



## **STATE EMERGENCY RESPONSE TEAM**

**SEOC PLANNING SECTION  
Future Planning Unit SOG  
Revised June 2017**

## Future Planning Unit Table of Contents

I. Unit Responsibilities: .....	3
II. Preparing for an EOC Action Plan Meeting .....	3
III. Conducting an EOC Action Plan meeting.....	4
IV. Finalizing an EOC Action Plan (after the meeting) .....	4
V. Job Aids.....	5

## I. Unit Responsibilities:

1. Develop EOC Action Plans and facilitate action planning meetings.
2. Development of any plans involving potential response and recovery related issues likely to occur beyond the next operational period, generally beyond 48 hours.
3. Review all available status reports, EOC Action Plans, Incident Action Plans, and other significant documents. Determine potential future impacts of the emergency; particularly issues which might modify the overall strategic SERT objectives.
4. Provide periodic briefings for the SERT Chief and General Staff addressing future planning issues.
5. Provide planning support for the SEOC action, strategic, transition and/or demobilization planning processes.

## II. Preparing for an EOC Action Plan Meeting

Note that the EOC Action Plan consists of two components, the EOC Action Plan form and the Organization Assignment List. Examples of both forms are at the end of this SOG in the Job Aids section. **Both forms can be expanded or contracted as needed.**

### A. Checklist for Preparing the EOC Action Plan

1. Access the electronic version of the EOC Action Plan template. It can be found on the shared network drive, or obtain the template from the Planning Section Chief (PSC) or Future Planning Unit Leader.
2. Obtain objectives from the PSC or Operations Chief; some objectives may need to be revised slightly to be worded properly.
3. Populate the EOC Action Plan template with the mission/priority, area(s) of operation, SERT activation level, objectives, situation summary, weather forecast, and status of the six standing orders.
4. Distribute the populated EOC Action Plan template to Branch Directors, Section Chiefs, Recovery, ESF 13, ESF 14, and ESF 18 ECOs to complete for their respective areas.
5. Receive completed forms from those mentioned in step 4 at least 1 hour prior to the planning meeting.
6. Compile and quality check all submitted tasks ensuring to remove all duplications.
  - Pay close attention to the tasks that are submitted for inclusion into the plan. Having a well-developed document will help others understand the plan of action. If it appears that a particular branch, section, or ESF may be struggling with wording or developing tasks, it is the responsibility of the Future Planning Unit to reach out to them.
7. If necessary, obtain a projector or large monitor to help facilitate the planning meeting.

8. Invite all Section Chiefs and Branch Directors that have been activated for the event
  - Infrastructure Branch
  - Human Services Branch
  - Emergency Services Branch
  - Logistics Section
  - Recovery
  - Operations Section
  - Planning Section
  - ESF 14
  - ESF 18
  - Others as directed by the PSC
9. Set up the meeting room according to the setup page (diagram included in job aid section).

### **III. Conducting an EOC Action Plan meeting**

Note: The PSC or Deputy PSC usually facilitates this meeting; however, the Future Planning Unit Leader may be required to facilitate this meeting if the situation is warranted.

#### **A. Checklist for Conducting the Planning Meeting**

1. Bring meeting to order.
2. State the rules of the meeting:
  - Silence all devices
  - Stick to the subject at hand (*sidebar conversations need to be taken out of the room*)
  - Maximum duration of meeting: 30 minutes
3. Announce which operational period for which the EOC Action Plan meeting is being conducted.
4. Give a brief situation update and, if applicable, an intelligence forecast.
5. Brief the standing orders and operating objectives
6. Brief the potential limiting factors and check to see if there are any additional factors.
7. Have the group review tasks for each section/branch/ESF to see if there are any changes, additions, or deletions.
8. Before ending the meeting, ensure that Operations is in agreement with the plan and that Logistics can support it.

