PART TWO
PLANNING/INTELLIGENCE SECTION

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PLANNING/INTELLEGENCE SECTION GENERAL INFORMATION

PURPOSE

To coordinate, collect, display, plan, and document all current and future EOC operations.

OVERVIEW

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, analyze, display and disseminate incident information and status of all assigned and available resources. This section functions as the primary support for decision-making to the overall emergency organization. This section also provides anticipatory appraisals and develops plans necessary to cope with changing events. This Section primarily gathers and documents information to answer critical questions: Where are the incidents? How bad are the incidents? How much worse will the incidents become? How can we best manage the incidents? Department Heads will provide department status reports. The Planning/Intelligence section also leads status planning meetings as well as the development and dissemination of the EOC Action Plan.

OBJECTIVES

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, City departments, and the Los Angeles County Operational Area. The Planning/Intelligence Section is responsible for the preparation and documentation of the EOC Action Plan (with input from the Management Section, Section Chiefs, and other appropriate agencies). The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- collect initial situation and safety/damage assessment information
- display situation and operational information in the Emergency Operations Center (EOC) using maps, visual aids, and WebEOC
- disseminate intelligence information to the Director of Emergency Services (EOC Director), Public Information Officer, General Staff, and the Los Angeles County Operational Area via Operational Area Response and Recovery System (OARRS)
- conduct mapping, geographic analysis and recording operations
- prepare summary safety/damage assessment reports for dissemination to other sections, City departments, CalOES, FEMA and the Los Angeles County Operational Area via OARRS
- monitor OARRS and make required reports and resource requests to Los Angeles County
- prepare required reports identifying the extent of damage and financial losses
- determine the City's post-event condition
- provide planning/intelligence support to other sections
- ensure accurate recording and documentation of the incident
- prepare the City’s EOC action plan
- prepare the City’s After-Action Report

- prepare the City's post-disaster recovery plan
- maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and CalOES/FEMA filing requirements
- acquire technical experts for special interest topics or special technical knowledge subjects
- provide regional and local geospatial situational awareness, which involves real-time data aggregation, visualization, analysis and reporting

CONCEPT OF OPERATIONS

The Planning/Intelligence Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or Director of Emergency Services (EOC Director)
- All on-duty personnel are expected to remain on duty until properly relieved of duty
- Off-duty personnel will be expected to return to work in accordance with their regular schedule or as otherwise directed by the Director of Emergency Services (EOC Director) or appropriate supervisor
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational Periods will normally change at 6:00 a.m. and 6:30 p.m. Operational Periods should be event-driven.

SECTION ACTIVATION PROCEDURES

The Director of Emergency Services (EOC Director) is authorized to activate the Planning/Intelligence Section.

When to Activate

The Planning/Intelligence Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the Director of Emergency Services (EOC Director).

Where to Report

EOC responders shall report to the Primary EOC location unless otherwise directed.

When to Report

As directed.

PLANNING/INTELLIGENCE SECTION STAFF

The Planning/Intelligence Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. The following may be established as the need arises:

- Resources Unit
- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Advance Planning Unit
- Recovery Planning Unit
- Geographic Information System (GIS) Unit
- Demobilization Unit
- Technical Specialist

The Planning/Intelligence Section Chief may activate additional branches/groups/units as necessary to fulfill an expanded role.

Planning/Intelligence Section Chief

The Planning/Intelligence Section Chief, a member of the Director of Emergency Services (EOC Director)'s General Staff, is responsible for managing the collection, documentation, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to understand the current situation, predict probable course of incident events, and prepare alternative strategies for the incident.

Resources Unit

The Resources Unit is responsible for assisting the Operations and Logistics sections to maintain detailed tracking records of resource allocation and use, to include resources available, resources assigned, resources requested but not yet on scene, "out-of-service" resources, and estimates of future resource needs; for maintaining logs and invoices to support the documentation process; for submitting mutual aid resource requests to Los Angeles County Operational Area via OARRS; and for keeping information current on the resource status display boards and maps in the EOC.

Situation Status Unit

The Situation Status Unit is responsible for the collection, evaluation, organization, analysis, and display of incident status and situation information; and for compiling Department Status Reports.

