



Plans Section Checklist



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| Activity: Responsible for collecting, evaluating and disseminating information about the development of an incident and status of resources. Supervises the Situation Analysis component with a goal of recovery. | | Date / Time Person Completing Checklist Reported to EOC: |
| Primary Position Responsible for this Function: Director, Library. | | Name of Person Completing Checklist: |
| Action Guideline: | Action Taken: | |
| Check-in and obtain briefing on situation from Emergency Operations Center Director. | | |
| Activate and brief Planning Section emergency personnel, as necessary. | | |
| Prepare 'status boards' and 'check-in lists' - assigning an individual to track personnel on scene [EOC and field]. | | |
| Establish information requirements and reporting schedules for EOC organizational elements, for use in preparing status reports. | | |
| Review Emergency Response Plan [actions to be taken for the event] with Emergency Operations Center Director and Operations Section Chief, then prepare recommendations to maintain or modify plan as needed according to situation. | | |
| Track available and committed resources - checking with Operations and Logistic Sections. | | |
| Coordinate the collection and dissemination of disaster information and intelligence with other Sections. | | |
| Initiate collection and display of significant disaster events. | | |
| Conduct periodic disaster and strategy plan briefings with Emergency Operations Center Director and Section Chiefs. | | |
| Complete periodic Situation Status Reports. | | |
| Initiate record keeping system. | | |
| Develop information to assist in determining if closure of the campus and/or the cancellation of classes is necessary. | | |
| Take the lead in developing recovery plan in consultation with EOC staff. | | |