



Planning Section Chief	
Responsibilities:	<p>The Planning Section Chief provides overall collection, evaluation and dissemination of all information concerning the incident, and oversees efforts to understand the current situation, predict further events and damages, and to prepare EOC action plans. Unless delegated to Planning Section staff, the Section Chief is responsible for the following:</p> <ol style="list-style-type: none"> 1. Assess the Situation – Gather information about the emergency. Collect, analyze, and display situation information. Prepare periodic Situation Reports. 2. Prepare EOC Action Plans – Chair EOC action planning meetings in each operational period. Prepare and distribute EOC Action Plans. 3. Track Resources – Track resources assigned to the EOC and to the Incident Commanders through the EOC and mutual aid. 4. Keep Records – Document and maintain paper and electronic files on all EOC activities. 5. Plan for EOC Demobilization – Set out a schedule for demobilization and assist Section Chiefs in debriefing EOC personnel as they leave. 6. Anticipate Future Events – Conduct advance planning activities to forecast possible events and requirements beyond the current operational period. Report recommendations to EOC Director. 7. Plan for Recovery – Initiate recovery efforts and develop plans for short-term and long-term recovery appropriate to the needs. 8. Coordinate Technical Specialists – Provide technical support services to EOC sections and branches as required. 9. Manage the Planning Section – Establish the appropriate Planning Section Units and continuously monitor organizational effectiveness. 10. Prepare After Action Report – Coordinate the assembly of "EOC lessons learned" from contributions from EOC staff and from outside agency representatives.
Reports To:	EOC Director
Getting Started:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Generic "Getting Started" Checklist. <input type="checkbox"/> Based on the situation, activate units within the Planning section as needed and designate Coordinators for each unit: <ul style="list-style-type: none"> ▪ Situation Unit ▪ Damage Assessment Unit ▪ Resources Unit ▪ Documentation Unit ▪ Advanced Planning Unit ▪ Demobilization Unit ▪ Recovery Planning Unit ▪ Technical Specialists Unit



Planning Section Chief

Main Checklist:

Refer to checklists in the following sections for more details on each function.

1. Assess the Situation

- Collect Information – Collect, analyze, and display situation information. Meet with Operations Section Chief; obtain and review any major incident reports. Consider providing a Planning Liaison to the Operations Section.
- Prepare EOC Situation Report – Produce an EOC Situation Report for approval by the EOC Director with each operational period. Distribute EOC Situation Report to EOC Sections, PREOC or PECC prior to the end of each operational period.
- Display Information – 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.
- Communicate with PREOC – Liaise with the PREOC Planning Section, if activated, and coordinate Situation Report requirements with them.

2. Prepare EOC Action Plans

- Advise Section Chiefs – Ensure EOC Section Chiefs provide their objectives prior to each Action Planning meeting.
- Prepare Action Plan – Prepare an EOC Action Plan for each operational period, based on objectives developed by each EOC Section.
- Prepare for Action Planning Meeting – In preparation for the Action Planning meeting, ensure that all EOC priorities and objectives are posted or distributed, and that the meeting room is set up with appropriate equipment and materials (easels, markers, Situation Reports, etc.)
- Chair Action Planning Meetings – Chair the EOC Action Planning meetings approximately two hours before the end of each operational period.
- Document Meetings – Following the meeting, send approved Action Plan (see form EOC 502) to the Documentation Unit for distribution prior to the next operational period.

3. Track Resources

- Track Site Resources – Track the type and status of resources assigned through the EOC to Incident Commanders.
- Track EOC Resources – Track the type and status of resources assigned to the EOC.



Planning Section Chief

4. Keep Records

- Document EOC Records – Document and maintain files on all EOC activities.
- Archive Files – Maintain files on all EOC activities and provide reproduction and archiving services for the EOC, as required.

5. Plan for EOC Demobilization

- Plan to Staff EOC – Prepare a staffing plan for the EOC that addresses the anticipated activation levels for the coming operational periods, working with the EOC Director.
- Prepare Demobilization Plan – Prepare a plan for EOC demobilization.

6. Anticipate Future Events

- Consider Future Events – Highlight forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall priorities of the EOC.
- Prepare Plans – Develop plans and report, as required.

7. Plan for Recovery

- Assess Needs – Assess the need for immediate and long-term reconstruction, restoration, and recovery of public infrastructure and services.
- Control Donations – Issue public messages to control unsolicited donations of unwanted goods.
- Develop Recovery Plan – Prepare a community recovery plan.

8. Coordinate Technical Specialists

- Manage Technical Specialists – Provide and manage technical services, such as environmental advisors and other technical specialists to all EOC sections, as required.

9. Manage the Planning Section

- Set Up Section – Ensure that the Planning Section area is set up properly and that appropriate personnel, equipment, and supplies are in place, including telecommunications, maps and status boards.
- Ensure Appropriate Personnel – Request additional personnel for the section from the Logistics Section as necessary to maintain 24-hour staffing capabilities, as necessary.
- Ensure Documentation – Ensure that all section personnel maintain their individual position logs and other paperwork as required.