### **IV. Finalizing an EOC Action Plan (after the meeting)**

#### **A. Checklist**

1. Perform a quality control check of the written document.
2. Present a copy of the Action Plan to the PSC

3. Have the PSC review the Action Plan with the Operations Section Chief.
4. After the review is concluded, the Action Plan will be presented to the SERT Chief for approval.
5. Once approved, the Action Plan is ready to be published to EM Constellation.
6. Print a final copy of the Action Plan and post it in the situation books (located at the front of the EOC) for the PSC and SERT Chief.
7. Save the final document on the Shared Drive in both Word and pdf formats
  - Save as: EOC Action Plan\_#\_EventName\_mmddyyyy
  - **NOTE:** When creating the pdf, do not save the document with a “#” (pound sign) in the name
8. Post the pdf version of the Action Plan in the “Information” tab in EM Constellation. Use the same naming convention as the one for the document (see previous step).
9. Check to make sure the document uploaded properly

## V. Job Aids

- A. EOC Action Plan Template
- B. Daily Shift Tasks
- C. Informational Presentation (“A Guide to the SERT/SEOC Action Plan”)

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**STATE EOC INCIDENT ACTION PLAN**

**#**

**\*Event Name\***

**Operational Period**

Director / State Coordinating Officer

SERT Chief

*//signed//*

*//signed//*

**Name**

**Name**

**Event Name**  
**EOC Action Plan #XX**

Operational Period: **XXXXhrs mm-dd-yyyy to XXXXhrs mm-dd-yyyy**

Mission/Priority:

Area(s) of Operation:

<b>SERT Activation Level:</b> Indicate Level by Number and Color (Level 3-Green Cell, Level 2-Yellow Cell, Level 1-Red Cell)													
<b>Situation:</b>	The SITUATION section should contain a brief narrative of the event w/key points that put the Objectives/Tasks in context to the event for which the IAP is being developed.												
<b>Weather Forecast for Operating Period</b>	The weather forecast is for the operating period for which the IAP is being developed. It should be brief, but contain key items related to the incident/event or needed to assist w/planning response (all hazards).												
<b>Standing Orders:</b> Pending – Red In-Progress – Yellow Complete – Green N/A - Gray	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Establish communication with impacted areas.</td> <td style="text-align: center; background-color: green;"><b>Complete</b></td> </tr> <tr> <td>2. Search, Secure, Stabilize.</td> <td style="text-align: center; background-color: yellow;"><b>In Progress</b></td> </tr> <tr> <td>3. Meet basic human needs of survivors.</td> <td style="text-align: center; background-color: yellow;"><b>In Progress</b></td> </tr> <tr> <td>4. Restore critical infrastructure.</td> <td style="text-align: center; background-color: yellow;"><b>In Progress</b></td> </tr> <tr> <td>5. Open schools &amp; businesses.</td> <td style="text-align: center; background-color: red;"><b>Pending</b></td> </tr> <tr> <td>6. Begin the recovery.</td> <td style="text-align: center; background-color: red;"><b>Pending</b></td> </tr> </table>	1. Establish communication with impacted areas.	<b>Complete</b>	2. Search, Secure, Stabilize.	<b>In Progress</b>	3. Meet basic human needs of survivors.	<b>In Progress</b>	4. Restore critical infrastructure.	<b>In Progress</b>	5. Open schools & businesses.	<b>Pending</b>	6. Begin the recovery.	<b>Pending</b>
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6. Begin the recovery.	<b>Pending</b>												
<b>General Operating Objectives:</b>	<p>SAMPLES Below: Objectives should be clear, and concise. If possible, objectives should be limited to no more than 5 per planning cycle; however, there may be instances where more objectives are warranted.</p> <ul style="list-style-type: none"> <li>A. Prepare to support county evacuations</li> <li>B. Prepare to support county sheltering operations</li> </ul>												
<b>Potential Limiting Factors:</b>	<p>SAMPLES Below: Limiting factors are key issues that may hinder response to the event or successful completion of Objectives/tasks.</p> <ul style="list-style-type: none"> <li>1. Weekend Operational Period</li> <li>2. Uncertainty of storm track and intensity</li> <li>3. Rural populations</li> </ul>												