Documentation Unit

The Documentation Unit is responsible for maintaining complete documentation of the emergency, to include damage assessment reports, EOC action reports, after action and corrective action reports, and other incident files; for the duplication of materials; and for the preservation of incident files for legal, analytical, and historical purposes.

Damage Assessment Unit

The Damage Assessment Unit is responsible for compiling, reviewing, and maintaining detailed records of safety/damage assessment information. It works closely with the Operations Section, especially Building & Safety Branch, in support of the documentation process.

Advance Planning Unit

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

Recovery Planning Unit

The Recovery Planning Unit is responsible for planning, preparing, and developing the City's Disaster Recovery Plan; for conducting all initial recovery operations; and for preparing the EOC organization for transition to a recovery operations organization, in order to restore the City to pre-disaster condition as quickly and effectively as possible.

The Geographic Information System (GIS) Unit

The GIS Unit provides geospatial information services for all aspects of incidence response and recovery. This includes data collection, visualization, analysis and generating reports (maps, statistics, graphs). The unit maintains Virtual Beverly Hills (VBH) to disseminate real-time situational awareness on a standard common operating platform for DOC and EOC staff. The GIS Unit both supports VBH users to analyze and answer what-if questions, and produces requested maps and decision support reports.

Demobilization Unit

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

Technical Specialist

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be employees of a public or private agency) may report to the Planning/Intelligence Section Chief; may function within an existing unit such as the Situation Status Unit; may form a separate unit; or may be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.

COMMON CHECKLISTS

1. ACTIVATION EOC

- ❑ Follow EOC Activation Procedures Manual found on back EOC wall and in each file drawer.

NOTE: If primary EOC is damaged, report to alternate EOC, Fire Department training room or Public Works lunchroom. Post signs.

2. ASSUME EOC JOB

- ❑ Set up your work station.
- ❑ Open WebEOC and check in.
- ❑ Put on appropriate vest. Print your name on the EOC organizational chart.
- ❑ Obtain preliminary report of the extent of damage. (Try to obtain a "big picture" of the situation and the status of the incident).
- ❑ Begin your WebEOC Activity or hard duty Log (Found on H Drive, EOC Forms or in the EOC storage room). Use other forms as required. Document all actions.
- ❑ Read position checklist. (EOC Position Checklists can be found in an Emergency Operations Plan, WebEOC and on the H Drive/Emergency Operations Plan, on nametag and small EOC checklist book).
- ❑ Ensure you have all needed equipment and supplies.
- ❑ Establish contact with department/field/ DOC/Department head or other appropriate staff and communicate that your branch is fully operational.
- ❑ Obtain briefing from whatever sources available. Verify all key EOC personnel have been contacted.
- ❑ Ensure all EOC functions within your section are staffed. You may have to serve multiple roles until additional assistance arrives.
- ❑ Review the responsibilities of the other positions in your section and within the EOC. Know where to get information and support.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Establish/confirm procedures for:
    i. Radio communications
    ii. Computer and data systems
    iii. Disaster accounting
    iv. Finance
    v. Resource requests
- ❑ Coordinate staffing to support 24-hour operations (if required). Plan for two 12-hour shifts per 24 hour per period if required.
- ❑ Develop and implement plan to support EOC and field operations.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Be prepared to provide input for the EOC Action Plan, meetings or policy decisions.
- ❑ Maintain current status boards and displays in WebEOC that you are responsible for.
- ❑ Keep informed on situation and response priorities as established by the EOC Action Plan.
- ❑ Keep your supervisor advised of your status and activities, and on any problem areas that will require solutions.
- ❑ Anticipate potential situation changes; develop options for staffing and response.
- ❑ Request additional resources, as needed, through the Logistics Section or established ordering procedures.

- ❑ Carefully document information required for cost recovery.
- ❑ Use face-to-face communication whenever possible in the EOC; document decisions.
- ❑ Planning & Intelligence should ensure the City has completed required Operational Area (OARS) reports within 60 minutes of the EOC activation. (See OARS and ESCN Manual).
- ❑ Proclaim local emergency if necessary.
- ❑ Refer media contacts to PIO.