Planning Section Chief	
	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Participate in Action Planning Meetings</u> – Collect objectives from each activated Planning Branch prior to each Action Planning meeting. Lead Action Planning Meetings, using EOC Briefing Format (Form EOC 401A). <input type="checkbox"/> <u>Support Financial Objectives</u> – Coordinate daily time sheets and emergency expenditures with the Finance/Administration Section. <p>10. Prepare After Action Report</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Develop After Action Report</u> – In consultation with Section Units and EOC Management Team, prepare the EOC After Action Report.
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure Demobilization Plan for the EOC is complete, approved by the EOC Director and distributed to all EOC sections. <input type="checkbox"/> Deactivate units when no longer required. <input type="checkbox"/> Ensure that all paperwork is complete and logs are closed and sent to the Documentation Unit. <input type="checkbox"/> Ensure that any open actions are assigned to appropriate agency and/or EOC staff as appropriate. <input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none"> • Action Planning • Damage Assessment • EOC Documentation • EOC Situation Status Board • Mapping • Recovery Planning • Resource Status Board <p><u>Forms</u></p> <ul style="list-style-type: none"> • EOC Mgmt Team Briefing Agenda (EOC Form 401) • Briefing Format (EOC Form 401A) • Position Log (EOC Form 414) • Damage Assessment (EOC Form 415) • After the Disaster (EOC Form 425) • EOC Situation Report (EOC Form 501) • EOC Action Plan (EOC Form 502) • Request for Resources or Assistance (EOC Form 514) • Personnel, Resource Planning Worksheet (EOC Form 515) • Resources Status (by Type) (EOC Form 516) • Resource Status (by Location) (EOC Form 517) • EOC Major Incident Record (EOC Form 550)



Action Planning

Planning Section

<p>Planning Process</p>	<p>Five primary steps should be followed in sequential order to ensure comprehensive action planning:</p> <ol style="list-style-type: none"> 1. Understand the current situation. 2. Establish objectives, strategies, and priorities. 3. Develop an EOC Action Plan for the next operational period. 4. Evaluate the Action Plan to anticipate what will happen following implementation. 5. Obtain appropriate approvals. <p>The Planning Section Chief ensures that objectives for each section are completed, collected and posted before the next Action Planning meeting.</p>
<p>The Planning Meeting</p>	<p>The Planning Section Chief identifies the EOC functions and agency representatives required for current action planning. Participants should include the EOC Director, Management Staff, Section Chiefs, and key agency representatives essential to the challenges at hand.</p> <p>There should be at least one action planning meeting in each operational period.</p> <p>EOC Management Team members should prepare for planning meetings by completing Form 401A in advance, addressing these topics:</p> <ul style="list-style-type: none"> • Objectives accomplished • Objectives for next operational period • Needs to meet objectives • Issues EOC members should know
<p>Plan Components</p>	<ol style="list-style-type: none"> 1. Listing of objectives to be accomplished (should be measurable). 2. Statement of strategy to achieve the objectives. Identify if there is more than one way to accomplish the objective, and which way is preferred. 3. Statement of current priorities related to objectives. 4. Assignments and actions necessary to implement the strategy. 5. Operational period designation - The time frame necessary to accomplish the actions. 6. EOC functions to be activated to support the assignments. (Also, later action plans may list organizational elements that will be deactivated during or at the end of the period.) 7. Logistical or other technical support required.



Action Planning

Planning
Section

Action Plan Form (EOC 502)	<p>The initial EOC Action Plan may be an oral statement of objectives by the EOC Director, presented in the first hour following EOC activation.</p> <p>Once the EOC is fully activated, EOC Action Plans should be written using Form EOC 502 to record the EOC objectives and priorities. The plan will be prepared based on information obtained at the planning meeting.</p>
Action Plan Approval	<p>The EOC Director is responsible for approving the Action Plan for each operational period. This is done in consultation with the EOC Management Staff to ensure accuracy of the current situation and timelines for actions to be taken.</p>
Plan Distribution	<p>The Planning Section Chief determines who requires a copy of the Action Plan. As a minimum, copies should go to each function that plays a role in implementing objectives, as well as to the Documentation Unit in Planning and to the PREOC.</p> <p>The Planning Section Chief establishes a documentation file for incident or EOC action plans. The documentation file will consist of the action plans and any supporting documentation.</p> <p>The Planning Section Chief establishes procedures for distributing the Action Plan without delay. Ensure that EOC Director approves the Action Plan prior to distribution.</p>
Plan Implementation and Evaluation	<p>Once approved, the EOC Management Staff and Section Chiefs will assume responsibility for implementing their respective portions of the Action Plan. This includes monitoring and evaluating progress of the plan.</p>
EOC Briefings	<p>Briefings provide EOC staff, external agencies and the media with vital information they need to function effectively and efficiently. Information shared at a briefing can help clarify and validate situations so that appropriate decisions can be made. Attendance may be limited to maintain EOC operations during the briefing.</p> <p>EOC briefings can be held to:</p> <ul style="list-style-type: none"> • Orient personnel to the EOC facility and equipment, • Review policies and operational guidelines, • Keep staff informed as to the current situation, and • Approve action plans and Situation Reports. <p>The Planning Section Chief should chair EOC briefings at set times.</p> <p>The Planning Section Chief should document minutes from the briefings, obtain approval by the EOC Director, and distribute minutes to the Management Staff and Section Chiefs, who are then responsible for informing their staff about the EOC Briefing.</p>



