

JOB ACTION SHEET PLANS SECTION CHIEF

Position title: Plans Section Chief

Job classification code required:

Required Job Skills:

Module: Plans Section

You report to: Incident Commander

You supervise (if activated): Situation Status Unit Leader, Resources Status Unit Leader, Documentation Unit Leader, Technical Specialist Unit Leader

Mission

The Plans Section gathers information from various sources and analyzes and verifies the information to provide various plans and reports to the response. The Plans Section Chief manages the evaluation, distribution, and use of incident and response information and supervises the Advance Planning Unit, Situation Status Reporting Unit, Documentation Unit, and Technical Specialists Units.

Initial Actions

- ☐ Sign-in to Staff Roster.
- ☐ Report to and receive assignment from your supervisor.
- ☐ Put on picture ID badge and vest (if provided).
- ☐ Read entire Job Action Sheet.
- ☐ Introduce self to all staff assigned to team.
- ☐ Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- ☐ Familiarize self with the work station and resources including:
 - Physical layout of the work space (e.g. emergency exits, bathrooms).
 - If assigned, check workstation phone and computer.
 - Obtain needed office supplies (paper, pens, etc.).
 - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
 - If assigned, check pager and cell phone.
- ☐ Review message form instructions, if provided.

Specific Job Actions

- ☐ Review the following modules from the IDER Core Plan: Plans Section, Situation Status Unit, Resources Status Unit, Documentation Unit, Technical Specialist Unit, and Demobilization Unit.
- ☐ Review the following documents from the most recent operational period: Incident Status Summary, Incident Action Plan, Module Log, and other documents in your Module Binder.
- ☐ Determine if it is necessary to activate/deactivate the Situation Status Unit, Resources Status Unit, Documentation Unit, Technical Specialist Unit, and Demobilization Unit. Obtain approval from the Incident Commander.

- ☐ Ensure that the Plans Section is set up and that appropriate personnel, equipment, and supplies are in place, status boards, references, and other resource directories.
- ☐ Request material resources and staff as needed through the Staging Area.
- ☐ Establish a regular meeting schedule with activated modules (a minimum of one meeting per operational period is required)
- ☐ Determine Plans Section objectives and document them in the Module Objectives form (ICS form 202B) for the operational period. Update objectives and activities as appropriate.
- ☐ Ensure that the Situation Status Unit schedules and convenes planning meetings for Command Staff and Section Chiefs.
- ☐ Ensure that the Situation Status Unit schedules and convenes the Incident Action Plan meetings for Command and General Staff approximately two hours before the end of each operational period.

Action Planning Meeting Suggested Agenda

- Current situation report – Plans Chief (5 min)
- Section objectives for next operational period – IDER Group Manager + Section Chiefs (5 min each)
- Activities to achieve objectives – IDER Group Manager + Section Chiefs (2 min each)
- Key resources needed – Section Chiefs (1 min each)
- ☐ Ensure that the Situation Status Unit finalizes the Incident Action Plan and that it is approved by the Incident Commander. Ensure that Documentation Unit disseminates the Incident Action Plan.
- ☐ Identify gaps in response capacity and recommend decisions and/or actions to address the gaps. This may include providing alternative future response strategies and determining if specialized resources are needed.
- ☐ Direct and monitor performance of the Plans Section staff to assure meeting of response objectives. Ensure that the:
 - Situation Status Unit finalizes the Incident Action Plan and Incident Status Summary; collects, analyses, and displays situation information
 - Resources Status Unit collects and assess information on the status of IDER response activities and resources. Situation Status Updates from IDER modules and Resource Tracking System and DisasterHelp.net/E Coordinator reports will be the primary sources of this information
 - Documentation Unit copies and disseminates to IDER responders the Incident Action Plan, Situation Status Summary, and other key documents as needed.
 - Documentation Unit maintains files with all response documents and creates the After Action Report after the response
 - Demobilization Plan is developed
 - Technical Specialists Unit locates individuals with required expertise
- ☐ Provide oversight, guidance, and assistance to Plans Section Unit Leaders (e.g. answer questions, address problems, make decisions in keeping with the Section's operational objectives, and determine which problems, requests or questions need approval).
- ☐ Keep Incident Commander informed of significant issues affecting the Section.
- ☐ Ensure that the Resource Status Unit has posted the IDER organizational chart and that activated modules and personnel are noted.
- ☐ Following Incident Commander approval and on-going knowledge, report or coordinate information to the SFDPH DOC, EOC or other city, regional, state or federal agencies.
- ☐ Prepare projections of the incident, response needs (personnel and material resources), and IDER response capabilities.

