

Planning Section

Position: **Planning Section Chief**

Position Responsibility: Manage and coordinate all Planning and Intelligence Section personnel.

Duty—Checklist:

- ◆ Check in at campus EOC and obtain briefing from EOC Director.
- ◆ Activate and brief Planning and Intelligence Section personnel.
- ◆ Participate in the preparation of action plans.
- ◆ Execute action plans.
- ◆ Initiate a record-keeping system.
- ◆ Develop a situation analysis system:
 - Record types and locations of damage as they are identified and reported by field personnel. (Written reports, photographs, video, etc.)
 - Record hazard areas as they are reported by field units.
 - Receive data regarding injuries, casualties, etc., from Medical.
- ◆ Coordinate with Academic Affairs regarding classroom damage, injuries, hazardous areas, etc. Develop information that will help to determine if protective action is needed, including the closure of the campus and/or cancellation of classes. Assist the EOC Director and EOC staff in developing recommendations to the campus President regarding protective actions.
- ◆ Develop a recovery plan.

- ◆ Develop a system for the documentation of the incident/emergency.
- ◆ Keep records/logs of calls, assignments and actions.
- ◆ Secure operations and forward the necessary messages, reports and logs to the EOC Director.

Situation Status and Damage Assessment

Introduction

Collecting and analyzing information on the nature, severity and extent of damage, and reporting the results through established channels is extremely important. Information will provide officials a logical basis for their response decisions.

Concept of Operations

Following a disaster, campus field units will promptly conduct a reconnaissance of affected areas to determine the extent of damage and will report the information (e.g., injuries, casualties, collapsed buildings, fires, etc.) to campus officials, who in turn will report the information to the Chancellor's Office. This information should also be reported to the City of Arcata and County EOC. The information will then be reported to the Office of Emergency Services (OES) Mutual Aid Region, or State Coordination Center, when activated, where it will be further consolidated and reported to State OES Headquarters. Reports will be utilized to determine the distribution and severity of damage and will provide the basis for initiating the emergency response and mutual aid support.

Where required, these actions will be followed by a detailed assessment of damage with the estimates (in dollar amounts if possible) serving as the basis for the Governor's proclamation of a State of Emergency or the Governor's request to the President of the United States for a declaration of an Emergency or Major Disaster. As required, this same information will serve as a basis for the allocation of state funds under the State Natural Disaster Assistance Act and/or the application of federal disaster relief programs, the latter of which would be appropriate in the event of a Presidential declaration.

Disaster Intelligence

In a major disaster, there are three kinds of disaster intelligence required:

1. Information necessary to determine operational problems and immediate needs of any victims. This information is the most important, and an overriding priority will be given to its collection.
2. Specific information on dollar amounts, which is collected in order to permit the Governor to request a declaration from the U.S. President under the provisions of the Federal Disaster Relief Act of 1974 (Public Law 93-288). The collection of this information is important, but must not be accomplished until the needs of victims have been satisfied.
3. Information, in sufficient detail, that will be necessary to properly plan for both short- and long-range recovery. In the beginning, this item will have the lowest priority; however, it will assume the greatest importance once the needs above have been met.

Reconnaissance

An immediate reconnaissance of the disaster area will provide a description of the situation which can then be evaluated and provide a determination as to general needs and course(s) of action to be taken.

Campus damage reconnaissance usually will be accomplished through ground surveys and will require the observation and reporting of damage, casualties, status of risk areas and other factors necessary for executive decision. This activity should include the inspection and reporting of the status of campus facilities.

Where local and state capabilities exist and conditions permit, a rapid means of determining general damage levels can be provided through aerial reconnaissance. The campus should arrange to receive relevant information from aerial reconnaissance where available.

Situation Reporting

In a major disaster, a series of reports will be required in order to provide detailed information to the various levels of government. The campus will support the state situation-reporting system by providing reports to the CSU Chancellor's Office, City of Arcata and County Operational Area coordinator. Where no damage is observed, negative reports will be submitted. Reports will be submitted through agreed-upon channels and will consist of the following types of reports:

Flash Reports

- ◆ The first reports to be submitted by campus officials will be Flash Reports. These will be verbal reports, with the first being submitted as quickly as possible following a disaster.

Situation Reports

- ◆ A more refined and detailed Situation Report will be prepared and submitted through channels every two hours, or as requested. This report will define affected areas, identify closed roads and highways, estimate the number of casualties and provide other essential information. Reports will provide, at a minimum, the information contained in Attachment 1, Situation Report Form.

Detailed Reports

- ◆ Following the Situation Reports, government at all levels will require more detailed information, particularly that resulting from damage estimates and analysis. This kind of information could also materially assist the state and federal governments in determining the exact situation. The information should include: the total numbers of casualties and injured; the extent of damage to facilities; and the type and relative priority of needed assistance.

Damage Assessment

To support claims for property losses under state and federal disaster recovery programs, assigned campus staff will, as early as feasible, conduct a detailed assessment of damage and submit reports through channels to the OES Mutual Aid Regional Office.

Damage assessment should be conducted through “at the scene” surveys by teams of qualified inspectors. Where required, these local teams will be augmented by inspectors from appropriate state and federal agencies.