Damage Assessment

Planning
Section

Objective	<p>To gather damage information following a major emergency or disaster. This information is essential to support the following objectives:</p> <ol style="list-style-type: none"> 1. Prepare preliminary damage assessment reports. 2. Assess total damages, including insured and uninsured losses. 3. Assess and prioritize needs of affected area for deploying human and material resources.
Responsible Position	<p>EOC Planning Section Chief, working with Risk Management Officer.</p> <p>In collaboration with other agencies, such as:</p> <ul style="list-style-type: none"> • BC Office of the Fire Commissioner • Town Building Inspection • Ministry of Environment • Vancouver Island Health Authority
Damage Assessment Unit	<p>If required, the Planning Section Chief will assemble a Damage Assessment Unit under the supervision of a Unit Coordinator.</p> <p>Members of the Damage Assessment Unit will consist of qualified municipal employees or local volunteers registered with PEP.</p> <p>The Damage Assessment Unit will be under the control of the Incident Commander while at the site at all times to ensure personnel safety.</p> <p>Damage Assessment Unit <u>responsibilities</u> include:</p> <ul style="list-style-type: none"> • The safe operation of damage assessment teams. • Form teams to assess damage to public and private property. • Assign teams to the areas to be surveyed and coordinate the surveys with other groups, e.g., utilities. • Compile all team reports and provide this information to the EOC Planning Section Chief. • Assist Information Officer in explaining to evacuees why Damage Assessment team can enter area but residents cannot, citing the safety measures being taken by the Damage Assessment Unit and temporary nature of damage survey. <p>Damage Assessment Unit <u>objectives</u> may include:</p> <ul style="list-style-type: none"> • Map damaged and survived properties. • Assess infrastructure damage and hazards. • Identify and map potential staging areas for cleanup. • Identify environmental concerns, such as hazardous materials. • Obtain photographic evidence, if possible, of damaged properties by address, owner. • Match photos with maps. • Estimate dollar losses, if possible. • Identify and map hazards, e.g., danger trees, poles, downed wires. • Assemble safety information for returning residents.



Damage Assessment

Planning
Section

	<ul style="list-style-type: none"> • Assess potential sites for VIP visits. • Ensure safety of Damage Assessment Team. • Identify possibility of human or animal remains. • Assess security requirements for returning residents. • Identify residents who did not evacuate the area.
<p>Safety Protocols</p>	<ul style="list-style-type: none"> • Teams should stay together, assemble in safe areas. • Assign one team member to identify hazards and safety measures on behalf of team, including exposure to long-term health concerns. • Identify areas are still hazardous. • Damage assessment team should obtain passes to enter evacuation zone from entity issuing evacuation order. • Suggested safety gear: <ul style="list-style-type: none"> ▪ Nomex coveralls where threat of fire ▪ Safety boots, gloves, goggles ▪ Communications, radio, cell phones, satellite phone ▪ Camera equipment, digital still camera, video camera ▪ Off-white cards for photos, pens ▪ Water, food
<p>Recording Damage Information</p>	<p>The Damage Assessment Team will record damage using:</p> <p>Form – Damage Assessment forms (EOC Form 415) are located in the EOC and available to the Damage Assessment Unit.</p> <p>Maps – Ideally, the Damage Assessment Unit will create a map of the impact area of an event to assist both with damage assessment and with future risk assessment. Such information can be transferred to aerial photographs or topographic maps.</p> <p>Photos – Damage Assessment Unit members should take digital photos of damaged areas, noting the location, direction of view, time and date each photo is taken. The team will take video footage, if possible.</p> <p>Aerial Photos – As weather conditions and resources permit, aircraft may be used to photograph and document impact areas and damage conditions Request aircraft resources through PREOC.</p>
<p>Reporting and Dissemination of information</p>	<p>The Damage Assessment Unit Coordinator shall deliver all damage information only to the EOC Planning Section Chief. All damage information should remain confidential until affected residents are notified, as directed by the EOC Director.</p>
<p>Transition to Recovery</p>	<p>Note that all damage information will likely guide the recovery effort. All aspects of the damage assessment shall be made available to members of the Recovery Task Force assembled and directed by the municipality.</p>



EOC Documentation

Planning Section

Depending on the type of incident, collect and archive the following information:

From EOC Director, Management Staff

- Media Reports
- Media Releases
- Flipcharts
- Declaration of Local Emergency
- Policies
- Records of Decisions

From Operations Section

- Resource Requests
- ESS Situation Reports
- Site Situation Reports
- Evacuation Alerts, Orders, All Clear

From Planning Section

- Situation Reports
- EOC Action Plans
- Maps Showing:
 - Evacuated Areas
 - Damage Assessment
 - Response Action
 - Hazard Progression Over Time
- EOC Organization Charts
- Damage Assessment Reports
- Minutes from all EOC meetings
- Reports from Technical Specialists

From Logistics Section

- Communications Plan
- EOC Shift Schedules
- EOC Facility Diagram
- Resource Requests
- Contact Lists
- Resource Status Lists
- Equipment / vehicle use records
- Radio Messages

From Finance / Admin Section

- Timesheets
- Contracts
- Claims, complaints, suggestions
- Payment records
- Any Accident Reports
- EOC expenditure records

From all EOC members

- Position Logs
- Internal Messages
- Any Electronic Files
- Photographs

In addition, collect copies of all records from Incident Command Posts

Collect EOC Documents

- Meet with the EOC Director to confirm what materials should be maintained.
- Remind EOC members to mark every document with the date and time, and PEP Task Number.
- Collect records from each active EOC function daily.

