

PLANNING SECTION CHIEF

Mission: Oversee all incident related data gathering and analysis regarding incident operations and resource management; develop alternatives for tactical operations; initiate long range planning; conduct planning meetings; and prepare the Incident Action Plan (IAP) for each operational period.

Position Reports to: Incident Commander		Command Location: _____
Position Contact Information: Phone: (_____) - _____		Radio Channel: _____
Hospital Command Center (HCC): Phone: (_____) - _____		Fax: (_____) - _____
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from the Incident Commander on: <ul style="list-style-type: none"> ○ Size and complexity of the incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Planning Section Chief • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Obtain information and status from the Operations and Logistics Section Chiefs to ensure the accurate tracking of personnel and resources by the Personnel Tracking and Materiel Tracking Managers, if appointed, or the respective Section Chiefs if not • Provide information to the Incident Commander on the Planning Section operational situation including capabilities and limitations 		
<p>Determine the incident objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Determine which Planning Section Units need to be activated: <ul style="list-style-type: none"> ○ Resources Unit ○ Situation Unit ○ Documentation Unit ○ Demobilization Unit • Make assignments and distribute corresponding Job Action Sheets and position identification • Determine strategies and how the tactics will be accomplished • Determine needed resources 		

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<ul style="list-style-type: none"> • Brief section personnel on the situation, strategies, and tactics, and designate a time for the next briefing 		
<p>Activities</p> <ul style="list-style-type: none"> • Ensure a bed report, staffing report, and current patient census and status are being prepared for the Incident Commander • Prepare and conduct a planning meeting to develop and validate the incident objectives for the next operational period • Coordinate the preparation, documentation, and approval of the Incident Action Plan (IAP) and distribute copies to the Incident Commander and Section Chiefs • Obtain and provide key information for operational and support activities, including the impact on affected departments • Gather additional information from the Liaison Officer • Collaborate with appropriate Medical-Technical Specialists as needed • Obtain information and updates regularly from Planning Section Unit Leaders • Maintain current status of all areas • Inform the Situation Unit Leader of status information • Communicate with the Operations and Logistics Sections for resource needs and projected activities • Inform Planning Section personnel of activities that have occurred; keep updates of status and utilization of resources • Communicate with the Finance/Administration Section for personnel time records, potential compensation and claims, and canceled surgeries and procedures • Activate Incident Specific Plans or Annexes as directed by the Incident Commander 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 200: Consider use of the Incident Action Plan (IAP) Cover sheet • HICS 201: Draft Incident Briefing for Incident Commander as directed • HICS 202: Draft Incident Objectives for Incident Commander approval • HICS 203: Prepare Organization Assignment List as part of the IAP • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 205A: Distribute the Communications List appropriately • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 215A: Obtain completed Incident Action Plan (IAP) Safety Analysis from the Safety Officer for inclusion in the IAP • HICS 252: Distribute the Section Personnel Time Sheet to section personnel and ensure time is recorded appropriately • HICS 257: Track equipment used during the response on the Resource Accounting Record 		
<p>Resources</p> <ul style="list-style-type: none"> • Determine equipment and supply needs; request them from the Logistics Section Supply Unit Leader • Assess issues and needs in section areas; coordinate for resource planning • Make requests for external assistance, as needed, in coordination with the Liaison Officer 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		

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Safety and security		
<ul style="list-style-type: none"> • Ensure that all section personnel comply with safety procedures and instructions 		

Intermediate Response (2 – 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer the Planning Section Chief role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Ensure the following are being addressed: <ul style="list-style-type: none"> ○ Section personnel health and safety ○ Update the Incident Action Plan (IAP) with each operational period ○ Short and long term planning • Ensure that the Planning Section is adequately staffed and supplied • Work with the Incident Commander and other Section Chiefs to identify short and long term issues with financial implications; establish needed policies and procedures • Communicate regularly with Hospital Incident Management Team (HIMT) staff • Brief the Incident Commander, Public Information Officer, and Liaison Officer regularly on the status of the Planning Section • Designate a time for briefing and updates with Planning Section leadership to update the IAP 		
Documentation <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document actions, decisions, and information received on Activity Log • HICS 257: Track equipment used during the response on the Resource Accounting Record 		
Resources <ul style="list-style-type: none"> • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed, coordinating with the Operations and the Logistics Section Chiefs 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> • Review personnel protection practices; revise as needed • Ensure staff health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit 		

