

PLANNING/INTELLIGENCE SECTION - GENERAL INFORMATION

PURPOSE

To enhance the capability of the City of **Agoura Hills** to respond to disasters by collecting, evaluating, displaying and disseminating incident information.

OVERVIEW

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall disaster organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. This Section gathers and documents information to answer critical questions:

- Where are the incidents?
- How bad are the incidents?
- How much worse will the incidents become?
- How can we best manage the incidents?

During a disaster, other department heads will advise the Planning/Intelligence Chief on various courses of action from their departmental level perspective.

OBJECTIVES

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, City departments and the Los Angeles County Operational Area via Operational Area Response and Recovery System OARRS via the Internet. This Section is responsible for the preparation and documentation of the EOC Action Plan under the direction and request of the EOC Director (with input from Management Section Staff, Section Chiefs, and other appropriate agencies/jurisdictions). The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during a disaster:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the EOC using maps and visual aids.
- Disseminate intelligence information to the EOC Director, Public Information Officer, Section Chiefs, and the Los Angeles County Operational Area via OARSS.
- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, Cal OES, FEMA and the Los Angeles County Operational Area via OARSS.

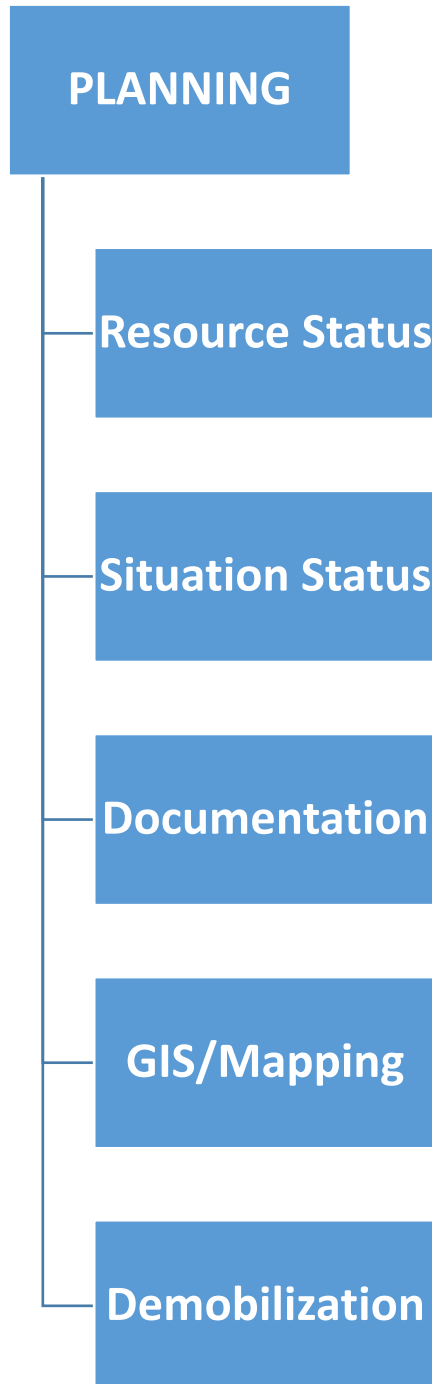
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the City's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare a City's EOC Action Plan.
- Prepare the City's After-Action/Corrective Action Report.
- Prepare a post-disaster recovery plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

CONCEPT OF OPERATIONS

The Planning/Intelligence Section will operate under the following policies during a disaster as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will be event driven.

**PLANNING/INTELLIGENCE SECTION
ORGANIZATION CHART**



PLANNING/INTELLIGENCE SECTION STAFF

The Planning/Intelligence Section Chief will determine, based on present and projected requirements, the need for establishing specific units. The following may be established as the need arises:

- Resources Unit
- Situation Status Unit
- Documentation Unit
- Demobilization Unit

The Planning/Intelligence Section Chief may activate additional branches/groups/units as necessary to fulfill an expanded role.

The Planning/Intelligence Section Chief is responsible for overseeing all demobilization post-disaster. All Planning/Intelligence staff will account for all equipment, personnel, and supplies at the end of any operation.

Planning/Intelligence Section Chief

The Planning/Intelligence Section Chief, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.
- Prepare the EOC organization for transition to recovery operations to restore the City to pre- disaster condition as quickly and effectively as possible.

Resources Unit

The Resources Unit is responsible for maintaining detailed tracking records of resources allocation and use (resources available, resources assigned, resources requested but not yet on scene, “out-of-service” resources and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. This Unit cooperates closely with the Operations Section (to determine resources currently in place and resources needed)

Situation Status Unit

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. This Unit will also maintain detailed records of safety/damage assessment information and for the evaluation, analysis and display of information for use by EOC staff.