Organize and Secure Documents

- Collect, organize and file all completed event or disaster related documents.
- Arrange for dedicated filing cabinets, ones that can be locked and are fire resistant. Prepare file folders to reflect contents.



EOC Situation Status Board

Planning
Section

Depending on the type of incident, Status Board information should include the following information:

Information As of Date, Time:	EOC Name:	EOC Director:	PEP Task # :
Event Name:	Event Type, Location:		Local Emergency Declared (Y,N)
Losses and Expenditures			Info Sources:
Number of Homes Damaged / Destroyed:	Estimated Value of Community Losses (\$):	EOC Total Expenditures to Date:	
Utilities Damage			Info Sources:
Number of Residents Without Water Service:	Number of Residents Without Power Service:	Number of Residents Without Sewer Service:	
Transportation Damage			Info Sources:
Roads Closed or Partially Blocked:	Bridges Closed or Partially Blocked:	Marinas Closed or Blocked:	
Number of Persons Affected			Info Sources:
Evacuated:	Injured:	Deceased:	
Areas in Evacuation (Description of Area)			Info Sources:
On Alert::	Evacuated:	Returned:	
Reception Centres (Location / Number of Evacuees)			Info Sources:
Centre #1:	Centre #2:	Centre #3:	
Response Actions (Type of Action, Location)			Info Sources:
e.g., Flood Protection:	Search and Rescue:	Firefighting:	
Resources Assigned (Number, Kind, Type)			Info Sources:
Personnel:	Equipment:	Aircraft:	



Mapping

Planning
Section

Objective	To guide the acquisition and development of maps in the EOC for use in site command and site support.
Responsible Position	EOC Planning Section Chief, or Technical Specialist assigned to the Situation Unit in the Planning Section
Base Map Contents	<ul style="list-style-type: none"> • Administrative boundaries (municipal, native reserves, regional district, parks, Crown and federal land) • Centrelines of public roads • Lakes and streams • Landmarks • Property boundaries • Topographic contour lines (20 m contours)
Maps of Hazardous Areas	<ul style="list-style-type: none"> • Flood zones • Hazardous materials (1 km radius for facilities, 1 km corridor for routes) • Landslide / mudslide (impact and runout zones) • Major structural fire, toxic smoke (1 km radius for facilities) • Watersheds • Wildfire (Interface zones)
Maps of Vulnerable Populations	<ul style="list-style-type: none"> • Central business district • Drug treatment centres • Homes for the elderly, others with special needs • Health care facilities • Jails • Key businesses • Mental health facilities • Nursing homes • Parks (where people may stay overnight)
Maps of Vulnerable Infrastructure, Public Works	<ul style="list-style-type: none"> • Bridges • Major roadways • Power transmission lines, fixed power facilities • Communications towers, facilities • Water delivery lines • Water sources (for fire suppression, such as ponds, lakes) • Water towers
Maps of Responder Facilities	<ul style="list-style-type: none"> • Ambulance stations • EOC and alternates • ESS Reception Centres • Fire halls • Fixed Incident Command Posts (in communities) • Police department, RCMP detachments • SAR bases • Public works yards



Mapping

Planning
Section

Evacuation Support Maps	<ul style="list-style-type: none">• Air evacuation points• Areas to patrol for security• Barricade locations for traffic control• Egress routes for different hazards (e.g., flood, wildfire)• Logging roads, back roads• Potential safe zones (as for flood, wildfire)• Potential security control points for evacuated areas• Transportation assembly points
Photographs	<ul style="list-style-type: none">• Ortho-photos, black and white (0.5m pixel resolution)• Other available photos of damage areas



Recovery Planning

Planning Section

Introduction	<p>Community recovery considers the immediate actions needed to plan for recovery among community members, including individuals and families, business owners, farm owners, non-profit organizations, and community groups.</p> <p>Recovery includes conscious and collective actions to limit losses and reduce suffering among those affected by a disaster. This includes attention to the economic and psycho-social recovery for the community and its inhabitants.</p>
Objective	To develop a Recovery Plan.
Responsible Position	<p>EOC Planning Section Chief, Recovery Unit Coordinator if assigned.</p> <p>In collaboration with other agencies, such as:</p> <ul style="list-style-type: none"> • Municipal and Regional Utilities • Members of the Provincial Integrated Recovery Council, such as Canadian Red Cross and Salvation Army • Local service clubs, volunteer organizations
Recovery Unit	<p>If required, the Planning Section Chief will form a Recovery Unit under the supervision of a Unit Coordinator. Members of the Recovery Unit will consist of qualified municipal employees or local volunteers registered with PEP using EOC Form 512.</p> <p>Recovery Unit Coordinator responsibilities include:</p> <ul style="list-style-type: none"> • <u>Assess Situation</u> – Assess the need for immediate and long-term reconstruction, restoration, and recovery of public infrastructure and services, mental and public health, and the socio-economic fabric. • <u>Control Donations</u> – Issue early public messages to control unsolicited donations of unwanted goods. • <u>Prepare Community Recovery Plan</u> – Prepare a written community recovery plan for the incident, including recommendations for organization and functions. <p>Recovery Unit <u>objectives</u> may include:</p> <ul style="list-style-type: none"> • Identify the need for recovery coordination. • Set out recovery objectives. • Identify the appropriate initial structure for recovery. • Identify the stakeholders willing to commit to recovery effort. • Identify the locations of initial facilities, such as a Recovery Centre. • Develop early recovery messages, including donations. <p>The Recovery Unit may recommend a separate Recovery Task Force as soon as people are evacuated or serious damage to homes, infrastructure or businesses is realized. The Recovery Task Force typically operates from a facility other than the EOC to avoid overcrowding and confusion.</p>



