

Emergency Operations Center (EOC) Skillset: Planning Support Section Chief

Task Categories:

Planning Support Activation Phase Checklist

Planning Support Operational Phase Checklist

Planning Support Demobilization Phase Checklist

Task Category: Complete Planning Support SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete the tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		
2. Receive initial briefing from SEOC Director that includes initial priorities for the SEOC based on status and information from On-scene Incident Commander, if assigned.	C, E, F, I, T, A		
3. Ensure the Planning Support Section is set up properly and that appropriate personnel, equipment, and supplies are in place.	C, E, F, I, T, A		
4. Based on the situation, activate units within the Planning Support Section. <ul style="list-style-type: none"> - Demobilization Unit - Documentation Unit - Technical Specialists 	C, E, F, I, T, A		
5. Ensure sufficient staff is available for SEOC Operational Periods as required.	C, E, F, I, T, A		
6. Review responsibilities within the Planning Support Section and develop plans for carrying out these responsibilities.	C, E, F, I, T, A		
7. Identify objectives to accomplish during the initial operational period.	C, E, F, I, T, A		
8. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	C, E, F, I, T, A		
9. As appropriate, assist Planning Support Section staff in gaining field response points of contact to improve field/SEOC operations interface.	C, E, F, I, T, A		

Task Category: Complete Planning Support SEOC Operational Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
10. Ensure the Planning Support Section's Activity Logs (ICS 214) and other necessary files are established and maintained.	C, E, F, I, T, A		
11. Ensure major incident reports and branch status reports are completed by the Resources Support Section and accessible by the Situational Awareness and Planning Support Sections.	C, E, F, I, T, A		
12. Conduct periodic briefings with Planning Support Section staff and work on section objectives for forthcoming operational periods.	C, E, F, I, T, A		
13. Establish the operational periods, meetings schedules, and staffing plan, in coordination with the SEOC Director, the Command Staff, and the General Staff.	C, E, F, I, T, A		
14. Complete ISM 230 and facilitate planning activities.	C, E, F, I, T, A		
15. For each operational period, ensure that the staffing plan includes the name, agency, and contact information for individuals filling SEOC staff positions and that it is disseminated prior to shift change.	C, E, F, I, T, A		
16. Ensure the objectives of each section are completed and status posted in preparation for the next planning meeting.	C, E, F, I, T, A		
17. Ensure the SEOC IAP is completed and distributed prior to the start of the next operational period.	C, E, F, I, T, A		
18. Complete the WVEMD Disaster Summary Outline and notify SEOC Director.	C, E, F, I, T, A		
19. Work closely with other Planning Support Section staff to ensure the section's objectives, as defined in the current SEOC IAP, are being addressed.	C, E, F, I, T, A		
20. Ensure the Documentation Unit maintains files on all SEOC activities.	C, E, F, I, T, A		
21. Ensure fiscal requirements are coordinated through the Finance/Administration Branch.	C, E, F, I, T, A		
22. Ensure the development of the SEOC Demobilization Plan, using detailed specific responsibilities, release priorities, and procedures.	C, E, F, I, T, A		
23. Complete the tasks outlined in the Shift Change section of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Category: Complete Planning Support SEOC Demobilization Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
24. Ensure Demobilization Plan for the SEOC is complete, approved, and distributed to all Sections.	C, E, F, I, T, A		
25. Oversee preparation of the SEOC After-Action Report (AAR).	C, E, F, I, T, A		
26. Determine demobilization status of Planning Support Section and advise SEOC Director.	C, E, F, I, T, A		
27. Complete all logs and documentation, and forward to Documentation Unit.	C, E, F, I, T, A		
28. Ensure any open actions are assigned to appropriate staff of other SEOC sections.	C, E, F, I, T, A		
29. Ensure that all expenditures have been coordinated through the Finance/Administration Branch.	C, E, F, I, T, A		
30. Provide input towards the SEOC AAR.	C, E, F, I, T, A		
31. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		