



EOC Planner Responsibilities

Responsibilities:

Reviews the EOC Common Responsibilities Checklist

Collects, evaluates and disseminates information about the development of the incident and status of resources

Facilitates the EOC Planning Cycle (See Operational Processes) and provides current situation status and concise briefings

Assigns and prioritizes tasks for section personnel

Ensures that a thorough EOC Incident Action Plan (IAP) and supporting contingency plans are produced and disseminated after approval by the EOC Manager

Ensures timely submission of situation reports, Initial Damage Assessments (IDAs) and other required documentation to South Carolina Emergency Management Division.

Initiates long term recovery planning

Reports to:

EM Director/EOC Manager

Supervises:

As required:

Activation Phase:

- Maintain an overall vision of safety during all processes.
- Initiates position log on WEBEOC
- Participates in the initial situational briefing from the EOC On-Scene Liaison, the emergency communications center, or the Emergency Support Functions (ESF) most impacted by the incident
- Provides situational briefing and contributes to the EOC objectives, strategies, resource requirements and actions during the Initial EOC Strategy Meeting
- Recommends staffing levels needed within EOC Planning Section and requests support
 - o Determines need to assign a documentation specialist to the Policy Group to document policy decisions and directives
 - o Determines if there is a need for any technical expertise unavailable in the EOC
- Ensures that the documentation process is instituted
- Provides applicable plans to EOC personnel
- Determines need to develop contingency plans and functional plans
- Determines the meeting schedule based on the operational period

(See Operational Processes)

- Records open action items assigned by the EOC Manager to Management and General Staff
- Collects, compiles and communicates Rapid Needs Assessment data

Operational Phase:

- Maintains position log on WEBEOC
- Collects and processes situation information about the incident
- Supervises preparation of the EOC IAP
 - o Incorporates plans (e.g., Traffic, Medical, Communications, Site Safety) into the EOC IAP
- Develops alternative strategies in support of EOC objectives
- Provides periodic updates on incident potential and continually evaluates the need for contingency plans
- Reports any significant changes in incident status to EOC Manager
- Compiles and display incident status information
- Supervises development of the EOC Demobilization Plan
- Ensures documentation of all key decisions in meetings
- Manages the list of open action items
- Ensures that situation reports and plans are completed and approved by EOC Manager and submitted in a timely fashion
- Initiates long term recovery planning

Demobilization Phase:

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Ensures that demobilization plan is implemented properly
- Utilizes current information from Resource Unit and Situation Unit and recommends demobilization to EOC Manager
- Solicits, collects and consolidates after action comments for the Planning Section and provides to the appropriate person

Unique Resources Required:

- Separate area for planning activities
- ICS forms
- Access to commercial-grade photocopying and shredding equipment or service
- GIS plotter
- Wall space to post displays or maps