Recovery Planning

Planning Section

<p>Support from other EOC Functions</p>	<p>In addition to the Recovery Unit, other functions in the EOC should support recovery planning. Some samples include:</p> <p>Information Officer – The EOC Information Officer may coordinate early recovery messaging, such as the need for certain types of donations and the nature of the recovery effort under development. As with every aspect of emergency management, communication of the recovery program is vitally important, and it begins in the EOC with the Information Officer.</p> <p>Emergency Social Services Branch – The ESS Branch in the EOC Operations Section supports evacuations and re-entry during response by establishing Reception Centres or arranging other accommodations. Among many other roles, ESS personnel inform evacuees and disaster victims about recovery issues, and provide continuity of care during the transition from response to recovery. Of particular interest to recovery planning, Reception Centres identify potential clients by name, address, and how they may be contacted for further information.</p> <p>While recovery is not the sole responsibility of Emergency Social Services, ESS staff can reduce the time lag in the provision of recovery support by conducting “needs assessment” interviews in cooperation with the community Recovery Task Force.</p> <p>Situation Unit – The Planning Section performs a rapid damage assessment following a disaster, including an initial summary of the geographic area of impact, magnitude of damage, and approximate time required for response. These are important facts for recovery planning, and will usually provide enough information to estimate the approximate resources required.</p> <p>The PREOC may activate a Recovery Branch Coordinator to assist with recovery planning and access to regional, national, and international support organizations.</p>
<p>Tracking Recovery Costs</p>	<p>All recovery planning activities that occur within the EOC may be funded at 80 percent for eligible items.</p> <p>As with response costs, all recovery expenditures must be clearly documented, noting:</p> <ul style="list-style-type: none"> • The cost amount of the item • The date the materials or service was used • Evidence of the purpose of the goods or services in recovery



Resource Status Board

Planning Section

Depending on the type of incident, Status Board information should include the following information:

Information as of Date, Time:		EOC Name:		EOC Director:		PEP Task # :	
Event Name:		Event Type, Location:				Local Emergency Declared (Y/N)	
Agency /Group	Number Available	Number Assigned	Number Out of Service	Number Required	Critical Resource (Y/N)	Comments	
Fire Services							
Fire Structural Firefighters							
Structural Fire Apparatus							
Wildland Firefighters							
Wildland Apparatus							
Aircraft Fixed Wing							
Rotary Wing							
Police Services							
Police Staff							
Police Vehicles							
Search and Rescue Services							
SAR Staff							
Vehicles							
Vessels							
Ambulance Services							
BCAS Paramedics							
Ambulances							
ESS							
ESS Staff							
Engineering / Public Works							
Staff							
Vehicles							
Equipment							
EOC Staff							
Public Information Officer							
Call Centre Staff							



Situation Unit Coordinator	
Responsibilities:	<p>The Situation Unit Coordinator collects and organizes information on the incident status, damage, and response. Responsible for the evaluation, analysis, and display of information for use by EOC personnel.</p> <ol style="list-style-type: none"> 1. <u>Collect Information</u> – Collect situation reports from site(s) and all active functions of the EOC. 2. <u>Assess Damage</u> – Oversee the collection of damage information. Prepare Damage Assessment reports for distribution to EOC and PREOC. 3. <u>Organize Information</u> – Create organizational schemes for collected data to facilitate storage and retrieval of information. Arrange for secure storage of collected information. 4. <u>Analyze Information</u> – Oversee the analysis of all incident or disaster related information. 5. <u>Distribute / Display Information</u> – Prepare maps, status boards, and status reports to report current information.
Reports To:	EOC Planning Section Chief
Getting Started:	<input type="checkbox"/> Follow the Generic "Getting Started" Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Collect Information <ul style="list-style-type: none"> <input type="checkbox"/> <u>Liaise with Site</u> – Request that the Situation Unit Coordinator at the site Incident Command Post provides regular situation reports using (Form ICP 209). If required, place field observers in key locations (e.g., Incident Command Post) to facilitate the flow of information to the EOC Situation Unit. <input type="checkbox"/> <u>Collect EOC Information</u> – Collect status information from each active EOC Section and Management Staff Officer on a regular basis. 2. Assess Damage <ul style="list-style-type: none"> <input type="checkbox"/> <u>Collect Damage Information</u> – Oversee the collection of damage information. Some information may be confidential until victims have been notified. Obtain photographic and video documentation of damage. Determine the need for field damage observers. <input type="checkbox"/> <u>Identify Victims</u> – Identify victims and evaluate the nature and extent of damage caused by the event. Identify the type of primary and secondary losses from the event. <input type="checkbox"/> <u>Document Damage</u> – Prepare a Damage Assessment (Form EOC 415). Ensure copies go to Risk Management Officer, Recovery Unit, and Documentation Unit. <input type="checkbox"/> <u>Assist Recovery Effort</u> – Cooperate with the Recovery Organization in assessing damage.