Documentation Unit

The Documentation Unit is responsible for initiating and coordinating the preparation of the City's EOC Action Plans and After-Action/Corrective Action Reports; maintaining accurate and complete incident files; providing and preserving incident files for legal, analytical and historical purposes.

PLANNING/INTELLIGENCE SECTION CHIEF

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES:

- Ensure that the Planning/Intelligence function is performed consistent with SEMS/NIMS Guidelines, including:
 - Collecting, analyzing and displaying situation information.
 - Preparing periodic situation reports
- Initiating and documenting the City's Action Plan and After-Action/Corrective Action Report
- Advance planning
- Planning for demobilization
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

READ ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 112.

ACTIVATION

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
 - Resources Unit
 - Situation Status Unit
 - Documentation Unit
 - Demobilization Unit
 - Technical Specialist
- Confirm that all key Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.

- Carry out responsibilities of your Section not currently staffed.

NOTIFICATIONS

- Notify EOC Director when your Section is fully operational.

MEETINGS/BRIEFINGS

- Brief new or relief personnel in your Branch. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
- Meet with other activated Section Chiefs.
- Attend periodic briefing sessions conducted by the EOC Director.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Conduct periodic Planning Section briefings and work to reach consensus for forthcoming operational needs.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.

ACTION PLANNING

- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Work closely with the EOC Director and General Staff in the development of the EOC Action Plan. Ensure the development of the Planning Section objectives.
- Participate in the EOC Director's action planning meetings.
- Work closely with each Unit leader to ensure Planning/Intelligence Section objectives as defined in the current EOC Action Plan are being addressed.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 112.
- Open and maintain an Activity Log.
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Review major incident reports and additional field operational information that may pertain to or affect Section operations.
- Review and approve reconnaissance, City status and safety/damage assessment reports for transmission by the Situation Status Unit to the Los Angeles County Operational Area.

- Ensure that your Section logs and files are maintained.
- Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.
- With Section Chiefs, develop a plan for initial recovery operations.

ONGOING ACTIVITIES

- Review responsibilities of branches in your Section. Develop plan for carrying out all responsibilities.
- Direct the Situation Status Unit leader to initiate collection and display of significant disaster events and safety/damage assessment information.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- Ensure Situation Status Unit develops information on the impact of the emergency from within the EOC and outside agencies and departments.
- Ensure that the Situation Status Unit determines the status of the transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.
- Direct the Documentation Unit Leader to initiate collection and display of disaster and safety/damage assessment information.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Assemble information on alternative strategies.
- Ensure that pertinent disaster information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, Los Angeles County Operational Area via OARRS. Also ensure pertinent information to the public is disseminated through the PIO.
- Ensure internal coordination between branch/group/unit leaders.
- Ensure status and display boards are current.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Make sure that all contacts with the media are fully coordinated through the Public Information Officer (PIO).
- Begin planning for recovery.
 - Identify issues to be prioritized by the EOC Director on restoration of services to the City.
 - In coordination with the Building and Safety Branch of the Operations Section:
 - Establish criteria for temporary entry of posted buildings so owners/occupants may retrieve business/personal property and re-occupancy of posted buildings. Posting includes, as a minimum, the categories of Inspected, Restricted Access and Unsafe.
 - Establish criteria for emergency demolition of buildings/structures that are

considered an immediate and major danger to the population or adjacent structures. Ensure that homeowners' and business owners' rights are considered and arrangements are made for appropriate hearings, if possible.

- Ensure that buildings considered for demolition that come under Historical Building classification follow the special review process that should be adopted as part of the emergency procedures. (Demolition of historic structures requires a "Certificate of Appropriateness" from the Planning Commission. An alternate process should be adopted after proclamation of a disaster giving this authority to the City Planner.)
- Work with the EOC Director to prepare the EOC organization for transition to Recovery Operations.
- Coordinate with Planning Department for all land use and zoning variance issues; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.
- Coordinate with Public Works for debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.
- Coordinate with Community Services and Public Safety Departments for housing the needy; oversight of care facility property management; and low income and special housing needs.
- Coordinate with Finance Department for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.
- Coordinate with Planning Department for redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.
- Coordinate with City Attorney on emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.
- Coordinate with FEMA, Cal OES, Los Angeles County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.
- Coordinate with City Manager's Office for continuity of operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

RESOURCES

- See Resources in Common EOC Responsibilities on page 113.
- Keep up to date on situation and resources associated with your Section.
- Identify the need for use of special resources.

RESOURCES UNIT

SUPERVISOR: Planning/Intelligence Section Chief

PRIMARY RESPONSIBILITIES:

- Maintain detailed tracking records of critical resource allocation and use (critical resources available, critical resources assigned, critical resources requested but not yet on scene, “out-of-service” critical resources and estimates of future critical resource needs.)
- Prepare and maintain displays, charts and lists that reflect the current status and location of controlled critical resources, transportation and support vehicles.
- Establish a critical resources reporting system for field and EOC units.
- Prepare and process critical resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the Planning/Intelligence Section in strategy planning and briefing presentations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC Duties on page 112.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Chief.