- ☐ Fill out a Module Log, ICS Form 214, throughout the day. Detail activities, decisions, and documents created. Insert a copy into your Module Binder and forward a copy to the Documentation Unit.
- ☐ Near the end of the operational period fill out a Module Objectives form. This document will provide guidance to the next shift on activities that should be carried out during the next operational period. Have the Plans Section Chief approve it. Insert a copy into your Module Binder and forward a copy to the Situation Status Unit and Documentation Unit.

Conclusion of Work Shift Actions

- ☐ Complete all required forms, reports, and other documentation and give to supervisor.
- ☐ Sign out and log the hours worked during the response
- ☐ Clean up your work area before you leave
- ☐ Leave a phone number where you can be reached.
- ☐ Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

DRAFT

JOB ACTION SHEET PLANS SECTION DEPUTY

Position title: Plans Section Deputy

Job classification code required:

Required Job Skills:

Module: Plans Section

You report to: Incident Commander

You supervise (if activated): Situation Status Unit Leader, Resources Status Unit Leader, Documentation Unit Leader, Technical Specialist Unit Leader

Mission

The Plans Section gathers information from various sources and analyzes and verifies the information to provide various plans and reports to the response. The Plans Section Deputy assists the Chief to manage the evaluation, distribution, and use of incident and response information and supervises the Advance Planning Unit, Situation Status Reporting Unit, Documentation Unit, and Technical Specialists Units.

Initial Actions

- ☐ Sign-in to Staff Roster.
- ☐ Report to and receive assignment from your supervisor.
- ☐ Put on picture ID badge and vest (if provided).
- ☐ Read entire Job Action Sheet.
- ☐ Introduce self to all staff assigned to team.
- ☐ Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- ☐ Familiarize self with the work station and resources including:
 - Physical layout of the work space (e.g. emergency exits, bathrooms).
 - If assigned, check workstation phone and computer.
 - Obtain needed office supplies (paper, pens, etc.).
 - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
 - If assigned, check pager and cell phone.
- ☐ Review message form instructions, if provided.

Specific Job Actions

Assist the Plans Section Chief as needed to:

- Provide Incident Status Summary to Command and General Staff.
- Prepare projections of the incident, response needs (personnel and material resources), and IDER response capabilities.

- ☐ Review the following modules from the IDER Core Plan: Plans Section, Situation Status Unit, Resources Status Unit, Documentation Unit, Technical Specialist Unit, and Demobilization Unit.
- ☐ Review the following documents from the most recent operational period: Incident Status Summary, Incident Action Plan, Module Log, and other documents in your Module Binder.
- ☐ Determine if it is necessary to activate/deactivate the Situation Status Unit, Resources Status Unit, Documentation Unit, Technical Specialist Unit, and Demobilization Unit. Obtain approval from the Incident Commander.
- ☐ Ensure that the Plans Section is set up and that appropriate personnel, equipment, and supplies are in place, status boards, references, and other resource directories.
- ☐ Request material resources and staff as needed through the Staging Area.
- ☐ Prepare the Plans Section Situation Status Report, Module Objectives, and other response documents and products.
- ☐ Establish a regular meeting schedule with activated modules (a minimum of one meeting per operational period is required)
- ☐ Determine Plans Section objectives and document them in the Module Objectives form (ICS form 202B) for the operational period. Update objectives and activities as appropriate.
- ☐ Schedule and convene planning meetings for Command Staff and Section Chiefs.
- ☐ Schedule and convene the Incident Action Plan meetings for Command and General Staff approximately two hours before the end of each operational period.