<b>Logistics Section</b>		
<b>Standing Orders Supported:</b>	<b>Objectives Supported:</b>	
<b>Tasks:</b>	<b>Responsible Branch(es)</b>	<b>Status</b> <i>(New, In Progress, or Complete)</i>
<b>Planning Section</b>		
<b>Standing Orders Supported:</b>	<b>Objectives Supported:</b>	
<b>Tasks:</b>	<b>Responsible Unit(s)</b>	<b>Status</b> <i>(New, In Progress, or Complete)</i>
<b>Finance and Administration Section</b>		
<b>Standing Orders Supported:</b>	<b>Objectives Supported:</b>	
<b>Tasks:</b>	<b>Responsible Unit(s)</b>	<b>Status</b> <i>(New, In Progress, or Complete)</i>



<b>Recovery</b>		
<b>Standing Orders Supported:</b>	<b>Objectives Supported:</b>	
<b>Tasks:</b>	<b>Responsibility</b>	<b>Status</b> <i>(New, In Progress, or Complete)</i>

## SERT/SEOC ORGANIZATION ASSIGNMENT LIST

<b>1. Incident Name:</b>		<b>2. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____	
<b>3. Incident Commander(s) and Command Staff:</b>		<b>7. Operations Section:</b>	
SCO		Chief	
Deputy		Deputy	
SERT Chief		OPS Support	
SERT Deputy		IMT Planner	
Public Info. Officer		<b>Branch</b>	Emergency Services
Liaison Officer		Branch Director	
		Deputy	
		Branch Planner	
<b>4. Agency/Organization Representatives:</b>		ESF 4/9	
Legal		ESF 8	
ESF 18		ESF 10	
FEMA Liaison		ESF 13	
<b>5. Planning Section:</b>		ESF 16	
Chief		<b>Branch</b>	Human Services
Deputy		Branch Director	
Situation Unit		Deputy	
Reconnaissance		Branch Planner	
Documentation Unit		ESF 6	
Future Planning Unit		ESF 11	
Tech. Services / GIS		ESF 15	
Meteorology		ESF 17	
<b>6. Logistics Section:</b>		<b>Branch</b>	Infrastructure
Chief		Branch Director	
Deputy		Deputy	
<b>Branch</b>	Mutual Aid	Branch Planner	
<b>Director</b>		ESF 1/3	
Deputy		ESF 2	
<b>Branch</b>	State Logistics Response Center	ESF 12	
Director		<b>Branch</b>	Air Operations
Deputy		Branch Director	
<b>Branch</b>	Direct Services	Deputy	
Director		<b>8. Recovery Section:</b>	
Deputy		Chief	
<b>Branch</b>	Support Services	Recovery Desk	
Director		Recovery Desk	
Deputy		<b>9. Finance/Administration Section:</b>	
<b>Branch</b>	IT / Communications	Administrator	
Communications		Section Chief	
IT			

## Daily Shift Tasks

This job aid lists the tasks that should be performed during the day shift. Some of the tasks can also apply to personnel working the night shift.

