

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

SITE PLANNING & INTELLIGENCE SECTION CHIEF

Position initially assumed by any certificated/classified staff available; ideally assumed by pre-designated assistant principal, counselor or teacher.

RESPONSIBILITIES:

- ▶ Provide for the safety of staff and students.
- ▶ Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:
- ▶ Collecting, analyzing, and displaying situation information at the site.
- ▶ Preparing periodic situation reports
- ▶ Conducting advance planning activities and report
- ▶ Establish the appropriate level of organization for the Planning/Intelligence Section.
- ▶ Exercise overall responsibility for the coordination of unit activities within the section.
- ▶ Keep the Incident Commander informed of significant issues affecting the Planning/Intelligence Section.
- ▶ In coordination with the other section chiefs, ensure that team status reports are completed and utilized as a basis for situation status reports.
- ▶ Watch for signs of stress in staff.
- ▶ Supervise the Planning/Intelligence Section.

ACTIVATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.
- ▶ Check in with Incident Commander for situation/safety briefing.
- ▶ Obtain necessary equipment and supplies from Logistics.
- ▶ Put on position identifier, such as vest, if available.
- ▶ Put on District identification badge.
- ▶ Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

- ▶ Based on the situation, activate teams within the section as needed and designate team leaders for each element:
 - Situation Analysis Unit Advance Planning Unit
 - Documentation Unit Technical Services Unit
- ▶ Request additional personnel for the section as necessary to maintain a 24-hour operation.
- ▶ Meet with Operations Section Chief; obtain and review any major incident reports.
- ▶ Review responsibilities of teams within the section; develop plans for carrying out all responsibilities.
- ▶ Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial operational period.
- ▶ Keep the Incident Commander informed of significant events.
- ▶ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

OPERATIONAL STAGE:

- ▶ Assume the duties of all Planning/Intelligence positions until staff is available and assigned.
- ▶ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ▶ Ensure that Planning/Intelligence position logs and other necessary files are maintained.
- ▶ Ensure that the major incident reports and status reports are completed by the Operations Section and are accessible by Planning/Intelligence.
- ▶ Ensure that a situation status report is produced and distributed to Incident Command teams prior to the end of the operational period.
- ▶ Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- ▶ Conduct periodic briefings with team staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- ▶ Ensure that a report, which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period are distributed.
- ▶ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section of the District EOC.

DEMOBILIZATION STAGE:

- ▶ At the Incident Commander's direction, deactivate the section and close out all logs.

- ▶ Verify that closing tasks of all Planning/Intelligence positions have been accomplished.
- ▶ Return equipment and reusable supplies to Logistics.

EQUIPMENT/SUPPLIES

- ▶ District identification badge, clearly visible
- ▶ Dry-erase pens
- ▶ File box(es)
- ▶ Forms:
 - Emergency Time/Situation Report
 - Sample log
 - Student Accounting Form
- ▶ Job description clipboard
- ▶ Large site map of campus, laminated or covered with plexiglas
- ▶ Paper, pens
- ▶ Tissues
- ▶ Two-way radio
- ▶ Vest (Employees wear green; runners/volunteers wear orange)

SITEP&ICHF
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