Situation Unit Coordinator	
	<p>3. Organize Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Organize Collected Information</u> – Create organizational schemes for collected data to facilitate storage and retrieval of information. <input type="checkbox"/> <u>Archive Information</u> – Arrange for secure storage of collected information. <p>4. Analyze Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Evaluate Information</u> – Determine or estimate the following: Geographic extent, fatalities, injuries, households damaged, businesses damaged, transportation damage, infrastructure damage, and other interpretations of collected information. <p>5. Distribute / Display Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Display Information</u> – Prepare maps, status boards, and other displays contain current and accurate information. Ensure that adequate EOC members are assigned to maintain all information displays. <input type="checkbox"/> <u>Distribute Situation Reports</u> – Ensure that situation status reports are disseminated to EOC staff and to the PREOC. Coordinate with the Documentation Unit for Plan distribution and reproduction as required. Oversee the preparation and distribution of the EOC Situation Report (Form EOC 501). <input type="checkbox"/> <u>Support Information Release</u> – Meet with the Information Officer to coordinate access to current information.
Before Leaving:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Generic Before Leaving Checklist.
Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none"> • EOC Situation Status Board • Damage Assessment <p><u>Forms</u></p> <ul style="list-style-type: none"> • Position Log (Form EOC 414) • Damage Assessment (Form EOC 415) • EOC Situation Report (EOC 501)



Resource Unit Coordinator	
Responsibilities:	<p>The Resource Unit Coordinator works with the Incident Command Post in preparing resource status information, charting the current status and location of resources, and maintaining displays of resource information.</p> <ol style="list-style-type: none"> 1. Collect Resource Information – Collect resource information from active functions of the EOC. 2. Organize Resource Information – Create organizational schemes for collected resource information to facilitate sharing of status details. 3. Distribute / Display Resource Information – Prepare status boards and resource status reports to share up-to-date information.
Reports To:	EOC Planning Section Chief
Getting Started:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Generic "Getting Started" Checklist. <input type="checkbox"/> Set up a Resource Tracking Board (see sample).
Main Checklist:	<ol style="list-style-type: none"> 1. Collect Resource Information <ul style="list-style-type: none"> <input type="checkbox"/> <u>Identify Critical Resources</u> – Obtain list of known critical resources from Planning Section Chief or EOC Director. Obtain copies of critical resource requests from the Logistics Section. <input type="checkbox"/> <u>Liaise with Operations Section</u> – Coordinate with Operations Section to collect and centralize resource status information. Note: The Resource Unit only tracks resources, it does not obtain or supply them. 2. Organize Resource Information <ul style="list-style-type: none"> <input type="checkbox"/> <u>Identify Resources</u> – Use EOC Form 516 to identify resource kind and type, and whether they are Available, Assigned, or Out-of-Service. <input type="checkbox"/> <u>Monitor Resource Requests</u> – As resource requests are received in Logistics, post the request on a status board and track the progress of the request until filled. <input type="checkbox"/> <u>Track Resources</u> – Track the progress of resource requests until filled. Coordinate closely with the Operation Section Branches and Logistics Section units, particularly Supply, Personnel, and Transportation. 3. Distribute / Display Resource Information <ul style="list-style-type: none"> <input type="checkbox"/> <u>Create Status Board</u> – Develop and maintain resource status boards and/or other tracking display systems. See Resource Status Board sample. <input type="checkbox"/> <u>Keep Requestors Informed</u> – Assist EOC Operations and Logistics in notifying parties of the status of their resource requests, especially where there may be delays. It is not necessary to track mutual aid resources unless they are ordered through the Logistics Section.



Resource Unit Coordinator	
Before Leaving:	<input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none">• Resource Status Board (Sample) <p><u>Forms</u></p> <ul style="list-style-type: none">• Position Log (Form EOC 414)



Documentation Unit Coordinator	
Responsibilities:	<p>The Documentation Unit Coordinator maintains accurate and complete incident files, and stores both paper and electronic files for legal, analytical, and archival purposes.</p> <ol style="list-style-type: none"> 1. Collect EOC Documents – Collect records from each active EOC function daily. 2. Take Meeting Minutes – Record proceedings of all EOC briefings and meetings. 3. Copy and Distribute Reports and Plans – Reproduce and distribute approved EOC reports and plans.
Reports To:	EOC Planning Section Chief
Getting Started:	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the Generic "Getting Started" Checklist. <input type="checkbox"/> Set up and maintain document reproduction services for the EOC. <input type="checkbox"/> Obtain at least one camera, preferably one digital and one video camera.
Main Checklist:	<ol style="list-style-type: none"> 1. Collect EOC Documents <ul style="list-style-type: none"> <input type="checkbox"/> <u>Identify Materials to Collect</u> – Meet with the EOC Director to confirm what EOC materials should be maintained as official records. See suggestions, attached. <input type="checkbox"/> <u>Collect Documents</u> – Collect records from each active EOC function daily. Collect, organize and file all completed event or disaster related documents. <input type="checkbox"/> <u>Collect Position Logs</u> – Refer to EOC Organization Chart to ensure that you receive position logs from each activated function. Remind EOC members to mark appropriate documents with the date and time. 2. Take Meeting Minutes <ul style="list-style-type: none"> <input type="checkbox"/> <u>Record Minutes</u> – Take minutes at all EOC briefings and meetings. <input type="checkbox"/> <u>Photograph Important Information</u> – Photograph whiteboards (time and date), and other important information generated at the EOC. 3. Copy and Distribute Plans and Reports <ul style="list-style-type: none"> <input type="checkbox"/> <u>Distribute EOC Reports and Plans</u> – Reproduce and distribute approved Situation Reports and EOC Action Plans. Keep extra copies of reports and Plans available for special distribution, as required. <input type="checkbox"/> <u>Photocopy and Produce Documents</u> – Provide document production services to EOC staff.



