



PLANNING CHIEF CHECKLIST

INITIAL ASSIGNMENTS

When assigning roles, the Role ID Badge provides the Job Description and tasks to the assignee.

In all cases, deliver the Role ID Badge, read the job description on the badge to the assignee, and confirm understanding. Confirm their name has been added to the Incident Command Organization Chart.

FIRST 10 MINUTES COMPLETE THESE ITEMS

- Review this binder in its entirety
- If not checked in, check in and request a vest and pink wristband from the Staging Area
- Request 2 persons from staging to fill the positions of:
 1. Runner
 2. Scribe

FIRST 30 MINUTES COMPLETE THESE ITEMS

- Assign and brief Runner - Role ID Badge
- Assign and brief Scribe - Role ID Badge, Scribe Clipboard from Command Post Reunification Box
- Contact Nutrition Services. Provide food, snacks and water as necessary.

FIRST 60 MINUTES COMPLETE THESE ITEMS

Delegate the following items, and determine future issues to be resolved:

- If the Reunification site is a school that is still in session, provide a plan for students on reunification site when the first bus arrives from the incident site. Keep student populations separated.
- Teacher Debriefing - Contact Victim Services for the School District to debrief or counsel teachers after reunification is over.
- Provide transportation of teachers and staff.
- Determine if long-term or overnight shelter will be needed. Provide a plan if this is necessary.
- Entertainment - Contact an IT or school teacher to obtain entertainment supplies, if needed

ONGOING TASKS AND CONSIDERATIONS

- Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with Operations Section Chief; obtain and review any major incident reports.
- Make a list of key issues to be addressed by the Planning Section.

DEMOBILIZATION AND TEARDOWN

- Return all materials still in your possession to Staging Area

MANIFEST

- Wristband
- Vest
- Role ID Badge
 - Scribe Role ID Badge
 - Runner Role ID Badge
- Radio
- Scribe Clipboard and Pen

RADIO CHANNELS

School Radio	Law Enforcement
Fire	EMS



PLANNING CHIEF SUPERVISOR TEAM LIST

Title/Position	Name	Cell Phone Number
Supervisor: Incident Command		
Scribe		
Runner		
Other		



PLANNING CHIEF

JOB DESCRIPTION

OVERVIEW

Your job is to solve long and short term problems that are created by the event. Your list will expand and contract as the event unfolds. Request competent and/or specific people to help you.

- Assign staff to positions listed in the checklist
- You and your staff must be checked in by the Staging Manager prior to receiving your wristband. Read through the Reunification Process before briefing your subordinates.

REPORTS TO

Unified Command

PRIORITIES

- Planning area deployed
- Identify key issues
- Transportation of Staff from Impacted School after Reunification operations are completed

OBJECTIVES

- Support the Reunification process
- Ensure events are documented

STRATEGIES

- Standard Reunification Method

TACTICS

- See Checklist

ROLE ID BADGES

Role ID Badges display the role of the staff member on the front and contain a summary of job duties on the back. Some staff may only receive a Role ID Badge. For example: Greeters can be verbally briefed and can refer to their job duties on the back of the ID.



WRISTBANDS

Every Reunification Staff member should be issued a wristband during check-in at the Responder Staging Area.



Pink bands are used at the Reunification Site, Green bands are issued to the adults at the impacted site.

REUNIFICATION INCIDENT COMMAND ORGANIZATION CHART PLANNING CHIEF



