtain a situation briefing from the Planning Section Chief

Operational Phase:

- Maintain a position log and other necessary files.
- Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.
- 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.
- Maintain inventory of technical specialists.
- On request, prepare to provide centralized technical specialties such as meteorological, fire behavior or engineering expertise for multiple incident sites.

- Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- Determine demobilization status of the Planning Section (Technical Specialists) and advise the EOC Planning Section Chief.
- Complete all logs and documentation and forward to Planning Section (Documentation Unit).
- Ensure any open actions are assigned to appropriate Planning Section (Technical Specialists) or other EOC sections to follow-up on.
- Ensure that all expenditures and financial claims have been coordinated through the Finance/Administration Section.
- Provide input towards the EOC After-Action Report.
- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.
- Return any communications equipment or other materials specifically issued for your use.
- Follow EOC checkout procedures. Return to Logistics Section (Personnel Unit) to sign out.
- Upon request, participate in formal post-operational debriefs.
- Access critical incident stress debriefings, as needed.

Technical Specialists Unit Coordinator

Inputs

Activities

Outputs