3. COMFORT

- ❑ Open Kitchen.
- ❑ Make coffee.
- ❑ Put out snacks.

4. EOC SHIFT CHANGE (OFFGOING)

- ❑ Brief incoming personnel and identify in-progress activities which need follow-up:
  - A snapshot of the current situation, including anything that has changed since your shift began.
  - Identification of in-progress activities and follow-up requirements
  - A copy of the most current EOC action-plan.
- ❑ Submit completed logs, time cards, etc. for your Section before you leave.
- ❑ Log out of WebEOC
- ❑ Determine when you should return for your next work shift.
- ❑ Leave contact information where you can be reached.

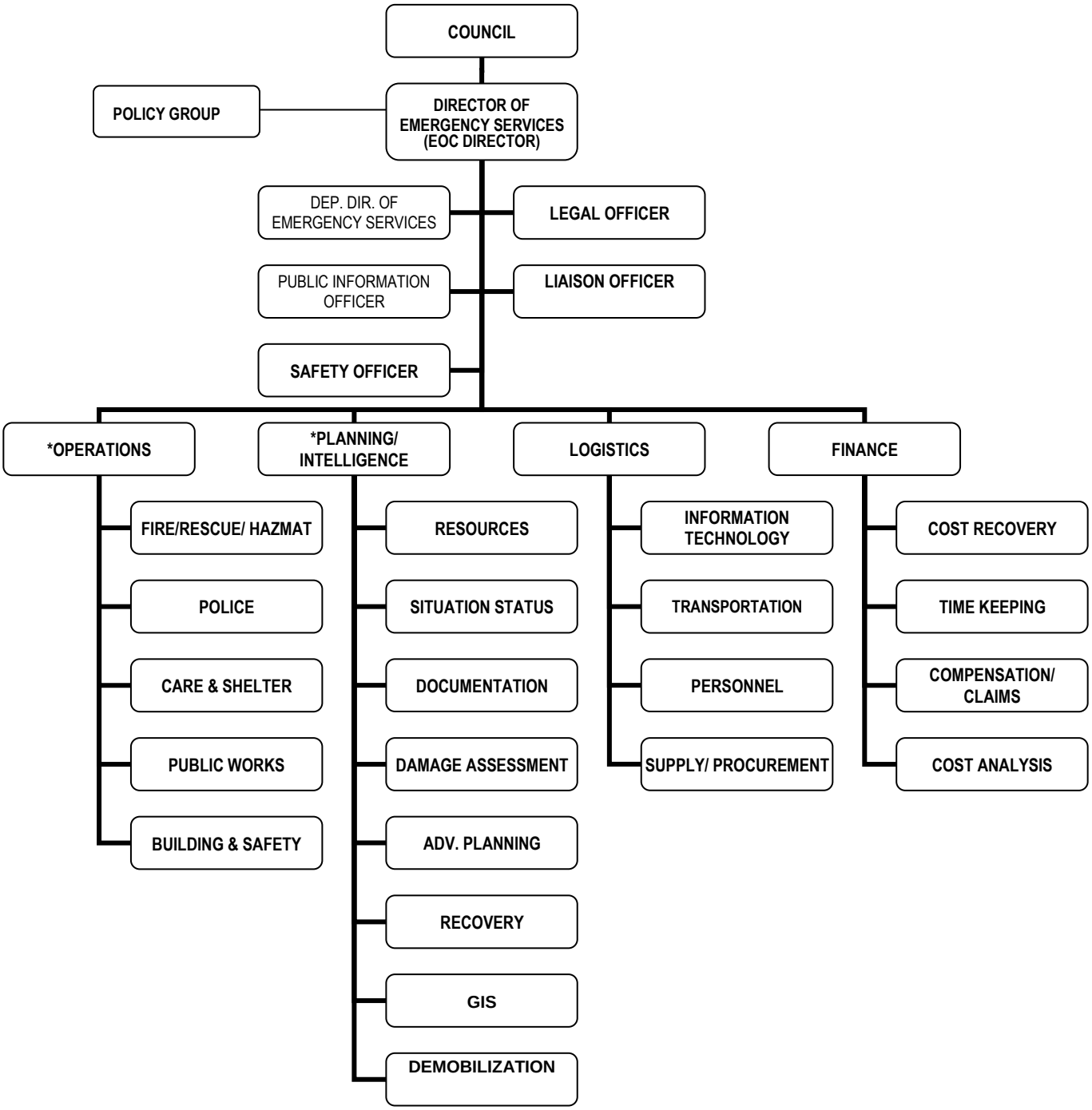
5. EOC SHIFT CHANGE (ONCOMING)

