



STATE EMERGENCY RESPONSE TEAM

INTELLIGENCE UNIT / RECONNAISSANCE UNIT

STANDARD OPERATING GUIDE

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I. Purpose

- A. The purpose of the State Emergency Response Team (SERT) RECON Unit is to provide an initial report of the impacted area boundaries, evacuation routes and communities for the SERT. Information will be provided to the SERT Chief and the State Emergency Operations Center (SEOC) Plans and Operations sections. RECON Teams expedite situation assessments of areas impacted by emergencies when deployed. RECON Teams move expeditiously through damaged areas relaying information that assists the SERT with meeting the following Standing Orders:
1. Establish Communications with impacted areas
 2. Search and Secure
 3. Meet Basic Humans Needs
 - a) Medical
 - b) Water
 - c) Food
 - d) Shelter
 - e) Emergency Fuel
 4. Restore Critical Infrastructure
 5. Open Schools/Local Business
 6. Begin Recovery
- B. The intent of this document is to create an interactive, flexible, user friendly document that identifies and recognizes the requirements to deploy first responders into an impacted area to report on the local conditions. The focus of this plan is biased towards a response involving an impending tropical system as this is our greatest event probability, however it can be applied to respond to all hazards.
- C. The information that RECON relays will allow the SERT to define the area severely impacted; which population of survivors from the area have the greatest need; and if any extremely dangerous situations exist which could escalate the situation. This is different from the Preliminary Damage Assessments (PDA) conducted by SERT Recovery. The RECON report expedites the SERT Response and because of this must be conducted within the first 24 hours following an event and the information will be more time sensitive and critical to the immediate support of the survivors than that found in a PDA.
- D. Determining impacted areas in the most need, the SERT can focus the response on the areas that may be the most difficult to Search, Secure, and Stabilize, with the goal to have this accomplished within the first 72 hours after an event.
- E. Necessary information shall include:
1. Number of survivors impacted, and their sustainability with their current resources
 2. General overview of the impacted area
 3. Available Resources within the area (Publix, Wal-Mart, etc.)
 4. Status of Local Government Response
 5. Impact of Critical Infrastructure (Air/Sea ports, Hospital, Police, Fire, Schools, Shelters, Utilities, Power Generating Capacity)

II. Authority and References.

This procedure is a part of Appendix XIII for Emergency Support Function 13, Military Support, of the State of Florida Comprehensive Emergency Management Plan (CEMP) and is incorporated there in by reference. Upon activation of the State CEMP pursuant to Chapter 252, Florida Statutes, this procedure may be implemented by the State Emergency Response Team (SERT) with support from other state agencies, as appropriate.

III. Roles and Responsibilities

A. Administrative:

1. Each agency will be responsible for tracking its own costs during the RECON mission and are responsible for seeking their own reimbursement.
2. The RECON Mission will be entered in E.M. Constellation and all deployments will be captured under that mission number.

B. RECON Process:

1. RECON is a vital asset during the initial response phase of an emergency. RECON teams are expected to deploy from their pre-positioned locations as soon as the response phase begins. They must be ready to meet the situations they will face as they are the first personnel entering an impacted area.
2. RECON personnel must understand the tenets of the National Incident Management System (NIMS) (Incident Command System (ICS), Span of Control, Plain language, Interoperability).
3. RECON training for man-made events and multiple events occurring simultaneously is important. Natural Hazards that severely impact the state could make Florida or other states a target for immediate terrorist attacks. Given this possibility, trained RECON Teams would be influential in speeding the response and recovery process thus prioritizing resources more efficiently.
4. Exercises will be necessary to familiarize RECON Teams with their roles/functions. The Homeland Security Exercise Evaluation Program (HSEEP) shall be utilized. RECON training will need a variety of ways to facilitate training and education. These tools offer a wide range of avenues to facilitate the implementation of the RECON Teams and improve the efficiency of the SERT.
5. Identify RECON Asset partners. The SERT's Asset partners are resources, such as personnel and equipment that are managed by the SERT Chief and the RECON Unit leader. The current RECON Asset partners are the Florida National Guard (FLNG), the Civil Air Patrol (CAP), Florida Department of Environmental Protection (DEP) and Florida Fish and Wildlife Conservation Commission (FWC). It is understood that each agency owns the assets, but

tasking of those assets are to be coordinated with the SERT Chief and the RECON Unit Leader. With the understanding that each agency will only respond within the jurisdiction of their own policies and procedures.

