PLANNING AND INTELLIGENCE SECTION TRAINING

Documentation Team Workshop

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RESIG

Agenda

- REVIEW: The role of the Emergency Operations Center (EOC)
- REVIEW of SEMS and NIMS
- REVIEW: The Incident Command System (ICS) structure that is used during Emergency Response
- REVIEW: The Emergency Operations Plan and the Emergency Response Teams and how they fit into the ICS/SEMS/NIMS model
- The Planning and Intelligence Section – Documentation Team roles and responsibilities

What is the role of an Emergency Operations Center (EOC)?
What is the role of an Emergency Operations Center?

- Centralized facility from which emergency response efforts can be coordinated and directed
- Centralized facility for decision makers
- Central information gathering and record keeping center
- Source of CONFIRMED public information and media coordination

Emergency Operations Center Requirements

- Must be SEMS/NIMS compliant
- Provides Management, Operations, Logistics, Planning/Intelligence and Financial coordination for response and recovery efforts
- Facility should be self-sufficient and self-contained for at least a 24-hour operation

What is S.E.M.S.?

- SEMS is the Standardized Emergency Management System developed by the State of California
- SEMS is used:
  - To qualify to receive State reimbursement;
  - To improve coordination between response agencies;
  - To coordinate flow of information & resources;
  - To improve mobilization, use and tracking of resources;
  - The use of SEMS has been required since December of 1996!!!
- Emphasizes the use of ICS
  - Uses the functions of:
    - Management/Command
    - Operations
    - Logistics
    - Planning/Intelligence
    - Financial/Administration
What is N.I.M.S.?

National Incident Management System
- Uses an ALL-Hazards approach
- Required to qualify for Federal preparedness assistance (FEMA)
- Emphasizes the use of ICS
- Uses the same functions as SEMS
  - Management/Command
  - Operations
  - Logistics
  - Planning/Intelligence
  - Finance/Administration

NIMS TRAINING REQUIREMENTS

- All disaster service workers (all public employees, including school employees) are to complete IS-700, ICS 100 and ICS 200.
- These are all on-line FEMA courses
- Deadline for completion: September 30, 2007

NOTE: RESIG has developed a one hour combined course that meets these requirements.

What is the structure of the Incident Command System (ICS)?
Planning and Intelligence Section Responsibilities

THE PLANNING/INTELLIGENCE SECTION IS RESPONSIBLE FOR:
- Collecting Information re: Emergency Incident
  Avoid Information Overload
- Displaying Information
- Documenting current status of situation
- Analysis of Information for decision making
- Developing the Incident Action Plan and the After Action Report

Planning and Intelligence Section Chief Responsibilities

- Assume the duties of Planning/Intelligence positions until staff is available or assigned
- Develop Incident Action Plans with assistance from the EOC Director/Incident Commander
- Document all incoming messages, actions taken, decisions and justifications, requests being filled on an Activity Log
- As the Team Leader(s) are assigned, provide staff with a briefing, the current section objectives, and blank Activity Log sheets
- Supervise Section staff activities, schedule breaks and re-assign staff, as needed
- Complete After Action Report with assistance from the EOC Director/Incident Commander
Documentation

Team Leader Responsibilities

- Oversee the collection, evaluation, documentation and use of information about the development of the emergency incident
- Oversee the collection, evaluation and documentation about the status of resources
- Ensure the collection of completed Situation Status Reports from the Team Leaders
- Provide information for the creation of a real time Situation Status Board and Map for EOC operations
- Assists Section Chief, as needed and keeps Section Chief apprised of urgent/critical information
- Supervises team members, as needed

Documentation

Team Responsibilities

FIRST ACTIONS INCLUDE:
- Sign in
- Put on Personal Safety equipment and Position Identifier
- Read Position Description
- Obtain a Briefing from the Team Leader
- Review and understand Section Objectives and Strategies
- Locate and Set up work space
Documentation Team Responsibilities

OPERATIONAL DUTIES INCLUDE:

- Ensure all radio and verbal communications are recorded on log
- Document all incoming messages, actions taken, decisions and justifications, requests being filled on an Activity Log
- File all reports as they are turned in. (you may type up a permanent log at later date but keep all original notes and records-they are legal documents)
- Complete Situation Status Forms and provide to Team Leader

Documentation Team Responsibilities

UPON EOC DEACTIVATION CLOSING DOWN ACTIONS INCLUDE:

- Collect/call-in paperwork from each deactivating section
- Securely package all response related documents for delivery to the Recordkeeping Team
- Complete and close out all Activity Logs, reports, and response related documentation and turn them over to the Team Leader
- Return of all equipment/supplies to the Logistics team
- Sign out and leave contact information in case you need to be reached

Group Activity-10 minutes
SCENARIO:
- It is 1:00 p.m. on a Tuesday. The students are just returning to their classrooms after lunch and... the ground begins to shake! The shaking gets stronger and a huge jolt hits! Windows are breaking and file cabinets are falling... some students have been injured along with several staff members....
- The shaking stops and you can hear people calling out for help... the smell of gas fills the air......

First things first......
- All students and staff should drop, cover and hold on at the first sign of shaking
- Those who are outside should move away from buildings and other structures that could fall on them
- After the shaking has stopped, all those who have not been injured should leave the buildings and assemble in a pre-designated area
- Before proceeding to your team's meeting area, wait for instructions from your Team Leader
- Take care of immediate safety issues

Group Activity-
10 minutes

1) Based on the limited information provided in the scenario, what might happen at this point?

2) Who would need to make a decision as to what actions, if any, should be taken?

3) Based upon your Team’s responsibilities, what might your objectives be during an Emergency Response?

4) LIST ONE TO TWO OBJECTIVES
Documentation Team Objectives (examples)

- Obtain briefing from Team Leader to understand the situation
- If directed to do so, set up work area and prepare to receive information
- Compile information for display on Sit-Stat Boards
- Stay in close contact with Team Leader for regular updates

THANK YOU!