- ❑ Receive a full briefing on the current situation from the person you are relieving.
- ❑ Check-in with your supervisor.
- ❑ Sign in to WebEOC.
- ❑ Follow EOC activation guidelines as appropriate.
- ❑ Make sure you have received the most recent EOC Action Plan.

6. EOC DEACTIVATION CHECKLIST

- ❑ Authorize deactivation of sections, branches or units when they are no longer required.
- ❑ Be sure that all required forms or reports are completed prior to deactivation.
- ❑ Prepare a list of outstanding issues that need to be addressed after EOC has been deactivated.
- ❑ Deactivate the EOC and close out logs.
- ❑ Return all supplies.
- ❑ Prepare proclamation for termination of the emergency, if applicable.
- ❑ provide input to the After-Action Report/Corrective Action Report (AAR/CAR)

SEMS/NIMS ORGANIZATION CHART



* If all elements are activated, a deputy may be appointed to provide a manageable span of control.

Field Units will be coordinating and communication with each of the Branches under the Operations Section. The Incident Command System will be used in the field.

PLANNING/INTELLIGENCE

PLANNING/INTELLIGENCE SECTION CHIEF

SUPERVISOR: Director of Emergency Services (EOC Director)

POSITION OVERVIEW:

The Planning/Intelligence Section Chief, a member of the Director of Emergency Services (EOC Director)'s General Staff, is responsible for managing the collection, documentation, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to understand the current situation, to predict probable the course of incident events, and to prepare alternative strategies for incident response and recovery.

REFER TO THE COMMON CHECKLISTS IN THE BEGINNING OF THIS SECTION (PAGE 7) FOR GUIDANCE ON GENERAL DUTIES, EOC ACTIVATION, EOC DEACTIVATION, AND SHIFT CHANGE

OPERATIONAL DUTIES:

Position Operational Duties

- Ensure that the Planning/Intelligence function is performed consistent with SEMS/NIMS Guidelines, including:
  - collecting, analyzing and displaying situation information
  - preparing periodic situation reports
  - initiating and documenting the City's Action Plan and After-Action Report
  - advance planning
  - planning for demobilization
  - providing Geographic Information Services and other technical support services to the various organizational elements within the EOC
- Upon EOC Activation, ensure the City has submitted all required Operational Area (OARRS) reports within 1-2 hours. (See OARRS Guide.)
- Report to the Director of Emergency Services (EOC Director) on all matters pertaining to Section activities.
- Meet with other activated Section Chiefs as required.
- Participate in the Director of Emergency Services (EOC Director)'s action planning meetings.
- Keep the Director of Emergency Services (EOC Director) advised of your status and activities, and on any problem areas that will require solutions.

- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
    - Resources Unit
    - Situation Status Unit
    - Documentation Unit
    - Damage Assessment Unit
    - Advance Planning Unit
    - Recovery Unit
    - Demobilization Unit
    - Technical Specialist
- Exercise overall responsibility for the coordination of units/group activities within the Section.
- Prepare work objectives for Section staff and make staff assignments.
- Carry out any responsibilities of the Planning/Intelligence Section unit that are not currently staffed.
- Direct the Situation Status leader to initiate collection of information on significant disaster events, maintenance of a current display of event information, and dissemination of such information to other EOC Sections and responsible agencies as needed
- Direct the Documentation leader to initiate compilation of disaster information and maintenance of an accessible file of events, incidents, developments and actions.
- Review major incident reports and additional field operational information that may pertain to or affect Section operations.
- Keep informed on situation and response priorities as established by the EOC Action Plan.