Action Planning Meeting Suggested Agenda

- Current situation report – Plans Chief (5 min)
- Section objectives for next operational period – IDER Group Manager + Section Chiefs (5 min each)
- Activities to achieve objectives – IDER Group Manager + Section Chiefs (2 min each)
- Key resources needed – Section Chiefs (1 min each)
- ☐ Prepare the final Incident Action Plan for approval by the Incident Commander.
- ☐ Ensure that the Incident Action Plan is completed and distributed prior to the start of the next operational period.
- ☐ Identify gaps in response capacity and recommend decisions and/or actions to address the gaps. This may include providing alternative future response strategies and determining if specialized resources are needed.
- ☐ Direct and monitor performance of the Plans Section staff to assure meeting of response objectives. Ensure that the:
 - Situation Status Unit finalizes the Incident Action Plan and Situation Status Summary; collects, analyses, and displays situation information,
 - Resources Status Unit documents the personnel and material resources used and forecasts future needs.
 - Documentation Unit copies and disseminates to IDER responders the Incident Action Plan, Situation Status Summary, and other key documents as needed.
 - Documentation Unit maintains files with all response documents and creates the After Action Report after the response
 - Demobilization Plan is developed
 - Technical Specialists Unit locates individuals with required expertise
- ☐ Provide oversight, guidance, and assistance to Plans Section Unit Leaders (e.g. answer questions, address problems, make decisions in keeping with the Section's operational objectives, and determine which problems, requests or questions need approval).
- ☐ Keep Incident Commander informed of significant issues affecting the Section.

- ☐ Ensure that the IDER organizational chart is posted and that activated modules and personnel are noted.
- ☐ Following Incident Commander approval and on-going knowledge, report or coordinate information to the SFDPH DOC, EOC or other city, regional, state or federal agencies.
- ☐ Fill out a Module Log, ICS Form 214, throughout the day. Detail activities, decisions, and documents created. Insert a copy into your Module Binder and forward a copy to the Documentation Unit.
- ☐ Near the end of the operational period fill out a Module Objectives form. This document will provide guidance to the next shift on activities that should be carried out during the next operational period. Have the Plans Section Chief approve it. Insert a copy into your Module Binder and forward a copy to the Situation Status Unit and Documentation Unit.

Conclusion of Work Shift Actions

- ☐ Complete all required forms, reports, and other documentation and give to supervisor.
- ☐ Sign out and log the hours worked during the response
- ☐ Clean up your work area before you leave
- ☐ Leave a phone number where you can be reached.
- ☐ Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

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JOB ACTION SHEET PLANS SECTION ASSISTANT

Position title: Plans Section Assistant

Job classification code required:

Required Job Skills:

Module: Plans Section

You report to: Plans Section Chief

You supervise (if activated): N/A

Mission

The primary goal of the Administrative Assistant is to perform administrative duties to assist in the production of Situation Status Updates and other required reports, documenting actions, note-taking at meetings, copying, and other duties as assigned.

Initial Actions

- ☐ Sign-in to Staff Roster.
- ☐ Report to and receive assignment from your supervisor.
- ☐ Put on picture ID badge and vest (if provided).
- ☐ Read entire Job Action Sheet.
- ☐ Introduce self to all staff assigned to team.
- ☐ Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- ☐ Familiarize self with the work station and resources including:
 - Physical layout of the work space (e.g. emergency exits, bathrooms).
 - If assigned, check workstation phone and computer.
 - Obtain needed office supplies (paper, pens, etc.).
 - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
 - If assigned, check pager and cell phone.
- ☐ Review message form instructions, if provided.

Specific Job Actions

- ☐ Attend meetings and take notes.
- ☐ Prepare agendas for meetings.
- ☐ Arrange time, location, and take notes for meetings.
- ☐ Copy and distribute approved notes from meetings
- ☐ Take messages whether written or in any other form and deliver them.
- ☐ Ensure that the module has enough office supplies to fulfill duties.
- ☐ Type the Situation Status Report, get final approval, and forward to the Plans Section Situation Status Unit.
- ☐ Type up the Module Incident Objectives, get final approval, and submit to the Plans Section Situation Status Unit for incorporation into the incident action planning process.
- ☐ Perform other duties as assigned, including Xeroxing, faxing, document preparation, organizing office supplies and preparing requests for additional resources.

Conclusion of Work Shift Actions

- ☐ Complete or copy all required forms (eg. Job Action Log), reports (e.g. Recommendations for a Disease Containment Plan for the next operational period), and other documentation (e.g. Response documents and/or products assigned to active Groups within the Branch), and give to your supervisor.
- ☐ Sign out and log the hours worked during the response
- ☐ Clean up your work area before you leave
- ☐ Leave a phone number where you can be reached.
- ☐ Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

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