6. Identify RECON Coordination partners. SERT's Coordination partners are responsible for providing information that includes but is not limited to the status of roads, bridges, waterways, seaports, airports, hospitals, nuclear power plants, and government and non-government critical infrastructures impacted by a disaster. A list of know fixed hazardous materials facilities within the state can be found using E-Plan, www.erplan.net with the proper user name and password.
7. Each agency is responsible for RECON training based upon the guidance of this SOP.
8. The SERT will coordinate multi-agency RECON training within the Homeland Security Exercise and Evaluation Program (HSEEP) and National Incident Management System (NIMS) guidelines.

C. RECON Activation

1. The SERT Chief shall order deployment and the Intel Unit Leader—through the Plans Chief—shall direct all RECON missions, via the RECON Unit Leaders. RECON mission planning will be managed by the RECON Unit Leaders. The RECON unit will advise the Intel Unit Leader of the availability of resources and tactical decisions.
2. The SEOC (when activated) will provide state mission tasking to the selected Emergency Coordinating Officers (ECO) for activation that a RECON mission is necessary.
3. RECON Teams will be capable of remaining self sufficient for up to 96 hours from deployment time.
4. RECON teams will determine logistical support requirements for themselves
5. When possible the Intel Unit Leader will notify the Asset partners FLNG, FWC, DEP, and CAP, of the possible need to activate RECON teams at 72 to 48 hours prior to the onset of tropical storm force winds or other noticed events.
6. The RECON Unit Team Leaders upon approved mission assignment will be provided: 1) A listing of selected targets within the impacted counties, including latitude and longitude or USNG Coordinates; 2) Maps of all counties within the area of operations; 3) Surge data for the projected impact area
7. A RECON Unit will be established and managed by the RECON Unit Leaders, who reports to the Intel Unit Leader. All asset partners will provide management and support staff. FLNG, CAP, DEP and FWC liaisons will maintain communication with their teams and can request SLERS radios

from the SERT Operations or Logistics Section to facilitate communications if needed for interoperability.

8. Submit after action reports to the Intel Unit Leader.

D. Responsibilities of Asset Partner; Civil Air Patrol (CAP)

1. Coordinate with the RECON Unit regarding fixed-wing aerial and ground-based RECON missions.
2. Train and field 2 - 5 person ground RECON teams.
3. Provide upon official tasking from the SERT up to 3 fixed-wing aircraft and support for aerial RECON missions.
4. Provide the first and last names and home city location to the Finance and Accounting section so that Request for Travel Authorization forms (RTAs) can be completed.
5. Upon tasking by SERT, the CAP will provide a Liaison Officer (LNO) to the RECON Unit as well as impact assessment reporters to assist the Intel Unit.
6. Fixed wing aerial RECON teams should be equipped with a high resolution GPS enabled digital camera.
7. CAP assets will be under the control of the CAP Forward Control Team (FCT).
8. Ground units will use CAP vehicles and will have at least one laptop PC and GPS unit per team, preferably a GPS enabled camera.
9. CAP personnel will be responsible for completing the State of Florida Request for Travel reimbursement forms. SERT personnel will assist CAP personnel with the completion of this form.
10. Submit after action reports to the Intel Branch Director.
11. Provide completed attached Identification form with digital photo, to attain a SERT badge to expedite fueling at FDOT fueling points and access to disaster impacted areas.