Section Operational Duties

- Assess the impact of the disaster/emergency on the City of Beverly Hills, including the initial windshield surveys/safety/damage assessment by field units.
- Develop damage assessment information on the impact of the emergency from the following sources:
    - Fire Department
    - Police Department
    - Public Works Department
    - Community Development: Building & Safety Department
    - Community Services: Recreation & Parks Department
    - Beverly Hills Unified School District
    - American Red Cross, Los Angeles Chapter
    - Disaster Communications System (DCS)
    - Media (radio and television)
    - Community Emergency Response Teams (C.E.R.T.)
- Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, the public, and Los Angeles County Operational Area via OARRS.
- Review, approve, and submit situation status reports for transmission by the Situation Status Unit to the Los Angeles County Operational Area via OARRS.

- Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives. **(See Part Two, Planning & Intelligence Support Documentation, Action Planning)**
- Assemble information on alternative strategies.
- Initiate the EOC Action Plan development for the current and forthcoming operational periods.
- Direct the coordination of periodic disaster and strategy plans briefings to the Director of Emergency Services (EOC Director) and General Staff, including analysis and forecast of incident potential.

  Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.
- Begin planning for recovery.
- Ensure After Action and Corrective Action reports are completed**. (See Part Two, Planning & Intelligence, Support Documentation, After Action and Corrective Action Reports)**

PLANNING/INTELLIGENCE

RESOURCES UNIT

SUPERVISOR: Planning/Intelligence Section Chief

UNIT OVERVIEW:

The Resources Unit is responsible for assisting the Operations and Logistics sections to maintain detailed tracking records of resource allocation and use, to include resources available, resources assigned, resources requested but not yet on scene, "out-of-service" resources, and estimates of future resource needs; for maintaining logs and invoices to support the documentation process; for submitting mutual aid resource requests to Los Angeles County Operational Area via OARRS; and for keeping information current on Web EOC or the resource status display boards and maps in the EOC.

REFER TO THE COMMON CHECKLISTS IN THE BEGINNING OF THIS SECTION (PAGE 7) FOR GUIDANCE ON GENERAL DUTIES, EOC ACTIVATION, EOC DEACTIVATION, AND SHIFT CHANGE

UNIT OPERATIONAL DUTIES:

- Ensure resource reporting system is established for field and EOC units. Assist as needed
- Assist branches as requested, track resources available, assigned, requested but not yet on scene, and out-of-service.
- Maintain Web EOC displays, charts and lists that reflect the current status and location of all resources. Maintain a master list that is done by Web EOC of all resources reported.
- Provide for an authentication system in case of conflicting resources status reports.
- Provide a resource overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested, as well as written status reports on resource allocations as requested by the Section Chiefs.
- Provide information to assist the Situation Status and Documentation Units of the Planning/Intelligence Section in strategy planning and briefing presentations. Strategy planning inputs should be based on the evaluation of resource allocation, resources en route, and projected resource shortfalls.
- Ensure that available resources are not overlooked by the Operations Section staff.
- Identify and make recommendations to the Planning and Intelligence Section Chief on resources that are not deployed or should be activated.
- Develop and monitor resource status boards.
- Submit all requests through OARRS and other appropriate means for mutual aid requests to the county.
- Maintain and updated a record of all mutual aid requests completed through OARRS, etc. to the LA county operational area

PLANNING/INTELLIGENCE

SITUATION STATUS UNIT

SUPERVISOR: Planning/Intelligence Section Chief

UNIT OVERVIEW:

The Situation Status Unit is responsible for the collection, evaluation, organization, analysis, and display of incident status and situation information; and for compiling Department Status Reports. Most will be done using Web EOC

REFER TO THE COMMON CHECKLISTS IN THE BEGINNING OF THIS SECTION (PAGE 7) FOR GUIDANCE ON GENERAL DUTIES, EOC ACTIVATION, EOC DEACTIVATION, AND SHIFT CHANGE

UNIT OPERATIONAL DUTIES:

- Collect, organize and analyze situation information from EOC sources.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Chief, Director of Emergency Services (EOC Director) and other section Chiefs to initiate the action planning process.
- Using OARRS, transmit Jurisdictional Situation Status Report and major incident reports to the Los Angeles County Operational Area.
- Work with GIS to ensure appropriate maps are developed and maintained.
- Prepare and maintain EOC displays, mostly using Web EOC, including the significant events board.
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Seek from any verifiable source available information which may be useful in the development of current situation assessments of the affected area.
- Evaluate the content of all incoming field situation and major incident reports. Review Web EOC boards on a regular basis. Follow-up on any discrepancy gaps in information. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.
- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit and Resources Unit is utilizing, including:
    - location and nature of the disaster/emergency
    - special hazards

  - number of injured and deceased persons
  - road closures and disaster routes
  - structural and personal property damage (estimated dollar value)
  - City of Beverly Hills resources committed and available to the disaster/emergency
  - assistance provided by outside agencies and resources committed
  - shelters, type, location and number of people that can be accommodated
  - ensure all is being recorded on the Web EOC
- Possible Information Sources include:
  - Disaster briefings
  - EOC Action Plan
  - Section Reports
  - Intelligence Reports
  - Field Observations
  - Casualty Information
  - Resource Status Reports
  - Aerial Reports and Photographs
  - Values and Hazards Information
  - On Duty Personnel from other Sections
- Develop a system to post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.
- Develop sources of information and assist the Planning/Intelligence Section Chief in collecting, organizing and analyzing data from the other EOC sections.
- Provide for an authentication process in case of conflicting status reports on events.
- Meet with the Planning/Intelligence Section Chief and the Director of Emergency Services (EOC Director) to determine needs for planning meetings and briefings. Determine if there are any special information needs.
- Direct the collection of photographs, videos, and/or sound recordings or disaster events, as appropriate.
- Meet with the PIO to determine the best methods for developing media and other briefings, exchanging information and providing the PIO with Situation Status Unit information.
- Establish and maintain an open file of situation reports and major incident reports.
- Determine weather conditions, both current and upcoming. Keep up-to-date weather information posted.
- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Chief.
- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Chief.
- Assist at planning meetings as required. Provide technical assistance.
- During a radiological incident, activate the Radiological Protection Procedures as needed for reporting and documentation.

PLANNING/INTELLIGENCE

DOCUMENTATION UNIT

SUPERVISOR: Planning/Intelligence Section Chief

UNIT OVERVIEW:

The Documentation Unit is responsible for maintaining complete documentation of the emergency, to include damage assessment reports, EOC action reports, after action and corrective action reports, and other incident files; for the duplication of materials; and for the preservation of incident files for legal, analytical, and historical purposes.

REFER TO THE COMMON CHECKLISTS IN THE BEGINNING OF THIS SECTION (PAGE 7) FOR GUIDANCE ON GENERAL DUTIES, EOC ACTIVATION, EOC DEACTIVATION, AND SHIFT CHANGE

UNIT OPERATIONAL DUTIES:

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Provide documentation services to EOC staff, such as taking notes at initial and ongoing briefings and EOC planning meeting.
- Maintain and preserve disaster/emergency files for legal, analytical and historical purposes.
- Compile, copy, publish and distribute the final EOC Action Plans and After-Action Reports as directed by the Section Chiefs.
- Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained for official records.
- Contact other EOC sections and inform them of the requirements to maintain official records. Assist them as necessary in setting up a file records system.
- Coordinate documentation with the Situation Status Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Ensures all branches/units are submitting and updating the status reports.
- Assists the Advance Planning Unit with completing the EOC Action Plan

PLANNING/INTELLIGENCE

DAMAGE ASSESSMENT UNIT

SUPERVISOR: Planning/Intelligence Section Chief

UNIT OVERVIEW:

The Damage Assessment Unit is responsible for compiling, reviewing, and maintaining detailed records of safety/damage assessment information. It works closely with the Operations Section, especially Building & Safety Branch, in support of the documentation process.

