

Planning and Assessment

Responsibilities

I. Preparation

- Know the capabilities of your local Emergency Response Organizations
- Study incidents reported in the media to learn what can happen and how other agencies handle different situations

II. Response

- Report to EOC upon notification
- Gather information and analyze the situation as it progresses
- Record the status of resources, including those already committed to the incident, anticipated needs, and the projected impact of additional resources responding
- Generate action plan for the next operational period
- Record and protect all documents relevant to the incident. (Incident reports, communication logs, injury claims, and status reports)
- Activate appropriate technical experts/specialists to assist in developing action plans

III. Recovery

- In incidents requiring a major resource commitment, adequate planning is needed to ensure an effective, safe, and cost-effective demobilization and return of resources to service
- Personnel being demobilized must be debriefed before being released
- Stress counseling may be necessary following a traumatic incident
- Responsible for the after action reports