



PLANNING SECTION CHIEF

Mission: Oversee all incident-related data gathering, situational information and analysis regarding incident operations and assigned resources. Collect, process and maintain accurate and complete incident files, including a record of the Nursing Home’s response and recovery activities, decisions and key communications. Develop projections to inform long range planning, prepare situation summaries and maps, conduct planning meetings, and prepare the Incident Action Plan (IAP). Disseminate the new IAP to all assigned NHCC staff at the beginning of each Operational Period.

Date: _____	Start: _____	End: _____	Name of Person Assigned to Position: _____
Phone: _____	Signature: _____	Initial: _____	
NHCC Location: _____	Email: _____		

Immediate Response (0-2 hours)	Time	Initial
Receive appointment <ul style="list-style-type: none"> Receive appointment from the Incident Commander Put on position identification (e.g., vest, cap, etc.) Read this entire Job Action Sheet Notify your usual supervisor that you have been assigned to the Incident Management Team (IMT) Report to the Incident Commander until demobilized 		
Assess the operational situation <ul style="list-style-type: none"> Obtain information and status from the Operations and Logistics Section Chiefs to ensure the accurate tracking of personnel and resources Provide information to the Incident Commander on the operational situation including capabilities and limitations 		
Activities <ul style="list-style-type: none"> In conjunction with the Liaison/PIO collect situational awareness information (i.e., weather, roads, evacuation routes/sites) In consultation with the Incident Commander, establish the incident objectives and operational period. Initiate the Incident Briefing Form (see NHICS 201) so that the Incident Commander has the Form to brief incoming IMT staff Coordinate preparation and documentation of the NHICS 200: IAP Quick Start and distribute copies to the Incident Commander and all Section Chiefs Facilitate and conduct IAP preparation/meetings with Command Staff, Section Chiefs and other key positions to plan for the next operational period: <ul style="list-style-type: none"> Gather and share critical incident and resident status information Discuss section-level objectives, assignments, strategies/tactics, and resources needed (<i>optionally document on a NHICS 204: Assignments List</i>) 		



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Immediate Response (0-2 hours)	Time	Initial
<ul style="list-style-type: none"> • Prepare a system to receive documentation and completed forms from all Sections over the course of the NHCC activation. Include the following: <ul style="list-style-type: none"> ○ Duplicates of forms and reports to authorized NHCC requestors if copy service available, otherwise note request and provide summary of key information ○ File, maintain, and store incident files for legal, analytical, and historical purposes • Coordinate with Logistics Section Chief to ensure access to IT systems with e-mail/intranet communication to increase communication and document sharing with all sections (if available) • 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 		
<p>Documentation</p> <ul style="list-style-type: none"> • NHICS 200: Support the Incident Commander in preparing the IAP Quick Start • NHICS 201: Support the Incident Commander in preparing for the initial briefing of incoming IMT staff using the Incident Briefing Form • NHICS 214: Document all key activities, actions, communications, and decisions in a Activity Log on a continual basis • NHICS 215A: Obtain completed IAP Safety Analysis from the Safety Officer for inclusion in the IAP • NHICS 258: Update and maintain the Facility Resource Directory 		
<p>Resources</p> <ul style="list-style-type: none"> • Maintain communications with Logistics Section Chief and Infrastructure Branch Director to ensure the accurate tracking of personnel and resources • Request a scribe/runner to support documentation activities, if needed • Make requests for external assistance, as needed, in coordination with the Liaison/PIO 		
<p>Communication</p> <ul style="list-style-type: none"> • Communicate with Command Staff and Section Chiefs (informally and formally - via planning meetings) to obtain and document overall status 		