REFER TO THE COMMON CHECKLISTS IN THE BEGINNING OF THIS SECTION (PAGE 7) FOR GUIDANCE ON GENERAL DUTIES, EOC ACTIVATION, EOC DEACTIVATION, AND SHIFT CHANGE

UNIT OPERATIONAL DUTIES:

- Collect safety/damage assessment information from the Building and Safety Branch in the Operations Section and other verifiable sources and prepare appropriate reports.
- Provide safety/damage assessment information to the Planning/Intelligence Section Chief.
- Coordinate with the Building and Safety Branch, Public Works Branch of the Operations Section for exchange of information.
- Coordinate with Los Angeles County Operational EOC to provide damage assessment information and cost estimates
- Coordinate collection of safety / damage assessment information with the Building and Safety Branch of Operations Section.
- Collect and record, total damage, type of damage, location and estimate value of damage.
- Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Chief for approval.
- Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.
- Provide documentation to Legal Advisor/Officer on those structures which may need to be demolished in the interest of public safety.
- Coordinate with the American Red Cross, utility companies, any volunteers and other sources for additional safety/damage assessment information.
- Coordinate with all Operations branches (Police, Fire, Public Works, Care and Shelter, Building and Safety) for possible information on damage to structures.
- Provide final safety/damage assessment reports to the Documentation Unit.

PLANNING/INTELLIGENCE

ADVANCE PLANNING UNIT

SUPERVISOR: Planning/Intelligence Section Chief

UNIT OVERVIEW:

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports, development of the EOC Action Plan, and briefings for use in strategy and/or planning meetings.

REFER TO THE COMMON CHECKLISTS IN THE BEGINNING OF THIS SECTION (PAGE 7) FOR GUIDANCE ON GENERAL DUTIES, EOC ACTIVATION, EOC DEACTIVATION, AND SHIFT CHANGE

UNIT OPERATIONAL DUTIES:

- Develop reports and requirements for future time periods, normally 36-72 hours in advance.
- Prepare special reports and briefings as necessary for strategy and/or planning meetings.
- Monitor action planning activity to determine the shift in operational objectives from response to recovery.
- Obtain current briefing on the operational situation from the Situation Status Unit. Determine best estimate of duration of the situation from available information.
- Determine current priorities and policies from the Planning/Intelligence Section Chief and Director of Emergency Services (EOC Director) or Deputy Director of Emergency Services (Deputy EOC Director).
- In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
  - Best estimate of likely situation in 36 to 72 hours given current direction and policy.
  - Determine top priorities for actions and resources. **(See Part Two – Planning/Intelligence Support Documentation – Advance Planning Reports.)**
  - Identify any recommended changes to EOC policy, organization or procedures to better address the possible situation.
  - Identify any issues and constraints that should be addressed now in light of the probable situation in 36-72 hours.
- Provide reports as needed to the Planning/Intelligence Section Chief.
- Develop specific recommendations on areas and issues which will require continuing and/or expanded City involvement.
- Periodically evaluate the operational situation and assist the Planning/Intelligence Section staff in making recommendations on priority response and recovery actions.
- Compile, copy, publish, and distribute the EOC action plan. Work with all sections. The documentation unit will provide support.

PLANNING/INTELLIGENCE

RECOVERY PLANNING UNIT

SUPERVISOR: Planning/Intelligence Section Chief

UNIT OVERVIEW:

The Recovery Planning Unit is responsible for planning, preparing, and developing the City's Disaster Recovery Plan; for conducting all initial recovery operations; and for preparing the EOC organization for transition to a recovery operations organization, in order to restore the City to pre-disaster condition as quickly and effectively as possible.

REFER TO THE COMMON CHECKLISTS IN THE BEGINNING OF THIS SECTION (PAGE 7) FOR GUIDANCE ON GENERAL DUTIES, EOC ACTIVATION, EOC DEACTIVATION, AND SHIFT CHANGE

UNIT OPERATIONAL DUTIES:

- Ensure that the City of Beverly Hills is prepared to participate jointly with FEMA, CalOES, Los Angeles County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.
- Ensure that required and/or approved mitigation measures are carried out.
- Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed.
- Identify issues to be prioritized by the Command Staff and General Staff on restoration of services to the City.
- Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses.
- Maintain contact with Los Angeles County Operational Area, CalOES, and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs.
- In coordination with the Building and Safety Branch of the Operations Section, establish criteria for temporary entry of "posted" buildings so owners/occupants may retrieve business/personal property.
- In coordination with the Building and Safety Branch of the Operations Section, establish criteria for re-occupancy of "posted" buildings. Posted includes, as a minimum, the categories of "Inspected", "Restricted Access" and "Unsafe".
- In coordination with Building and Safety Branch of the Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures. Ensure that homeowners' and business owners' rights are considered to the fullest extent and that arrangements are made for appropriate hearings, if at all possible.