Extended Response (greater than 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer the Planning Section Chief role, if appropriate 		

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<ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) ● Continue to monitor the ability of Planning Section personnel to meet workload demands, personnel health and safety, resource needs, and documentation practices ● Continue to receive projected activity reports from Section Chiefs and Planning Section Unit Leaders at designated intervals to prepare status reports and update the Incident Action Plan (IAP) ● Ensure the Demobilization Unit Leader assesses the ability to deactivate positions, as appropriate, in collaboration with Section Chiefs and develops and implements a Demobilization Plan ● Ensure the Documentation Unit Leader is receiving and organizing all documentation, including HICS 214: Activity Logs and HICS 213: General Message Form ● Communicate regularly with Hospital Incident Management Team (HIMT) staff ● Brief the Incident Commander, Public Information Officer, and Liaison Officer regularly on the status of the Planning Section ● Designate a time for a briefing and updates with the Planning Section leadership to update the IAP 		
<p>Documentation</p> <ul style="list-style-type: none"> ● HICS 204: Document assignments and operational period objectives on Assignment List ● HICS 213: Document all communications on a General Message Form ● HICS 214: Document actions, decisions, and information received on Activity Log ● HICS 257: Track equipment used during the response on the Resource Accounting Record 		
<p>Resources</p> <ul style="list-style-type: none"> ● Monitor the levels of all supplies and equipment, and collaborate on needs with the Logistics Section Supply Unit Leader 		
<p>Communication</p> <p><i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i></p>		
<p>Safety and security</p> <ul style="list-style-type: none"> ● Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader ● Provide for personnel rest periods and relief ● Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques 		

Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> ● Transfer the Planning Section Chief role, if appropriate 		

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<ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, demobilization actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) ● As objectives are met and needs decrease, return Planning Section personnel to their usual jobs and combine or deactivate positions in a phased manner, in coordination with the Demobilization Unit Leader ● Assist Section Chiefs in restoring the hospital to normal operations ● Debrief section personnel on lessons learned and procedural or equipment changes needed ● Participate in other briefings and meetings as required ● Coordinate the final reporting of patient information with external agencies through the Liaison Officer and the Public Information Officer ● Work with Finance/Administration Section to complete cost data information ● Begin the development of the After Action Report and Corrective Action and Improvement Plan and assign staff to complete sections of the report. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues ● Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> ● HICS 221: Collect and Distribute the Demobilization Check-Out form for Incident Commander approval ● Ensure all documentation is submitted to the Documentation Unit 		

Documents/Tools
<ul style="list-style-type: none"> <input type="checkbox"/> Incident Action Plan (IAP) Quick Start <input type="checkbox"/> HICS 200 - Incident Action Plan (IAP) Cover Sheet <input type="checkbox"/> HICS 201 - Incident Briefing <input type="checkbox"/> HICS 202 - Incident Objectives <input type="checkbox"/> HICS 203 - Organization Assignment List <input type="checkbox"/> HICS 204 - Assignment List <input type="checkbox"/> HICS 205A - Communications List <input type="checkbox"/> HICS 213 - General Message Form <input type="checkbox"/> HICS 214 - Activity Log <input type="checkbox"/> HICS 215A - Incident Action Plan (IAP) Safety Analysis <input type="checkbox"/> HICS 221 - Demobilization Check-Out <input type="checkbox"/> HICS 252 - Section Personnel Time Sheet <input type="checkbox"/> HICS 254 - Disaster Victim/Patient Tracking <input type="checkbox"/> HICS 255 - Master Patient Evacuation Tracking <input type="checkbox"/> HICS 256 - Procurement Summary Report <input type="checkbox"/> HICS 257 - Resource Accounting Record <input type="checkbox"/> Hospital Emergency Operations Plan <input type="checkbox"/> Incident Specific Plans or Annexes <input type="checkbox"/> Hospital organization chart <input type="checkbox"/> Hospital telephone directory <input type="checkbox"/> Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication