



# Plans Section Checklist



<b>Activity:</b> 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.		<b>Date / Time Person Completing Checklist Reported to EOC:</b>
<b>Primary Position Responsible for this Function:</b> Director, Library.		<b>Name of Person Completing Checklist:</b>
<b>Action Guideline:</b>	<b>Action Taken:</b>	
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 with consultation with EOC staff.		