ACTION PLANNING

- Assist in preparation of an EOC Action Plan.
- Attend planning meetings at the request of the Planning/Intelligence Section Chief.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 112.
- Maintain a master list of all critical resources reported.
- Provide a critical resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on critical resource allocations as requested by the Section Coordinators.

ONGOING ACTIVITIES

- Develop a system to track critical resources deployed for disaster response. Critical resources include personnel and equipment.

- Direct the collection, organization, and display status of critical incident resources to include allocation, deployment and staging areas.
- Establish a reporting procedure for critical resources at specified locations.
- Provide for an authentication system in case of conflicting resources status reports.
- Assist in strategy planning based on the evaluation of the critical resources allocation, resources en route and projected resources shortfalls.
- Keep Operations Section informed of the estimated time-of-arrival of ordered personnel, support vehicles/units, transportation and other critical resources. (Coordinate with Logistics Section).

RESOURCES

- See Resources in Common EOC Responsibilities on page 113.
- Prepare and maintain displays, charts and lists that reflect the status and location of controlled resources, transportation and support vehicles.
- Ensure that available critical resources are not overlooked by EOC staff.
- Make recommendations to the Planning/Intelligence Section Chief of resources that are not deployed or should be activated.

SITUATION STATUS UNIT

SUPERVISOR: Planning/Intelligence Section Coordinator

PRIMARY RESPONSIBILITIES:

- Collect, organize and analyze situation information from EOC sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director and other section coordinators to initiate the action planning process.
- Transmit approved reports to the Los Angeles County Operational Area via OARRS. (See OARRS in the Planning Support Documentation)
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Seek from any verifiable source available information which may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all incoming field situation and major incident reports.
- Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

- See Common EOC Duties on page 112.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Chief.
- Meet with the Planning/Intelligence Section Chief and EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.

ACTION PLANNING

- Assist in preparation of an EOC Action Plan.
- Attend planning meetings at the request of the Planning/Intelligence Section Chief.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 112.
- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Los Angeles County Operational Area via OARRS.
- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.

ONGOING ACTIVITIES

- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
 - Location and nature of the disaster/emergency.
 - Special hazards.
 - Number of injured persons.
 - Number of deceased persons.
 - Road closures and disaster routes.
 - Safety/damage assessment information from the Building and Safety Branch and Public Works Branch:
 - Structural property damage (estimated dollar value).
 - Personal property damage (estimated dollar value).
 - Damage assessment information on the communications infrastructure: wired, data, cable and wireless from the Logistics Section, Communications Unit.
 - Additional safety/damage assessment information from the American Red Cross, utility companies and other sources.
 - Shelters, type, location and number of people that can be accommodated.
- Possible Information Sources include:
 - Within the EOC:
 - Disaster briefings
 - EOC Action Plan
 - Section Reports
 - Intelligence Reports
 - Field Observations
 - Casualty Information
 - Resource Status Reports
 - Aerial Reports and Photographs
 - Values and Hazards Information
 - On duty personnel from other Sections
 - OARRS

- City departments/Agencies and Organizations
 - Fire Department – Agency Representative
 - Sheriff’s Department – Agency Representative
 - Public Works
 - Engineering
 - Street Maintenance
 - Water Treatment Facilities
 - Community Services
 - Parks Management
 - Recreation
 - Senior Services
 - Environmental Sustainability
 - Building and Safety
 - Water Quality
 - Wastewater Management
 - Environmental Services
 - Planning
 - Las Virgenes Unified School District
 - Chamber of Commerce
 - American Red Cross
 - LASD VOPs
 - Media (Radio and Television)
- Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.
- Prepare and maintain EOC displays. Clearly identify incidents. Ensure that all displays reflect the most current and correct information.
- Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. **(Note: Casualty information cannot be released to the press or public without authorization from EOC Director and the Public Information Officer).**
- Gather patient and casualty tracking information with the Fire Agency Representative(s).
- Provide for an authentication process in case of conflicting status reports on events.
- Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.
- Provide information to the PIO for use in developing media and other briefings.
- Determine weather conditions, current and upcoming. Keep current weather information posted.
- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Chief.
- As appropriate, assign “field observers” to gather information.

RESOURCES

- ☐ See Resources in Common EOC Responsibilities on page 113.

DOCUMENTATION UNIT

SUPERVISOR: Planning/Intelligence Section Coordinator

PRIMARY RESPONSIBILITIES:

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Provide documentation services to EOC staff.
- Maintain and preserve disaster files for legal, analytical and historical purposes.
- Compile, copy and distribute the EOC Action Plans as directed by the Section Coordinators.
- Compile, copy and distribute the After-Action Report with input from other sections/units.