E. Responsibilities of Asset Partner; the Florida National Guard (FLNG)

1. Coordinate ground-based RECON missions.
2. Train and field up to 5 ground RECON teams.
3. Upon tasking by SERT, the FLNG will provide an Officer in Charge (OIC), Non-Commissioned Officer in Charge (NCOIC) and support staff.
4. Submit after action reports to the RECON Coordination Unit Leader.

5. Provide completed attached Identification form with digital photo, to attain a SERT badge to expedite fueling at FDOT fueling points and access to disaster impacted areas.

F. Responsibilities of Asset Partner; Florida Fish & Wildlife Commission. (FWC)

1. FWC will provide a Division of Law Enforcement representative to serve in the RECON Planning Unit and support staff. Additionally will provide RECON Liaisons to County EOCs in areas of anticipated impact as necessary.
2. FWC will provide assets that are available, up to 7 teams for pre-positioning, staging and deployment for RECON activities
3. FWC will continue to support RECON in a dual capacity with ESF 4/9 and ESF 16 during and after the initial 24 hours. SAR missions will have priority but may serve a multiple role to assist in RECON and/or security efforts
4. FWC will coordinate ground, water and air RECON objectives and missions by the most appropriate means and available resource
5. FWC personnel will adhere to the Division's "Deployment Manual" for additional procedures and form usage

G. Responsibilities of Asset Partner; Florida Department of Environmental Protection (DEP)

1. DEP will provide a Division of Law Enforcement representative to serve in the RECON Planning Unit and support staff.
2. DEP will provide a ground team (in conjunction with FWC) and will provide RECON Reports from their respective State Parks within the areas of impact. Additionally they will provide technical experts for RECON of known Haz Mat facilities.
3. DEP personnel will adhere to the Division's "Emergency Response Manual" for additional procedures and form usage.

H. Responsibilities of RECON Coordination Partners;

1. Use the EOC-RECON@em.myflorida.com email address or provided RECON Reporting site URL to report to the RECON unit elements of essential information they attain through their own established recon activities
2. SERT will establish the priorities of the RECON teams through a RECON prioritization and coordination meeting, in coordination with potentially impacted counties at 48-36 hours from impact which will be noticed through EM Constellation to ensure there is no duplication of efforts

I. Preparation for all RECON Units

1. Each agency is responsible for RECON training based upon the guidance of this SOP.

IV. RECON Unit Coordination

A. Organization

1. RECON Unit will be established prior to deployment of RECON teams.
2. Deploy/Pre-position RECON Teams prior to impact, if possible.
3. Coordinate with impacted local communities and SERT Regional Coordinators on targeting, areas of concern and routing of teams.
4. As soon as safe conditions permit, as determined by Team Leads in concurrence with SERT Chief, deploy RECON Teams into the impacted area.
5. Collect and distribute RECON Team impact report information.
6. Disseminate raw data based on information received from the RECON Teams.
7. Demobilize RECON Teams when the mission is complete.

B. Planning Considerations and Assumptions

1. Dissimilar communication devices and protocols may not allow all agencies to coordinate and collaborate.
2. Local airports and runways may sustain moderate to severe damage from wind, heavy rainfall and tornadoes.
3. Fuel may be difficult to obtain due to damaged or destroyed facilities and saltwater contamination, especially on barrier islands.
4. Marine Docks to support response efforts may be unusable.
5. RECON mission conference calls are conducted at 1000 and 1600 hours daily.

V. Concept of Operations

A. Safety

1. Through all phases of a RECON mission, team leaders shall maintain their own safety and the safety of team members as their highest concern. Under no circumstances are team members expected to intentionally place themselves into hazardous situations.

B. RECON Unit Configuration

The RECON Unit Leader:

1. Directs the activities of the RECON Asset teams for the production of RECON Reports.
2. Coordinate the Information flow of the RECON Coordination Team partners.
3. Vet intelligence information from Coordination Partners.