Intermediate Response (2-12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Participate in all briefings and meetings in support of the IC as requested • Meet regularly with the Incident Commander to brief on the section status and the IAP • Continue to monitor changing incident conditions • Continue to conduct regular Incident Action Planning meetings with Command Staff, Section Chiefs, and the Incident Commander for continued update and development of the IAP • Ensure that personnel and equipment are being tracked and reported • Check the accuracy and completeness of documentation, forms, and records submitted. Correct errors or omissions by contacting the appropriate NHCC Section staff • Ensure backup and protection of existing data for main and support computer systems, in coordination with the Logistics Section Chief 		



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Intermediate Response (2-12 hours)	Time	Initial
Documentation <ul style="list-style-type: none"> IAP: Continue revising the IAP to reflect changing conditions and resources NHICS 214: Continue documentation of key activities, actions, communications, and decisions on a Activity Log NHICS 258: Update the Facility Resource Directory as needed. All NHICS Forms: Prepare and receive all documentation from Command and General Staff positions 		
Resources <ul style="list-style-type: none"> As work load increases request a scribe/runner to support documentation activities, if needed 		
Communication <ul style="list-style-type: none"> Continue communications with Command Staff and Section Chiefs (informally and formally - via planning meetings) to obtain and document overall status 		
Extended Response (greater than 12 hours)	Time	Initial
<ul style="list-style-type: none"> Continue to receive projected activity reports from Section Chiefs at designated intervals to prepare NHCC status reports and update the IAP Assess ability to deactivate positions, as appropriate, in collaboration with Section Chiefs and demobilization of activated Sections Receive and organize all NHCC documentation, including Activity Logs (see NHICS 214) Continue checking the accuracy and completeness of records submitted. Correct errors or omissions by contacting the appropriate NHCC Section staff Continue to ensure backup and protection of existing data for main and support computer systems, in coordination with the Logistics Section Chief Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information 		
Documentation <ul style="list-style-type: none"> IAP: Continue revising the IAP to reflect changing conditions and resources NHICS 214: Continue documentation of key activities, actions, communications, and decisions on a Activity Log NHICS 258: Update the Facility Resource Directory as needed. All NHICS Forms: Prepare and receive all documentation from Command and General Staff positions as they are deactivated Finalize and distribute steps for demobilization in the Incident Action Plan. 		
Communication <ul style="list-style-type: none"> Continue discussions (formal and informal) with Command Staff and Section Chiefs to obtain and document overall status 		



Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Continue to meet with Command Staff, Section Chiefs and Branch Directors to evaluate facility and personnel, review the plan for demobilization and update the IAP • 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, 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 after-action meetings and debriefings as required • Coordinate the final reporting of resident information with external agencies through the Liaison/PIO 		
<p>Documentation</p> <ul style="list-style-type: none"> • NHICS 214: Upon deactivation of your position, submit Activity Logs and all completed documentation • NHICS 252: Submit Time Sheet to the Finance/Administration Section Chief at end of shift or operational period as determined • All NHICS Forms: Prepare and receive all additional documentation from Command and General Staff positions as they are deactivated and sections demobilized. Finalize documentation from activation 		

Documents and Tools
<ul style="list-style-type: none"> <input type="checkbox"/> NHICS 200: IAP Quick Start which includes a combined and abbreviated: <ul style="list-style-type: none"> • NHICS 201: Incident Briefing Form • NHICS 202: Incident Objectives • NHICS 203: Organization Assignment List • NHICS 204: Assignment List (<i>optional full form also available</i>) • NHICS 215A: Incident Action Plan (IAP) Safety Analysis <input type="checkbox"/> NHICS 207: Incident Management Team (IMT) Chart <input type="checkbox"/> NHICS 214: Activity Log <input type="checkbox"/> NHICS 252: Section Personnel Time Sheet



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Documents and Tools

- NHICS 258: Facility Resource Directory
- Facility Emergency Operations Plan
- Facility organizational chart
- Facility telephone directory

Nursing Home Incident Command System (NHICS) Job Action Sheets have been adapted from the Hospital Incident Command System 5th Edition (2014) Guidebook by the American Health Care Association (AHCA) Disaster Preparedness Committee