

PLANNING DIRECTOR

Position Assigned To: _____ / _____

You Report To: _____ (Planning/HR Chief)

Planning Command Center: _____ Telephone: _____

Mission: Ensure the distribution of critical information/data. Conduct long-term/advanced planning. Maintain overall resource and event status.

Immediate:

- Receive appointment from Planning/HR Chief.
- Read entire Task Sheet and review the organizational chart.
- Put on position identification.
- Obtain briefing from Planning/HR Chief.
- Recruit admin support from the Labour Pool as required.
- Activate Risk Management and Information Leaders as required; distribute the corresponding Task Sheets.
- Brief leaders after receiving regional Status Report and planning priorities.
- 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 Planning/HR Chief.
- Establish a central information area within the ROC with a maintained status report board. Consider histogram, maps.
- Review Planning Template.
- Receive status reports from Planning/HR Chief for use in decision making and for reference in post-disaster evaluation and recovery assistance operations.
- Notify Planning/HR Chief to personnel within your section.

Intermediate:

- Obtain briefings and updates as appropriate.
- Continue to update and distribute the regional Action Plan as directed.

Extended:

- Continue to receive projected activity reports from Section Chiefs and Planning leaders in accordance with the operational cycle.
- Assure that all requests are routed / documented through the Planning/HR Chief.
- 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. _____

PLANNING / HR CHIEF

Position Assigned To: _____

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.

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 for Planning Directors Labour Directors and section Leaders.
- Recruit admin support from the Labour Pool, as required
- Activate Planning & Labour Directors, Information and Labour Pool Leaders as required for the event; 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.
- Implement appropriate Operational cycle as directed by the Disaster Management Officer.
- Collect Status and Action Plan reports from all Section Chiefs for all each operational cycle 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 modify and distribute the regional Action Plan as required
- 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.
- Provide updates to the Incident Command Team.
- 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 Director)

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 Director.
- Read entire Task Sheet and review organizational chart.
- Put on position identification.
- Obtain a briefing from Planning Director.
- 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 Director as required.
- Ensure the security and prevent the loss of ROC documentation.

Extended:

- Provide information for regional updates to Section Chiefs 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: _____ (Planning Director)

Planning Command Center: _____ Telephone: _____

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

Immediate:

- Receive appointment from Planning Director.
- Read entire Task Sheet and review organizational chart.
- Put on position identification.
- Obtain a briefing from Planning Director.
- Obtain Facility Status Reports from Area Managers and Program Managers.
- Utilize bed tracking tools or data collection based tracking tools as required.
- 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.
- Provide updates to the Planning Director as required for each operational period.

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 DIRECTOR

Position Assigned To: _____

You Report To: _____ (Planning/HR 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/HR Chief.
- Read Task Sheet and review the organizational chart.
- Put on position identification.
- Obtain a briefing from the Planning/HR Chief.
- 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 Volunteers.
- 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 PIO/Communications Officer.

Extended:

- Brief Planning/HR Chief as frequently as necessary on the status of labour 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 Director)

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

Intermediate:

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

Extended:

- Brief Labour Pool Director 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 Director)

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 Director.
- Read Task Sheet and review the organizational chart.
- Put on position identification.
- Obtain briefing from Labour Pool Director.
- 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 Director 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 Director)

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

Intermediate:

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

Extended:

- Brief Labour Pool Director 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 Director)

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

Intermediate:

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

Extended:

- Brief Labour Pool Director 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: _____

OCCUPATION HEALTH & SAFETY OFFICER

Position Assigned To: _____

You Report To: _____ (Labour Pool Director)

Planning Command Center: _____ Telephone: _____

Mission: Maintain the coordination of the Regional Occupational Health & Safety Programs and Standards throughout the region as applicable during the disaster or event. Assist to identify event specific concerns in relationship to the regional program and provide a means to continue to implement safe work practices across the region. Evaluate any identified event related concerns as requested by the Safety & Security Officer.

Immediate:

- Receive appointment from Labour Pool Director.
- Read Task Sheet and review the organizational chart.
- Put on position identification.
- Obtain briefing from Labour Pool Director.
- Identify event specific related practices or risks that might affect the implementation of regional plans to mitigate the event or continue operations.
- Ensure that safe work practices are developed or initiated for event specific tasks that may put staff at risk of injury or death.
- Report concerns and/or mitigation suggestions to the Labour Pool Director.
- Share information with Planning Directors and Section Chiefs as required.

Intermediate:

- Continue to monitor event for changes and evaluate impact on safe work practices.
- Identify risks to staff or operations that could impact staffing or safety of personnel or clients.
- Assist Planning Section by reviewing the advanced action planning to address safety concerns and considerations as required by the Planning Director.
- Evaluate as required by the Safety & Security Officer or Infrastructure Leader to assist in assessing the safety of any damaged infrastructure for continued regional operations at that site and indicate necessary safety requirements.

Extended:

- Brief Labour Pool Director 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: _____

RISK MANAGEMENT LEADER

Position Assigned To: _____

You Report To: _____ (Planning Director)

Command Center: _____ Telephone: _____

Mission: To provide support and guidance to the Planning Section to ensure compliance and quality management legislative requirements are met in the planning aspect of the event specific management.

Immediate:

- Receive appointment from Planning Director.
- Read Task Sheet and review the organizational chart.
- Put on position identification.
- Obtain briefing from Planning Director.
- Identify event specific related practices or risks that might affect the implementation of regional plans to mitigate the event or continue operations.
- Maintain the regional Risk Management Program in relation to the event.
- Prioritize event related incident reports and complaints for review as they may have further impact or planning requirements to prevent duplication.
- Make recommendations to reduce further risk to the organization.
- Augment Risk Management Team as required to manage the event.
- Maintain link with Safety Officer as required.

Intermediate:

- Act as a resource for research-related activities that can impact the outcome of the event.
- Document risk related activity as it pertains to the event and compile a tracking process for event related incident reporting.
- Based on actual reported events, make recommendations to reduce further risk to the organization.
- Assist with planning and review of regional action plans as they pertain to the risk or safety of the region, clients and staff.
- Provide specific event related information as required by the Planning/HR Chief, PIO / Communications Officer or Disaster Management Officer.
- Assess unsafe situations and halt operations if necessary.
- Recommends safety modifications to Operations and Planning as required.

Extended:

- Brief Planning Director as frequently as necessary on the status of identified risks and possible means of mitigation.
- 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 Director)

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 Director.
- Read entire Task Sheet and review the organizational chart.
- Put on position identification.
- Receive situation update from Labour Pool Director 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 Director 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: _____