Documentation Unit Coordinator	
	<p>4. Organize and Secure Documents</p> <ul style="list-style-type: none"><input type="checkbox"/> <u>Store Documents</u> – Arrange for dedicated filing cabinets, preferably ones that can be locked and are fire resistant. Prepare file folders to reflect contents.<input type="checkbox"/> <u>Secure Documents</u> – Ensure security of EOC records, working with Risk Management Officer.
Before Leaving:	<ul style="list-style-type: none"><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.<input type="checkbox"/> Arrange to return photocopying equipment.<input type="checkbox"/> Process all photographs and ensure they are properly labelled.
Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none">• EOC Documentation <p><u>Forms</u></p> <ul style="list-style-type: none">• Position Log (Form EOC 414)



Advanced Planning Unit Coordinator	
Responsibilities:	<p>The Advanced Planning Unit Coordinator assesses available information to determine potential future impacts of the event or disaster, particularly issues that might influence overall EOC priorities and objectives.</p> <ol style="list-style-type: none"> 1. Review Available Information – Review the current reports, plans, and meet with the EOC members to determine the future direction and outcomes of the event or disaster. 2. Identify Approaching EOC Issues – Identify potential response and recovery issues likely to occur within the next 36 to 72 hours. 3. Recommend EOC Objectives – Recommend EOC objectives in response to approaching issues. 4. Prepare Plans – As request by the Planning Section Chief, prepare plans for implementation by the Operations Section, e.g., Evacuation of neighbourhoods in high risk areas.
Reports To:	EOC Planning Section Chief
Getting Started:	<input type="checkbox"/> Follow the Generic "Getting Started" Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Review Available Information <ul style="list-style-type: none"> <input type="checkbox"/> <u>Review Information</u> – Review available situation reports, status reports, action plans, and other significant documents. <input type="checkbox"/> <u>Liaise with EOC Managers</u> – Meet individually with the EOC Management Team and determine best estimates of the future direction and outcomes of the event or disaster. 2. Identify Approaching EOC Issues <ul style="list-style-type: none"> <input type="checkbox"/> <u>Identify Potential Future Implications</u> – Determine potential future impacts of the event, issues that might affect EOC priorities. <input type="checkbox"/> <u>Identify Issues</u> – Identify potential response and recovery related issues likely to occur within next 36 to 72 hours. 3. Recommend EOC Objectives <ul style="list-style-type: none"> <input type="checkbox"/> <u>Brief EOC Members</u> – Provide periodic briefings to the EOC Director, Management Staff, and General Staff on approaching issues. <input type="checkbox"/> <u>Distribute Advanced Plan</u> – Submit an Advanced Plan to the Planning Section Chief for review and approval prior to briefings with the EOC Director and Management Team. <input type="checkbox"/> <u>Advise on Recovery Transition</u> – Recommend a transition strategy to the EOC Director when EOC activity shifts to recovery.



Advanced Planning Unit Coordinator	
	<p>4. Prepare Plans</p> <ul style="list-style-type: none"><input type="checkbox"/> <u>Develop EOC Plans</u> – Work with Operations and other EOC staff, as needed to develop plans for meeting EOC objectives.<input type="checkbox"/> Discuss draft plans with others to ensure all key elements are addressed, including resource requirements and action assignments.<input type="checkbox"/> Review all plans with the Planning Section Chief and, where requested, with the Management Staff and EOC Director.<input type="checkbox"/> Prepare copies and distribute plans according to requirements.
Before Leaving:	<ul style="list-style-type: none"><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Forms</u></p> <ul style="list-style-type: none">• Position Log (Form EOC 414)



Demobilization Unit Coordinator	
Responsibilities:	<p>The Demobilization Unit Coordinator looks ahead to demobilization of the EOC personnel, facility, and equipment resources to ensure that movement is orderly, safe, and cost-effective.</p> <ol style="list-style-type: none"> 1. Monitor the Need for EOC Resources – Monitor the current situation, and consult with EOC members regarding the need for EOC resources. 2. Prepare Demobilization Plan – In consultation with the EOC Director and others, prepare a plan to demobilize EOC resources. 3. Facilitate Demobilization Plan – Assist EOC members in completing all requirements before leaving the EOC.
Reports To:	EOC Planning Section Chief
Getting Started:	<input type="checkbox"/> Follow the Generic "Getting Started" Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Monitor the Need for EOC Resources <ul style="list-style-type: none"> <input type="checkbox"/> <u>Assess Opportunity to Demobilize</u> – Identify opportunities to demobilize EOC resources. Monitor the current situation, including EOC Action Plans, Situation Reports, and resource assignment lists. <input type="checkbox"/> <u>Liaise with EOC Managers</u> – Consult with Section Chiefs, Branch Coordinators, Liaison Officer and EOC Director regarding the need for EOC resources. 2. Prepare Demobilization Plan <ul style="list-style-type: none"> <input type="checkbox"/> <u>Prepare Demobilization Plan</u> – Prepare a draft Demobilization Plan at least once during each operational period for as long as EOC functions are formally staffed. Finalize the Demobilization Plan for approval by the EOC Director. <input type="checkbox"/> <u>Discuss Demobilization</u> – Circulate the draft Demobilization Plan to the Planning Section Chief, EOC Director, and EOC Management Team for review. 3. Facilitate Demobilization <ul style="list-style-type: none"> <input type="checkbox"/> <u>Implement Demobilization</u> – Initiate the Demobilization Plan for the EOC as approved by the EOC Director. <input type="checkbox"/> <u>Ensure Demobilized Staff Submit Information</u> – Advise all Section Chiefs to ensure that demobilized staff complete and forward to Documentation Unit all reports, time sheets, and exit surveys prior to leaving the EOC.
Before Leaving:	<input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Forms</u></p> <ul style="list-style-type: none"> • Position Log (Form EOC 414)



