

PLANNING CHIEFS

Position Assigned To: _____ / _____

You Report To: _____ (Incident Commander)

Planning Command Center: _____ Telephone: _____

Mission: Organize and direct all aspects of Planning Section operations. Ensure the distribution of critical information/data. Compile scenario/resource projections from all Section Chiefs and effect long range planning. Document and distribute regional action plan.

Immediate:

- Receive appointment from Incident Commander. Obtain packet containing Section's Task Sheets.
- Read entire Task Sheet and review the organizational chart.
- Put on position identification.
- Obtain briefing from Incident Commander.
- Determine roles and tasks if both Planning Chiefs are present.
- Recruit admin support from the Labour Pool.
- Activate Information and Labour Pool Leaders; distribute the corresponding Task Sheets and vests.
- Brief leaders after meeting with Incident Commander.
- Provide for a Planning/Information Area in proximity to the ROC.
- Ensure the formulation and documentation of an incident-specific, regional action plan. Distribute copies to Incident Commander and all Section Chiefs.
- Establish a central information area within the ROC with a maintained status report board. Consider histogram, maps. Review Planning Template.
- Call for projection reports (Action Plan) from all Planning Leaders and Section Chiefs for scenarios 4, 8, 24 & 48 hours from time of incident onset. Adjust time for receiving projection reports as necessary.
- Receive status reports from Section Chiefs for use in decision making and for reference in post-disaster evaluation and recovery assistance operations.
- Notify Executive Assistant with any changes to personnel within your section.

Intermediate:

- Obtain briefings and updates as appropriate. Continue to update and distribute the regional Action Plan.
- Schedule planning meetings to include Planning leaders, Section Chiefs and the Incident Commander for continued update of the regional Action Plan.

Extended:

- Continue to receive projected activity reports from section chiefs and Planning leaders at appropriate intervals.
- Assure that all requests are routed / documented through the PIO/Communications Officer.
- Observe all staff, clients and volunteers for signs of stress and inappropriate behaviour. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns. _____

INFORMATION MANAGEMENT LEADER

Position Assigned To: _____

You Report To: _____ (Planning Chiefs)

Planning Command Center: _____ Telephone: _____

Mission: Collect and disseminate data from all Facility Status Reports to update and maintain the Facility Status Database. Ensure a documented record of the region's emergency planning and response.

Immediate:

- Receive appointment from Planning Chiefs.
- Read entire Task Sheet and review organizational chart.
- Put on position identification.
- Obtain a briefing from Planning Chiefs.
- Obtain status report on computer information system.
- Receive Facility Status Reports from affected areas for inputting into the database to provide a summary report for the Section Chiefs and IC.
- Ensure that all Activity Logs are being maintained in each section to document decisions and actions.

Intermediate:

- Provide regular situation updates to the Planning Chiefs and Command Section as required.
- Ensure the security and maintenance of "IT" and communication systems within the region.
- Ensure the security and prevent the loss of ROC documentation.

Extended:

- Provide information for regional updates to all ROC members and regional staff as deemed pertinent in conjunction with the PIO/Communications Officer.
- Observe all staff, clients and volunteers for signs of stress and inappropriate behaviour. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____

INFORMATION MANAGEMENT OFFICER

Position Assigned To: _____

You Report To: _____ (Information Management Leader)

Planning Command Center: _____ Telephone: _____

Mission: Assist the Information Management Leader in the collection, dissemination and retention of data and information as a result of the emergency or incident.

Immediate:

- Receive appointment from Information Management Leader.
- Read entire Task Sheet and review organizational chart.
- Put on position identification.
- Obtain a briefing from Information Management Leader.
- Obtain Facility Status Reports from Area Managers and Program Managers.
- Obtain sufficient resources from the labour pool to assist in documentation of accurate patient tracking and information.
- Ensure the use of a tracking system for all clients.
- In conjunction with the PIO establish a client information phone line.

Intermediate:

- Provide for regular updates as to the overall status of operations within the region.
- Work to establish a patient tracking system within the region. Maintain a summary of bed availability and client numbers as pertinent to the event.

Extended:

- In conjunction with PIO, work with Emergency Social Services and / or Red Cross in development of the disaster registration and inquiry information.
- Observe all staff, volunteers and clients for signs of stress and inappropriate behaviour. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____

LABOUR POOL LEADER

Position Assigned To: _____

You Report To: _____ (Planning Chiefs)

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 Chiefs.
- Read Task Sheet and review the organizational chart.
- Put on position identification.
- Obtain a briefing from the Planning Chiefs.
- Request inventory of the number and classification staff presently available from each Labour Pool Officer.
- 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 Physician Officer, Operations Section Chiefs and Medical Officer 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 labor pools numbers and composition.
- Observe all staff, volunteers and clients for signs of stress and inappropriate behaviour. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____

LABOUR RELATIONS OFFICER – Nursing Officer

Position Assigned To: _____

You Report To: _____ (Labour Pool Leader)

Planning Command Center: _____ Telephone: _____

Mission: Assigned to specific labour grouping. Receive requests and assist to assign staff as required. Maintain staffing within operational guidelines to provide an efficient and safe working environment.

