

PLANNING SECTION: SITUATION ANALYSIS

TEAM MEMBERS	Safety Committee
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. Maintain accurate site map. Provide ongoing analysis of situation and resource status.
START-UP ACTIONS:	<ul style="list-style-type: none"> ▪ Check in with 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.
OPERATIONAL DUTIES:	<p>Situation Status (Map):</p> <ul style="list-style-type: none"> ▪ Collect, organize and analyze situation information. ▪ Mark the site map appropriately as related reports are received, including but not limited to S&R reports and damage updates, giving a concise picture of the status of the campus. ▪ Preserve the map as a legal document until it is photographed. ▪ Use an area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.) <p>Situation Analysis:</p> <ul style="list-style-type: none"> ▪ Provide current situation assessments based on analysis of information received. ▪ Develop situation reports for the Command Post to support the action planning process. ▪ Think ahead and anticipate situations and problems before they occur. ▪ Report only to Command Post personnel. Refer all other requests to the PIO.
CLOSING DOWN:	<ul style="list-style-type: none"> ▪ Close out all logs and turn all documents in to Documentation. ▪ Return equipment and reusable supplies to Logistics.

PLANNING SECTION: SITUATION ANALYSIS (CONTINUED)

EQUIPMENT/ SUPPLIES:

- Two-way radio
- NOAA Weather Radio
- LED Flashlight
- Paper, pens, dry-erase pens, tissues
- Job description clipboards
- Large site map of campus, laminated or covered with Plexiglas
- File box(es)
- Map of county or local area