- Ensure that buildings considered for demolition that fall under "Historical Building" classification follow the special review process.
- With Section Chiefs, develop a plan for initial recovery operations.
- Prepare the EOC organization for transition to Recovery Operations.
- Coordinate with Planning and Development for all land use and zoning variance issues; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.
- Coordinate with L.A County Department of Health Services for restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental reviews.
- Coordinate with Public Works for debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.
- Coordinate with Public Works and Community Services Department for housing for the needy; oversight of care facility property management; and low income and special housing needs.
- Coordinate with Finance Department for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.
- Coordinate with Community Development and Planning for redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.
- Coordinate applications for disaster financial assistance; liaison with assistance providers, onsite recovery support; and disaster financial assistance project manager with the Finance Department.
- Coordinate with City Attorney on emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.
- Coordinate with City Manager's Office for continuity of operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

PLANNING/INTELLIGENCE

GIS UNIT

SUPERVISOR: Planning/Intelligence Section Chief

UNIT OVERVIEW:

The GIS Unit provides geospatial information services for all aspects of incidence response and recovery. This includes data collection, visualization, analysis and generating reports (maps, statistics, graphs). The unit maintains Virtual Beverly Hills (VBH) to disseminate real-time situational awareness on a standard common operating platform for DOC and EOC staff. The GIS Unit both supports VBH users to analyze and answer what-if questions, and also produce requested products.

REFER TO THE COMMON CHECKLISTS IN THE BEGINNING OF THIS SECTION (PAGE 7) FOR GUIDANCE ON GENERAL DUTIES, EOC ACTIVATION, EOC DEACTIVATION, AND SHIFT CHANGE

UNIT OPERATIONAL DUTIES:

- Ensure the current situation and all significant events are mapped.
- Provide data and maps as requested.
- Incorporate all relevant data to produce map products, statistical data for reports, and/or analyses.
- Determine the availability of needed GIS support products.
- Respond to requests from approved sources for GIS products.
- Collect, display, analyze and disseminate spatial information.
- Prepare GIS summary report consisting of all incident GIS products and forward to the Documentation Unit.
- Support the operation of the Virtual Beverly Hills system.
- In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Branch of the Logistics Section on transportation methods and the status of evacuation routes, and conduct similar decision support analysis like damage assessment.
- Provide location-based regional situational awareness information via VBH, such as ShakeMaps, weather, plume, ICBRNE readings, fire perimeter, national alerts/warnings, fire truck tracking, etc.
- Provide analytic and mapping support for advance planning.

PLANNING/INTELLIGENCE

DEMOBILIZATION UNIT

SUPERVISOR: Planning/Intelligence Section Chief

UNIT OVERVIEW:

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

REFER TO THE COMMON CHECKLISTS IN THE BEGINNING OF THIS SECTION (PAGE 7) FOR GUIDANCE ON GENERAL DUTIES, EOC ACTIVATION, EOC DEACTIVATION, AND SHIFT CHANGE

UNIT OPERATIONAL DUTIES:

- Provide assistance to the Planning/Intelligence Section Chief and Director of Emergency Services (EOC Director) in planning for the EOC demobilization.
- Develop demobilization strategy and brief with the approval of the Planning/Intelligence Section Chief.
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.
- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with Agency Representatives to determine demobilization format and needs.
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Prepare a Demobilization Plan to include the following:
    - Release plan strategies and general information.
    - Priorities for release (according to agency and kind and type of resource).
    - Phase over or transfer of authorities.
    - Completion and submittal of all required documentation.
    - Notify Los Angeles County Operational Area of demobilization plan.
- Obtain approval of the Demobilization Plan from Director of Emergency Services (EOC Director). Ensure that the plan, once approved, is distributed.
- Establish "check-in" stations, as required, to facilitate the return of supplies, equipment and other resources.
- Identify surplus resources.