



PLANNING SECTION CHIEF

Mission: Oversee all incident-related data gathering and analysis regarding incident operations and assigned resources. Develop projections to inform long range planning, conduct planning meetings, and prepare the Incident Action Plan (IAP) for each operational period.

Date:	Start:	End:	Position Assigned to:	Initial:
Positions Reports to: Incident Commander - Signature: _____				
Nursing Home Command Center (NHCC) Location: _____				
Phone: _____		Fax: _____		Email: _____
Radio Title: _____				

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Incident Commander. Obtain packet containing Planning Section Job Action Sheets.		
Read this entire Job Action Sheet and review Incident Management Team Chart (see NHICS Form 207). Put on position identification (e.g. vest, cap, etc.).		
Notify your usual supervisor of your NHICS assignment.		
Determine need for and appropriately appoint Unit Leaders, distribute corresponding Job Action Sheets and position identification. If a position is needed and not assigned, the Planning Section Chief keeps the Job Action Sheet and assumes that function.		
Fill out branch assignments and initiate Operational Log (see NHICS Form 201).		
Establish Planning Section area (preferably in close proximity to Incident Commander) to support section meetings for briefings and updating assignments.		
Brief Planning Section Unit Leaders on current situation and incident objectives; develop response strategy and tactics; outline Section action plan and designate time for next briefing.		
If alternative staff time tracking method is utilized, distribute the Time Sheet (see NHICS Form 252) to Planning Section personnel and ensure time is recorded appropriately. Submit the Section Personnel Time Sheet to the Finance/Administration Section's Time Unit Leader at the completion of a shift or at the end of each operational period.		

IMMEDIATE (Operational Period 0-2 Hours)	Time	Initial
In consultation with the Incident Commander, establish the incident objectives and operational period. Initiate the Incident Objectives Form (see NHICS Form 202) and distribute to all activated NHCC positions.		
Document all key activities, actions, and decisions in an Operational Log (see NHICS Form 201) on a continual basis.		
Establish and maintain communications with Logistics Section Chief and Infrastructure Branch Director to ensure the accurate tracking of personnel and resources.		
Facilitate and conduct incident action planning meetings with Command Staff, Section Chiefs and other key positions to plan for the next operational period. Coordinate preparation and documentation of the Incident Action Plan and distribute copies to the Incident Commander and all		
Ensure the Situation Unit Leader regularly updates status reports from all Section Chiefs and Unit Leaders. Call for status and resource projections from Section Chiefs for scenarios 4, 8, 24, and 48 hours from time of incident onset. Adjust time for receiving these reports as necessary.		
Ensure Planning Section personnel comply with safety policies and procedures.		
Document all key communications (internal and external) on an Incident Message Form (see NHICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

INTERMEDIATE (Operational Period 2-12 Hours)	Time	Initial
Meet regularly with the Incident Commander to brief on the status of the Planning Section and the Incident Action Plan. Update Incident Action Plan as necessary to reflect changing conditions and resources.		
Attend command briefings and meetings.		
Continue to conduct regular planning meetings with Planning Section Unit Leaders, Section Chiefs, Command Staff, and the Incident Commander for continued update and development of the Incident Action Plan.		
Ensure that personnel and equipment are being tracked and reported.		
Ensure that the Planning Section is adequately staffed and supplied.		

EXTENDED (Operational Period Beyond 12 Hours)	Time	Initial
Continue to monitor Planning Section personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Conduct regular situation briefings with Planning Section.		
Continue to receive projected activity reports from Section Chiefs and Planning Section Unit Leaders at designated intervals to prepare NHCC status reports and update the Incident Action Plan.		

EXTENDED (Operational Period Beyond 12 Hours)	Time	Initial
Assess ability to deactivate positions, as appropriate, in collaboration with Section Chiefs and develop a demobilization plan for activated Sections.		
Ensure the Documentation Unit Leader is receiving and organizing all NHCC documentation, including Operational Logs (see NHICS Form 201) and Incident Message Forms (see NHICS Form 213).		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

DEMOBILIZATION/SYSTEM RECOVERY	Time	Initial
As needs decrease, return Planning Section staff to their usual jobs and combine or deactivate positions in a phased manner.		
Continue to meet with Command Staff, Section Chiefs and Planning Section Unit Leaders to evaluate facility and personnel, review the demobilization plan and update the Incident Action Plan.		
Ensure collection of all NHCC documentation and Operational logs from Command and Sections as positions are deactivated and sections demobilized.		
Assist Section Chiefs in restoring Nursing home to normal operations.		
Work with Finance/Administration Sections to complete cost data information.		
Begin development of the Incident After-Action Report and Improvement Plan and assign staff to complete portions/sections of the report.		
Debrief staff on lessons learned and procedural/equipment changes need.		
Upon deactivation of your position, ensure all documentation and Operational Logs (see NHICS Form 201) are submitted to the Documentation Unit.		
Upon deactivation, brief the Incident Commander on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Incident Commander for discussion and possible inclusion in an after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		



DOCUMENTS/TOOLS

- Incident Action Plan
- NHICS Form 201: Incident Briefing Form
- NHICS Form 202: Incident Objectives Form
- NHICS Form 207: Incident Management Team Chart
- NHICS Form 213: Incident Message Form
- NHICS Form 252: Section Personnel Time Sheet
- Facility Emergency Operations Plan
- Facility organizational chart
- Facility telephone directory
- Radio/satellite phone

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System by the American Health Care Association (AHCA) Disaster Preparedness Committee