Situation Report Form

Reporting Agency: _____ Date/Time: _____

1. Type of Occurrence: _____

2. Where it Occurred: _____

3. When it Occurred: _____

4. Area/Facility Affected: _____

5. Estimated Number of Persons: _____

Dead: _____ Injured: _____ Evacuated: _____ Homeless: _____

(1) (2) (3) (4)

6. Major Roads Closed: _____

7. Open Adjacent Airfields: _____

8. Actions by Campus Officials:

a. Proclamation of Campus Emergency? Yes ___ No ___

b. Local Emergency Proclaimed by Jurisdiction? Yes ___ No ___

Requested? Yes ___ No ___

c. EOC Staffed? Yes ___ No ___ Location: _____

d. Communications Available: Telephone _____

TWX _____ CLETS _____

LG Radio _____ Fax _____

Other _____

9. Mutual Aid Assistance Requested? Yes ___ No ___

a. Personnel: Type: _____ No. _____

From Where? _____

b. Equipment/Supplies: Type: _____

From Where? _____

10. Special Problems (such as fuel shortages, etc.): _____

Position: **Situation Status**

Position Responsibility: Identify, record and relay damage information/situation reports within the area of the emergency.

Duty—Checklist:

- ◆ Report to the campus EOC.
- ◆ Obtain briefing.
- ◆ Record specific type and locations of damage as they are identified and reported.
- ◆ Brief Planning Section Chief and EOC staff regarding hazard area locations.
- ◆ Continually update EOC Director and Planning Section Chief regarding status of situation.
- ◆ Maintain records and logs.
- ◆ Secure operations and forward all reports to the Planning Section Chief.

Position: **Intelligence**

Position Responsibility: Collect and analyze information on the nature, severity and extent of damage and report the results through established channels. The information will provide the university administration and emergency managers with a logistical basis to aid in their response decisions.

Duty—Checklist:

- ◆ Report to the campus EOC.
- ◆ Obtain briefing.
- ◆ Review all reports of injury and damage from field units. Verify accuracy.

- ◆ Review hazard analysis and situation analysis information for accuracy.
- ◆ Develop rumor control procedures with information officer.
- ◆ Provide information that supports the requests for resources.
- ◆ Assign staff to conduct field inspection of damage, use of resources, etc.
- ◆ Intelligence function includes the following:
 - Reconnaissance—situation analysis.
 - Situation reporting—actions taken.
 - Verbal reports—status reporting.
 - Situation reports—individual actions.
 - Detailed reports—after-action reports.
 - Damage assessment—cost, etc.

Position: **Documentation**

Position Responsibility: Documentation is responsible to the Planning Section Chief for:

1. Maintaining an accurate and complete narrative display of significant disaster events.
2. Providing duplication services to incident personnel.
3. Compiling written messages, journals and logs from all Sections at the end of each work shift.
4. Directing the message center operation.
5. Filing and sorting incident files for legal, analytical and historical purposes.

Duty—Checklist:

- ◆ Obtain briefing from Planning Section Chief.
- ◆ Activate elements of the unit, assign duties, establish work area and ensure the maintenance of the unit log.
- ◆ Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machines, computer, software, etc.)
- ◆ Ensure that status board display and support items for displays are available.
- ◆ Identify and ensure the establishment of internal “human” communication pathways within the Planning Section and with other sections.
- ◆ Direct collection, organization and display narrative status of disaster events according to the number coding established by Situation Status unit.
- ◆ Direct the functioning of the message center operation, including dissemination and explanation of the message center forms to other sections and units.
- ◆ Establish duplication service and respond to authorized copying requests.
- ◆ Accept and file reports, logs, journals and forms submitted by all sections and units.
- ◆ Ensure a system for collecting all section and unit journal/logs at completion of each work shift.
- ◆ Ensure an accounting system for collecting a copy of all message center forms utilized at the completion of each work shift from all sections and units.
- ◆ Prepare and present an overview of the documented disaster events at periodic intervals or upon request from the Planning Section Chief.

- ◆ Develop and maintain a storage system for all written and computer materials based upon section, unit and shift worked.
- ◆ Provide for operational and logistical planning for the unit.

Message Center

The Message Center is responsible to the Documentation Unit for development, maintenance and implementation of the processes associated with the formatting, collection and compiling of all written Message Center Forms connected with the EOC activities.

- ◆ Obtain briefing from Documentation Unit.
- ◆ Obtain necessary equipment (date/time stamp, copy machine, etc.), supplies (in/out boxes, pens, pencils, paper clips, etc.) and EOC Message Forms.
- ◆ Ensure distribution and use of EOC Message Forms to capture a written record of those actions requiring application of resources, requests for resources or other directions/information requiring use of the EOC Message Form.
- ◆ Ensure the development of a filing system to collect, log and compile copies of EOC Message Forms according to approved procedures.
- ◆ Identify the locations for and provide EOC Message Form in/out boxes throughout the EOC.
- ◆ Identify and establish a “runner” support system for collecting, duplicating and disseminating journal, log and EOC Message Forms throughout the EOC.