Immediate:

- Receive appointment from Labour Pool Leader.
- Read Task Sheet and review the organizational chart.
- Put on position identification.
- Obtain briefing from Labour Pool Leader.
- Inventory the number of staff and classify status.

Intermediate:

- Maintain log of all assignments.
- Assist Labour Pool Leader as requested with various duties as assigned.

Extended:

- Brief Labour Pool Leader as frequently as necessary on the status of the labour pool numbers and composition.
- Observe all staff and volunteers for signs of stress and inappropriate behaviour. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____

LABOUR RELATIONS OFFICER – Physician Officer

Position Assigned To: _____

You Report To: _____ (Labour Pool Leader)

Planning Command Center: _____ Telephone: _____

Mission: Assigned to Physician management, recruiting and liaison duties. Receive requests and assist to assign staff as required. Maintain staffing within operational guidelines to provide an efficient and safe working environment.

Immediate:

- Receive appointment from Labour Pool Leader.
- Read Task Sheet and review the organizational chart.
- Put on position identification.
- Obtain briefing from Labour Pool Leader.
- Inventory the number of staff and classify status.

Intermediate:

- Maintain log of all assignments.
- Assist Labour Pool Leader as requested with various duties as assigned.

Extended:

- Brief Labour Pool Leader as frequently as necessary on the status of the labour pool numbers and composition.
- Ensure maintenance of Medical Staff time sheet; obtain clerical support from Labour Pool if necessary.
- Observe all staff and volunteers for signs of stress and inappropriate behaviour. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____

LABOUR RELATIONS OFFICER – Support/Tech Officer

Position Assigned To: _____

You Report To: _____ (Labour Pool Leader)

Planning Command Center: _____ Telephone: _____

Mission: Assigned to specific labour grouping. Receive requests and assist to assign staff as required. Maintain staffing within operational guidelines to provide an efficient and safe working environment.

Immediate:

- Receive appointment from Labour Pool Leader.
- Read Task Sheet and review the organizational chart.
- Put on position identification vest.
- Obtain briefing from Labour Pool Leader.
- Inventory the number of staff and classify status.

Intermediate:

- Maintain log of all assignments.
- Assist Labour Pool Leader as requested with various duties as assigned.

Extended:

- Brief Labour Pool Leader as frequently as necessary on the status of the labour pool numbers and composition.
- Observe all staff and volunteers for signs of stress and inappropriate behaviour. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____

LABOUR RELATIONS OFFICER – Volunteer Officer

Position Assigned To: _____

You Report To: _____ (Labour Pool Leader)

Planning Command Center: _____ Telephone: _____

Mission: Assigned to specific labour grouping. Receive requests and assist to assign staff as required. Maintain staffing within operational guidelines to provide an efficient and safe working environment.

Immediate:

- Receive appointment from Labour Pool Leader.
- Read Task Sheet and review the organizational chart.
- Put on position identification.
- Obtain briefing from Labour Pool Leader.
- Inventory the number of staff and classify status.

Intermediate:

- Maintain log of all assignments.
- Assist Labour Pool Leader as requested with various duties as assigned.

Extended:

- Brief Labour Pool Leader as frequently as necessary on the status of the labour pool numbers and composition.
- Observe all staff and volunteers for signs of stress and inappropriate behaviour. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____

AUXILIARY STAFF

Position Assigned To: _____

You Report To: _____ (Labour Pool Leader)

Command Center: _____ Telephone: _____

Mission: Augment the Corporate ICS as necessary. You may be required to fill any position with the assistance of a Task Sheet or to provide relief support, administrative or clerical duties as assigned.

Immediate:

- Report to Labour Pool Leader.
- Read entire Task Sheet and review the organizational chart.
- Put on position identification.
- Receive situation update from Labour Pool Leader or designate.
- Upon assignment to a position or duty, report to the appropriate Section to assume role.
- If you are assigned to a position on the Organizational Chart then assume the role you are assigned and the accompanying Task Sheet.
- In an extended event you may be assigned as an alternate to an ICS position for a later shift. Review the Task Sheet for that position and ensure that you are able to report back to the EOC for the applicable shift as assigned.
- Ensure Labour Pool has your contact information and location should you be needed sooner.

Intermediate:

- As the event(s) dictate, you may be reassigned to another or multiple positions within the ROC.
- If unassigned to a specific task or position, keep the Labour Pool Leader apprised as to your status as directed.

Extended:

- Observe all staff, volunteers and clients for signs of stress and inappropriate behaviour. Report concerns to Psychological Support Leader. Provide for staff rest periods and relief.
- Other concerns: _____