1. When you arrive, open EMC and the EOC-Plans email
2. Prepare the EOCAP and Organization Assignment List to send out
  - Use the EOCAP and Organization Assignment List from the day before, change the date (and time, name, etc. as appropriate)
  - Highlight everything that might change, such as the date, situation, weather, status of objectives, status of tasks, names, etc.
  - Start an email in the EOC-Plans email account
    - Subject: SERT EOC Action Plan #\_ Event Name\_\_ mmddyy\_time
    - Message: something to the effect of: "Please see the attached EOCAP and Organization Assignment List and update tasks, status, and personnel for the next operational period, mmddyy, time. Please submit this by 3PM. The EOCAP Meeting will be at 4PM."
    - Attachments: EOCAP and Organization Assignment List that you highlighted
    - Send to the "EOC Action Plan" email group
  - After you've sent the email, go check with each representative to make sure that they are monitoring the email you sent it to and that you have it correctly. If not, forward it immediately to the correct email. Often times you may have to forward to a different EOC email or to the individual person staffing that position.
3. Go to the Morning Briefing
4. Monitor the EOC-Plans email account, along with other ESF 5 members
  - Responses will start coming in around 10am
    - Make the changes they state in their email or attachments
    - Not all will respond, so around 2 PM, go walk the floor and check in with those you have not heard from and remind them to send their EOCAP info by 1500 (3PM)
  - Make the Cover Sheet from a template
    - Update the Event Name, EOCAP #, Date, and Time
    - If we are doing a joint EOCAP with FEMA, the cover sheet needs to include that information.
    - Make one cover sheet with a blank for signatures and one with the "//signed//" on the signature line so that you already have it ready once you get the EOCAP approved.
5. Compile and review the EOCAP and Organization Assignment List as quickly as possible before the 1600 (4PM) meeting
  - Review tasks and remove those that are nonsense or pointless
  - Change the wording of the tasks so that they are in future tense; remove those that are situation reports
6. Around 1545 (3:45 PM) begin to set up the conference room 130D for the EOCAP Meeting.

- There are name plate cards in the top drawer of the filing cabinet in the back corner
  - There is a seating chart in the job aid to show where to put the name cards
  - Set up your computer to project on the large screen and enlarge the documents so they can be viewed
  - Have someone ready to “drive” (or control the computer) while you conduct the meeting OR you can “drive” and the PSC can lead the meeting
7. Leading the Meeting
- Go through the EOCAP and Organization Assignment List line by line
  - Have each branch and ESF representative approve their section
  - There may be some discussion about various tasks
  - Be sure to keep the meeting on time; it should not take longer than 30 minutes; do not let the meeting turn into a situation report or chatting session
  - Ask for the Operations Chief, Logistics Chief, Financial Chief, and PSC concurrence of the plan
8. Make any further changes that are necessary
- Combine the EOCAP, Organization Assignment List, and Cover Sheet (with blank signature lines) into one PDF and save as “SERT EOC Action Plan #\_ Event Name \_\_ mmddyy\_\_ time\_\_”
9. Give the EOCAP, Organization Assignment List to the PSC to review
- Once it is approved by the PSC, take it to the SERT Chief for approval and signature
  - Once you have that, take it to the Director (or designee) for approval and signature
10. Once you have approval and signatures, publish the EOCAP, Organization Assignment List using an Info Message in EM Constellation
- You should aim to have this published before the 1715 (5:15 PM) county conference call
  - Keep the signed copy for the PSC situational awareness folder, publish the copy with the cover page that says “//signed//” on the signature lines
  - Add a New Info Message, under the Info tab
    - Select IAP in the drop down box
    - Leave the “Category” blank
    - Select FDEM for the Organization
    - Subject: SERT EOC Action Plan #\_ Event Name\_\_ mmddyy\_time
      - Note: you will have to change the subject line, as it auto-populates from the information above as an odd name
    - Message: Please see the attached SERT EOC Action Plan #\_ Event Name\_\_ mmddyy\_time
    - Contact Info: Future Plans, list ESF 5 plans office number
    - Attach file
    - Click Save button at the top
  - Check that the info message was added and that everything looks correct, including the Subject line and the attachment

- Make note of what info message number it is and tell the “Disco Booth” personnel so they can update the 5<sup>th</sup> screen AND tell the PSC so they can brief on it in the 1800 (6PM) briefing
11. Print 4 copies and put them into the situational awareness folders: SERT Chief, Ops Chief, Logistics Chief, and Command Room