READ ENTIRE CHECKLIST AT START-UP AND AT THE BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 112.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Chief.
- Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained for official records.

ACTION PLANNING

- Assist in preparation of an EOC Action Plan.
- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 112.
- Ensure that the EOC Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to EOC Sections and Units.
- Coordinate documentation with the Situation Status Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Periodically collect, maintain and store messages, records, reports, logs, journals

and forms submitted by all sections and units for the official record.

- Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Chief.

ONGOING ACTIVITIES

- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Ensure the development of a filing system to collect and log according to procedures approved by the Planning/Intelligence Section Chief.
- Establish a system for collecting all section and unit journal/logs at completion of each operational period.

RESOURCES

- See Resources in Common EOC Responsibilities on page 113.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) UNIT LEADER

SUPERVISOR: Planning Section Chief

PRIMARY RESPONSIBILITIES:

- Review geographic area of incident and inventory available spatial data.
- Determine planning unit needs for maps and GIS products and services.
- Gather and compile spatial data from different incident-sections.
- Develop and maintain current maps (locations and types of incidents) for various components of the incident. Work with the Situation Status Unit.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 112.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Meet with the Planning Section Coordinator and EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.
- Meet with the PIO to determine best methods for exchanging information and providing the PIO with location information.

ACTION PLANNING

- Assist in preparation of the EOC Action Plan and prepare maps that are needed for the EOC Action Plan
- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 112.
- Prepare written situation reports at periodic intervals at the direction of the Planning Section Coordinator.

ONGOING ACTIVITIES

- Coordinate with the Situation Status Unit the collection, mapping and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:

- Location and nature of the incident
 - Special hazards
 - Road closures and alternate routes
 - Structural property damage (estimated dollar value)
 - Personal property damage (estimated dollar value)
 - City resources committed to the disaster/emergency
 - City resources available
 - Assistance provided by outside agencies and resources committed
 - Shelters, type, location and number of people that can be accommodated
- Possible Information Sources include:
- City GIS layers
 - OES, California Spatial Information Library (CASIL), Cal Fire's Fire and Resource Program (FRAP), Los Angeles County and other cities
 - Disaster briefings
 - EOC Action Plan
 - Section Reports
 - Intelligence Reports
 - Field Observations from on-duty Personnel from other Sections
 - Resource Status Reports
 - Aerial Reports and Photographs
 - Values and Hazards Information
 - OARRS
- Direct the collection of maps and spatial data of events.
- Prepare and maintain EOC map displays. Clearly identify incidents. Ensure that all displays reflect the most current and correct information.
- Post maps that describe changes in the spatial character of the incident.
- Provide for an authentication process in case of conflicting location reports on events.
- Provide mapping information to the PIO for use in developing media and other briefings.
- Establish and maintain an open file of location and incident reports for review by other sections.
- Identify potential problem areas along evacuation routes, i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
- Provide maps and location information in response to specific requests.
- Prepare required standard map products. Obtain approval from the Planning Section Coordinator and transmit to the Los Angeles County Operational Area.
- As appropriate, assign "field observers" to gather information.

RESOURCES

- See Resources in Common EOC Responsibilities on page 113.

DEMOBILIZATION UNIT

SUPERVISOR: Coordinator

PRIMARY RESPONSIBILITIES:

- Provide assistance to the EOC Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization.
- Develop demobilization strategy and plan with Section Coordinators.
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 112.

ASSIGNMENTS/STAFFING

- Clarify any issues regarding your authority and assignment.

MEETINGS/BRIEFINGS

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Brief EOC Planning/Intelligence Section Coordinator on demobilization progress.

ACTION PLANNING

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

DOCUMENTATION

- See Documentation and Reports in Common EOC Responsibilities on page 112.
- Prepare a Demobilization Plan to include the following:
 - Release plan strategies and general information
 - Priorities for release (according to agency and kind and type of resource)
 - Phase over or transfer of authorities
 - Completion and submittal of all required documentation
 - Notify Los Angeles County Operational Area of demobilization plan.
- Obtain approval of the Demobilization Plan from the EOC Director.
- Ensure that the plan, once approved, is distributed.

ONGOING ACTIVITIES

- Coordinate with any the field level Demobilization Unit Leaders.

- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representatives to determine:
 - Agencies not requiring formal demobilization
 - Personal rest and safety needs
 - Coordination procedures with cooperating/assisting agencies
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.
- Supervise execution of the Demobilization Plan.

RESOURCES

- See Resources in Common EOC Responsibilities on page 113.
- Obtain identification and description of surplus resources.
- Establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.

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