Recovery Unit Coordinator

Responsibilities:	<p>The Recovery Unit Coordinator develops a Recovery Plan, identifying the need for recovery, the recovery objectives, the appropriate initial structure, the players, the location of initial recovery facilities, and early recovery messages.</p> <ol style="list-style-type: none"> 1. Assess Situation – Assess the need for immediate and long-term reconstruction, restoration, and recovery of public infrastructure and services, mental and public health, and the socio-economic fabric. 2. Control Donations – Issue public messages to control unsolicited donations of unwanted goods. 3. Prepare Recovery Plan – Prepare a written plan advising on priorities for recovery of public infrastructure, and continuity of public services. 4. Prepare Community Recovery Plan – Prepare a written community recovery plan for the incident, including recommendations for organization and functions.
Reports To:	EOC Planning Section Chief
Getting Started:	<input type="checkbox"/> Follow the Generic "Getting Started" Checklist.
Main Checklist:	<ol style="list-style-type: none"> 1. Assess Situation <ul style="list-style-type: none"> <input type="checkbox"/> <u>Determine Immediate Recovery Needs</u> – Assess the need for immediate reconstruction efforts, such as utility restoration and debris removal. <input type="checkbox"/> <u>Determine Long-Term Recovery Needs</u> – Assess the need for long-term recovery actions required to restore and recover public and private infrastructure, property, mental and public health, and the socio-economic fabric. 2. Control Donations <ul style="list-style-type: none"> <input type="checkbox"/> <u>Issue Public Messages</u> – Initiate public messages to request donations in the form of cash until specific needs can be identified. Work with the Information Officer to ensure this message is released as soon as possible. 3. Prepare Recovery Plan <ul style="list-style-type: none"> <input type="checkbox"/> <u>Develop Facilities Repair Plan</u> – Prepare a written plan advising on the actions required by priority for recovery of roads, potable water systems, sewers systems, hospitals, and other infrastructure to pre-emergency conditions. <input type="checkbox"/> <u>Develop Business Continuity Plan</u> – Prepare a written plan advising on the activation of the Business Continuity Plan for the continuation of public services by the District.



Recovery Unit Coordinator	
	<p>4. Prepare Community Recovery Plan</p> <ul style="list-style-type: none"><input type="checkbox"/> <u>Access Victim Information</u> – Assist ESS Reception Centres in collecting evacuee information and sharing data with the Recovery Organization.<input type="checkbox"/> <u>Develop Community Recovery Plan</u> – Formulate a community recovery plan for the incident, including recommendations for:<ul style="list-style-type: none">• Recommended Functions• Priority of Efforts• Support Requirements• Coordination Requirements• Reporting Requirements
Before Leaving:	<ul style="list-style-type: none"><input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <ul style="list-style-type: none">• Recovery Planning <p><u>Forms</u></p> <ul style="list-style-type: none">• Position Log (Form EOC 414)



Technical Specialist Unit Coordinator	
Responsibilities:	<p>The Technical Specialist Unit Coordinator establishes the work specifications for and assigns technical specialists to the EOC based on requests from management or general staff.</p> <ol style="list-style-type: none"> 1. Identify Specialists – Locate specialists in subjects that may be needed during response and recovery to the emergency event. 2. Manage Technical Specialists – Assign specialists within the EOC organization and monitor their organizational effectiveness.
Reports To:	EOC Planning Section Chief
Getting Started:	<input type="checkbox"/> Follow the Generic "Getting Started" Checklist
Main Checklist:	<ol style="list-style-type: none"> 1. Identify Specialists <ul style="list-style-type: none"> <input type="checkbox"/> <u>Inventory Technical Specialists</u> – Maintain inventory of technical specialists, such as meteorologists, fire behaviour specialist, geologists, or engineering experts for multiple incident sites. <input type="checkbox"/> <u>Confirm Availability</u> – Ensure that qualified specialists are available in the areas required by the particular event or disaster. Coordinate with the Logistics Section to ensure that technical staff are located. 2. Manage Technical Specialists <ul style="list-style-type: none"> <input type="checkbox"/> <u>Orient Technical Specialists</u> – Ensure each technical specialist is given an orientation to the EOC and receives instructions on completing a Position Log (EOC Form 414). <input type="checkbox"/> <u>Collect Contact Information</u> – Obtain a contact information (e.g., business card) from each specialist, if possible. <input type="checkbox"/> <u>Assign Technical Specialists</u> – Assign technical staff to assist the EOC sections in coordinating specialized areas of response or recovery.
Before Leaving:	<input type="checkbox"/> Follow the Generic "Before Leaving" Checklist.
Function Aids:	<p><u>Aids</u></p> <p><u>Forms</u></p> <ul style="list-style-type: none"> • Position Log (Form EOC 414)