## Planning Chief (PC) – Job Action Sheet (JAS)

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| Assigned To:(Name) |  |
| Date/Time: | From: \_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ | To: \_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ |
| Reporting to: | Incident Commander |
| Command Center Location: |  | PlanningTelephone: |

**Mission**: Gather and analyze response status information and resource availability from all chiefs. From the gathered information develop, obtain approval from the Incident Commander and distribute an Incident Action Plan to all Incident Management Team members.

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| **Immediate**: (0-2 hours) |
| √ | **Assuming Immediate Protective Actions have been Implemented** |
|  | Assume the role of Planning Chief (PC) |
|  | Complete the JAS information section above.  |
|  | Review the “Immediate” section of this JAS. |
|  | Take steps to set up the PC work station and the Incident Command Center in general. |
|  | Document all key information, activities and decisions on an Incident Response Log (who, what, when and where). |
|  | Evaluate the need to evacuate the facility or to shelter in place, or not.Provide this assessment to the Incident Commander as soon as possible. |
|  | Prepare for the initial Incident Management Team (IMT) briefing:1. Any and all information you know about the initiation or current status of the incident (NOTE: at report time do not repeat what the Incident Commander or others before you have reported. Report only what is new and not yet spoken.)
2. The status of your “Immediate” actions.
 |
|  | Identify and record response activities that need to be addressed as the incident develops. Post these activities on a white board for all to see. |
|  | Obtains a status available staff, equipment and materials from the Operations and Logistics Chiefs. |
|  | Based on:1. The nature of the incident
2. Response activities identified
3. Available staff
4. Available equipment and materials;

Develop a written Incident Action Plan (IAP). |
|  | Obtain Incident Commander approval of the IAP and distribute it to all Incident Management Team members. (It is good practice to keep priority or all IAP activities posted on a white board for all to see.) |

| **Intermediate**: (2-12 hours)  |
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|  | Maintain an Incident Response Log |
|  | Periodically request response status from the:1. Operations Chief
2. Logistics Chief
3. Safety/Security Officer
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|  | Update the IAP based on each status update received. |
|  | Keep the Incident Commander informed of:1. Incident Action Plan completion status
2. Any new response activities that have been identified.
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|  | Monitor the use of safety equipment and personal protective clothing by facility staff during their response activities. STOP any unsafe actions and correct the deficiency immediately. |
|  | Prepare for and participate in all IMT briefings. |
|  | When the Incident Commander directs the IMT to review “Extended” actions in your JAS do so.**IF NO**; Go to the top of the “Intermediate” section and cycle through the checklist again. |

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| **Extended**: (beyond 12 Hours) |
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|  | Continue the PC duties and responsibilities identified in the “Intermediate” section of the JAS as long as the incident response is active. |
|  | Observe your co-workers, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to the Incident Commander. |
|  | Identify and record a list of operational, facility structure, facility infrastructure and service issues that may not be able to be resumed as normal conditions after the incident has been terminated. |
|  | When the Incident Commander directs the IMT to review “Demobilization” actions in your JAS do so again.**IF NO**; Go to the top of the “Extended” section and cycle through the checklist again. |

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| **Demobilization**: |
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|  | When requested by the Incident Commander, provide your list of operational, facility structure, facility infrastructure and service issues that may not be able to be resumed as normal conditions after the incident has been terminated. |
|  | When directed by the Incident Commander ensure all staff assigned to response activities are notified that [*name of facility*] is returning to normal or modified operations |
|  | Check and complete all information sections of forms and documents initiated during the incident. |
|  | Gather all records, logs, documents and form; then provide them to the Planning Chief. |
|  | Identity and record all missing or used materials, forms, and equipment used at your work station during the incident response. Report the same to the Incident Commander. |
|  | When directed by the Incident Commander; help re-store, re-stock and prepare the Incident Command Center for the next incident. |
|  | Report to the Incident Commander that your work station is secured and that you are leaving the Incident Command Center. |