

PLANNING SECTION: DOCUMENTATION

TEAM MEMBER	Wanda Lehman, Christine Crise
RESPONSIBILITIES:	This section is responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.
START-UP ACTIONS:	<ul style="list-style-type: none"> ▪ Check in with the Planning Section Chief for a situation briefing. ▪ Obtain necessary equipment and supplies from Logistics. ▪ Put on a position identifier, such as a vest, if available. ▪ Determine whether there will be a Finance/Administration Section. If there is none, the Documentation Clerk will be responsible for maintaining all records of expenditures as well as all personnel timekeeping records.
OPERATIONAL DUTIES:	<p>Records:</p> <ul style="list-style-type: none"> ▪ Maintain a time log of the incident, noting all actions and reports. (See the sample log in Appendix G.) ▪ Record content of all radio communication with the district Emergency Operations Center (EOC). ▪ Record verbal communication for basic content. ▪ Log in all written reports. ▪ File all reports for reference (file box). <p>+ <i>Important:</i> A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records - they are legal documents.</p> <p>Student and Staff Accounting:</p> <ul style="list-style-type: none"> ▪ Receive, record, and analyze Student Accounting forms. ▪ Check off staff roster. Compute the number of students, staff, and others on campus for Situation Analysis. Update periodically. ▪ Report missing persons and site damage to the Command Post. ▪ Report first aid needs to the Medical Team Leader. ▪ File forms for reference.

PLANNING SECTION: DOCUMENTATION (CONTINUED)

CLOSING DOWN:	<ul style="list-style-type: none">▪ Collect and file all paperwork and documentation from deactivating sections.▪ Securely package and store these documents for future use.▪ Return equipment and reusable supplies to Logistics.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Two-way radio▪ NOAA Weather Radio▪ LED Flashlight▪ File box(es)▪ Forms:<ul style="list-style-type: none">▫ Emergency Time/Situation Report▫ Student Accounting Form▫ Sample Log▪ Paper, pens▪ Job description clipboard