

## PLANNING CHIEF

Position Assigned To: \_\_\_\_\_

You Report To: \_\_\_\_\_ (Incident Commander)

Facility Command Center: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Mission:** Coordinate and record all actions and occurrences within the facility during the event. Ensure the distribution of critical information/data. Compile scenario / resource projections from all Section Chiefs and effect long range planning. Receive information from Incident Commander regarding regional status and assist with implementation of regional goals and requirements to assist the facility manage the event.

**Immediate:**

- \_\_\_ Receive appointment from Incident Commander (IC). Obtain packet containing Section's Task Sheets and identification.
- \_\_\_ Read entire Task Sheet and review the organizational chart.
- \_\_\_ Put on position identification.
- \_\_\_ Obtain briefing IC.
- \_\_\_ Activate Information and Labour Pool Leaders; distribute the corresponding Task Sheets and identification.
- \_\_\_ Brief section leaders after meeting with the IC.
- \_\_\_ Provide for a Planning/Information Area within the facility.
- \_\_\_ Implement the Regional Disaster Plan or directives as they apply to the facility operations.
- \_\_\_ Assist in facility needs assessment and relay information to IC.
- \_\_\_ Establish a central information area within the facility with a maintained status report board.
- \_\_\_ Plan for projection reports (Action Plan) as required by IC.
- \_\_\_ Receive status reports from Section Chiefs for use in decision making and for reference in post-disaster evaluation and recovery assistance operations.

**Intermediate:**

- \_\_\_ Obtain briefings and updates as appropriate. Continue to update and distribute the regional Action Plan as it applies to the facility.
- \_\_\_ Schedule planning meetings to include Section Chiefs and the IC for continued operations as required by the regional Action Plan.
- \_\_\_ Provide for continuous updating of information to the facility central information area.

**Extended:**

- \_\_\_ Continue to receive projected activity reports from Section Chiefs at appropriate intervals.
- \_\_\_ All documentation to utilize Operations/Events Log, Communication Log and Facility Status Report form.
- \_\_\_ Observe all staff, clients and volunteers for signs of stress and inappropriate behavior.
- \_\_\_ Provide for staff rest periods and relief.
- \_\_\_ Other concerns.

## INFORMATION LEADER

Position Assigned To: \_\_\_\_\_

You Report To: \_\_\_\_\_ (Planning Chief)

Planning Command Center: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Mission:** Maintain current information regarding the incident status for all facility staff. Ensure a documented record of the facilities actions and response to the event. Provide for staff access to information within the site regarding the event and how it affects the facility and the region.

- Immediate:
- \_\_\_ Receive appointment from Planning Chief.
  - \_\_\_ Read entire Task Sheet and review organizational chart.
  - \_\_\_ Put on position identification.
  - \_\_\_ Obtain a briefing from Planning Chief.
  - \_\_\_ Determine status of computer information system.
  - \_\_\_ Provide status regarding all communication links, phone, Fleet Net, email, etc to the Facility Status Report.
  - \_\_\_ Ensure that all actions are being documented in each section to document decisions and actions.
  - \_\_\_ Establish an Event Status / Condition Board in the facility.
  - \_\_\_ Ensure that the status board is kept current with assistance of admin support
- Intermediate:
- \_\_\_ Coordinate with Labour Pool to provide recorders as required.
  - \_\_\_ Provide regular situation updates to the Planning Chief as required.
  - \_\_\_ Ensure the security and prevent the loss of Facility documentation.
- Extended:
- \_\_\_ Maintain facility information boards and the communication of information to all staff.
  - \_\_\_ All documentation to utilize Operations/Event Log, Communication Log, and Facility Status Report forms.
  - \_\_\_ Observe all staff, clients and volunteers for signs of stress and inappropriate behavior.
  - \_\_\_ Provide for staff rest periods and relief.
  - \_\_\_ Other concerns:

## LABOUR POOL LEADER

Position Assigned To: \_\_\_\_\_

You Report To: \_\_\_\_\_ (Planning Chief)

Planning Command Center: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Mission:** Identify available staff and volunteers. Receive requests and assign available staff as needed to maintain adequate numbers of personnel. Assist in the maintenance of staff morale.

**Immediate:**

- \_\_\_ Receive appointment from Planning Chief.
- \_\_\_ Read Task Sheet and review the organizational chart.
- \_\_\_ Put on position identification.
- \_\_\_ Obtain a briefing from the Planning Chief.
- \_\_\_ Determine staffing levels and the areas requiring additional staff.
- \_\_\_ At the discretion of the IC activate additional staff using the Facility Fan-out and Sister Facility resources.
- \_\_\_ Establish a registration and credentialing desk for volunteers not employed or associated with the region.
- \_\_\_ Obtain assistance from Safety & Security Officer in the screening and identification of volunteer staff.
- \_\_\_ Meet with IC, Operations Section Chiefs and Medical Director to coordinate long term staffing needs.

**Intermediate:**

- \_\_\_ Maintain log of all assignments.
- \_\_\_ Maintain a message center in Labour Pool Area with the cooperation of the Staff Support Leader and Information Leader.

**Extended:**

- \_\_\_ Brief Planning Section Chief as frequently as necessary on the status of labour pool numbers and composition.
- \_\_\_ All documentation to utilize Operations/Event Log, Communication Log and Facility Status Report forms.
- \_\_\_ Observe all staff, volunteers and clients for signs of stress and inappropriate behavior.
- \_\_\_ Provide for staff rest periods and relief.
- \_\_\_ Other concerns: