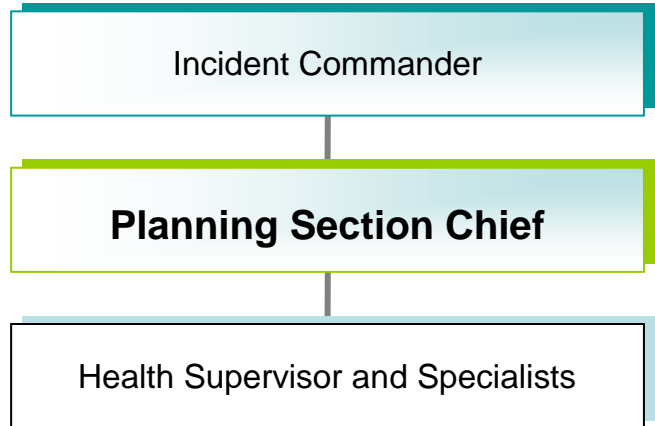


PLANNING SECTION CHIEF RESPONSIBILITIES

PLANNING SECTION CHIEF – The Planning Section Chief will activate the Health Supervisor and Technical Specialists as needed. The Planning Section Chief will direct the activities of all subordinate personnel to lead the creation of alternate strategies for addressing the emergency and will advise the IC regarding these strategies. The Planning Section Chief will provide the IC with diagrams, maps and information about campus buildings and resources relevant to the emergency incident.



Complete	Planning Section Chief Major Responsibilities
	Upon notification of Emergency Response implementation, pick up cache of supplies and checklist
	Report to the EOC and check in with the IC. Receive briefing regarding status of emergency and planned response.
	Manage the incident planning process and make available maps and diagrams of the area involved in the incident.
	As appropriate to the nature of the incident, make the IC and the Operations Section Chief aware of the location of first aid kits, fire extinguishers, or other resources.
	Activate and direct the work of the Health Supervisor and available Technical Specialists as needed.
	As directed by the IC, inform Operations Section personnel or emergency responders from other agencies regarding locations and attributes of facilities.
	Receive information from the Health Supervisor or Technical Specialists regarding the existence of hazardous materials, chemicals or other items, and make this information available as appropriate.
	At the time of an "All Clear," direct appropriate staff in assuring that no hazardous situation developed or exists in any affected facility.
	Request de-briefing information and completed activity checklists from Health Supervisor and Technical Specialists.
	Debrief as directed.
	Submit completed activity checklists to the IC.