

Do any of these Planning buzzwords describe you?

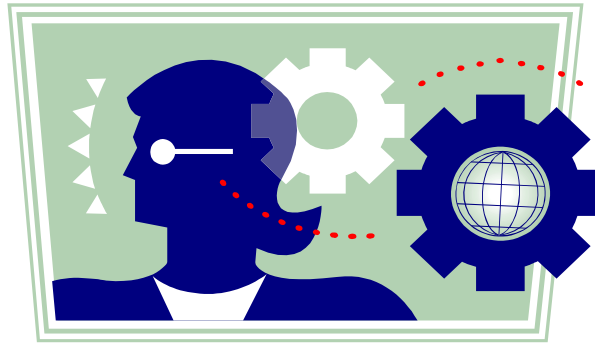
- Forward thinking
- Problem solver
- Curious, even nosy
- “Go-To” person

Planning Section

Core Responsibilities:

- Collect, evaluate, and disseminate situation information and intelligence
- Track resources for the incident to maintain a real-time inventory of assets
- Prepare status reports
- Display various types of information, including maps, overhead projections, etc.
- Develop the EOC Action Plan
- Keep documentation

Managing Information, Thinking Ahead



The Planning Section is a critical link in the information chain

The Planning Section actively gathers information from a variety of sources, analyzes it to anticipate future incident needs, and distributes it to the appropriate recipients, including the Incident Commander (I.C.).

For example, if needed, the Planning Section will call the National Weather Service to receive a more detailed

forecast for the region, and share that with responders.

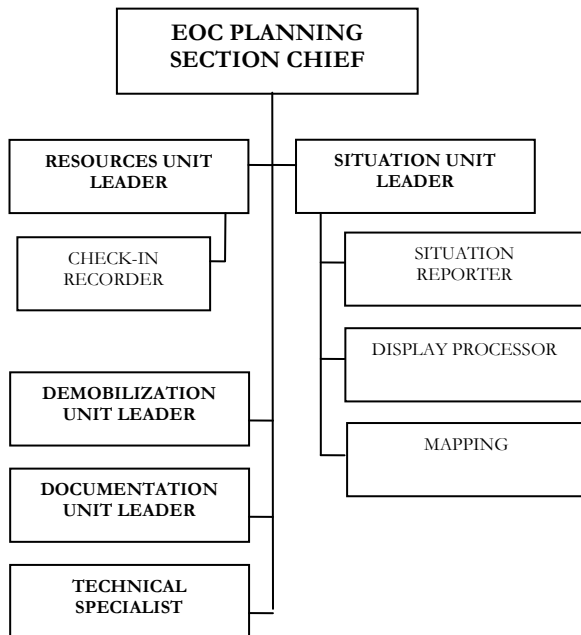
Planning Section staff write the Situation Report, often referred to as the “sitrep”. It summarizes what is known about the incident. Situation Reports are distributed to agencies outside the EOC. They provide the basis for the media releases that Public Information Officers develop

and disseminate.

The Planning Section engages technical specialists as needed. Mapping, hydrology, weather, hazmat experts, etc., may be called in at any time to assist and advise.

The development of the EOC Action Plan is led by the Planning Section Chief. It is the work plan for EOC operations, whereas field decision-making resides with the I.C. The role of Planning is to advise, not direct, the emergency response.

Planning Section staff work directly with the Liaison Officer and Agency Representatives to seek their input, advise on upcoming issues, and help emergency responders plan for them.



EOC Planning Section Roles

EOC Planning Section Chief: Coordinate and create the EOC Action Plan. Supervise development of the Situation Report.

Resources Unit Leader: Maintain an inventory of incident assets and their deployment.

Check-In Recorder: Monitor and document EOC staff assignments/times.

Situation Unit Leader: Analyze incoming information, identify and resolve information gaps. Direct development of maps or other displays.

Situation Reporter: Research information, compile and distribute “sitreps”.

Display Processor: Generate visual displays to share information.

Mapping: Create maps to understand the incident or plan for response.

Demobilization Unit Leader: Plan for and carry out demobilization of EOC.

Documentation Unit Leader: Document the incident in various formats.

Technical Specialist: Provide technical expertise and advice for the incident. (Technical specialists may be from information technology, hydrology, weather, hazmat/fire, or other disciplines)

TARGET QUALIFICATIONS

Although you will eventually achieve all of the training standards, it is not necessary to take any training before you apply. Training guidance and support will be provided to you.

FOR ALL EOC PLANNING STAFF

- Successful background check
- Fluent in the English language
- Basic computer skills (will use MS Word, MS Outlook, and Internet Explorer)
- Online NIMS/ICS courses:
 - IS-100
 - IS-700
- EOC Introduction course
- EOC Planning course
- Brief annual refresher training

FOR SUPERVISORY ROLES:

- Online NIMS/ICS course IS-800

FOR PLANNING SECTION CHIEF:

Classroom NIMS/ICS courses:

- ICS 300
- ICS 400
- ICS 300/400 level for Planning Section
- Advanced EOC Planning course
- G288—Incident Command System / EOC Interface
- Supervisory experience preferred

Joining the Planning Section

You may already possess many of the necessary skills to become a member of the Planning Section. Or you may be interested in acquiring those skills to add to your own capabilities. Working in the EOC is a valued public service. If you would like to apply to be considered as a member of the EOC Planning Section, please download an application form at www.cresa911.org.

Most of the required training is online. Much of it is required for other emergency management positions. Although no training is required to apply, you may choose to begin that training at any time. Go to www.cresa911.org to find the links to the training you will need. Classroom training is offered at different times each year. Contact an Emergency Management Staff person, or keep an eye on the EOC web page at www.cresa911.org.

Working in the Planning Section

Although working in the EOC is not your normal day job, you will find that many of the skills you use every day are valuable in the EOC, too. If you encounter unfamiliar tasks, there are Emergency Management staff on hand to answer your questions. There are also resource materials, including a position manual and checklists to help you carry out your duties.

- Maintain contact information on file with CRESA.
- Report on your availability when contacted for staffing.
- Check in at the EOC. Sign in with reception, and report to your supervisor.
- Orient yourself to the situation. Read the latest Situation Report, Web EOC.
- Participate in a shift-change briefing when you arrive to find out about pending issues.
- Maintain your position log in Web EOC. Log all major activities.
- Use position checklists to guide you in carrying out your specific duties.
- When leaving, provide a complete shift-briefing to your relief person.
- Confirm when you are scheduled to return.
- Check out with your supervisor and reception.

Contact Information

CRESA Emergency Management Staff: (360) 737-1911

Cindy Stanley, Ext. 3962	E-mail: Cindy.Stanley@clark.wa.gov
John Wheeler, Ext. 3941	E-mail: John.Wheeler@clark.wa.gov
Scott Clemetson, Ext. 3940	E-mail: Scott.Clemetson@clark.wa.gov
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Primary EOC Location: 710 W. 13th Street, Vancouver, WA

EOC e-mail: CRESAEmergencyManagement@clark.wa.gov

Website: <http://www.cresa911.org>

Blog: <http://www.cresa911.blogspot.com>