C. Timeline.

1. Between 72 and 48 hours prior to a noticed Event:

- a) A request will be made to RECON Agency representatives to form a RECON Coordination unit for the FLNG, FWC, DEP and the CAP to report to the SEOC. These team members will be equipped with a Laptop Computer with internet capability. Each team member will also be equipped with their respective agency issued cellular phone.
- b) A warning order will be issued via EM Constellation to stand-up (Mobilize) RECON elements.
- c) Target objective will be provided to RECON teams after coordination with County EM of anticipated impact in conjunction with the SERT Chief's objectives.

2. Between 48 and 36 hours prior to a noticed Event:

- a) SERT will establish the priorities of the RECON teams through a RECON prioritization meeting, in coordination with potentially impacted counties.
- b) RECON Agency representatives at the SEOC will begin to develop a unified data collection and targeting plan.
- c) RECON Teams will be mobilized via EM CONSTELLATION for ground, water and aerial RECON assessments.
- d) Coordination RECON Teams will be mobilized via EM CONSTELLATION for critical infrastructure and selected targets.
- e) RECON team members will be mustered for an initial briefing. A communication check with all Asset RECON teams will be conducted and contact information will be recorded as teams prepare for potential deployment.
- f) All RECON team members will be notified for an initial briefing. An information flow check with all Coordination teams will be conducted.

3. Between 36 and 24 hours prior to a noticed Event:

- a) RECON Agency representatives at the SEOC will begin to finalize the unified data collection and targeting plan.
- b) A call to the impacted local Emergency Operations Centers will be made to ascertain initial targets and identify new target information. This information will be disseminated to the regional coordinators and the normal distribution list. Initial contact will be made with SERT and military liaisons and regional coordinators.
- c) RECON Unit will finalize the unified data collection and targeting plan and communicate the plan to RECON Teams.
- d) RECON Teams and RECON Unit will make final preparations for landfall.
- e) Coordination and collaboration with the SERT Chief, Plans Chief, Intel Unit Leader, and Operations Chief will be conducted by RECON Coordination Unit Leader.
- f) Initial situational awareness received and additional targets identified.
- g) Communication checks conducted with RECON Asset teams and information flow checks with RECON Coordination teams. Initial Targeting information provided to RECON Asset Teams.
- h) RECON Teams briefed on the Unified Plan and make final preparations for post impact deployment.
- i) Pre-position RECON Teams. Teams will NOT pre-position or deploy without authorization of the SERT Chief.

4. Between 24 hours and impact:

- a) Deployed RECON Teams will position themselves within a hardened facility and prepare for landfall and review reporting procedures.
- b) Targets are updated and maintained by RECON Unit Leaders. The primary objective is to determine the boundary of the impact area (Power outage, debris line, downed trees, and evacuation routes impassable). This will define area of operations of immediate concern for the SERT.
- c) Critical Facilities as directed.

5. From 0-24 hours Post-Impact:

- a) Implement established RECON Target Plan
- b) Areas to be assessed by the county and SERT resources:
 - I. Impact to critical infrastructure
 - II. Status of human needs; specifically regarding feeding and sheltering.
 - III. Presence or potential for impacts from hazardous materials. Impact to homes and businesses.

6. 24-48 hours Post Event Impact:

- a) SERT Priorities:
 - I. Meet the needs of the survivors (Saving lives through search and rescue efforts and security). Sustain life via medical evacuation and security.
 - II. Re-establish communications.
 - III. If a Search & Rescue issue is identified from RECON Teams, a courier from the RECON Coordination Unit will hand deliver report to ESF 4 & 9. This response will also be followed up by a telephone call to ESF 4 & 9. SERT Chief, Plans and Operations will be notified in person by the RECON Coordination Unit leader.
- b) Report on Impacted area:
 - I. Re-establish contact with local officials to update target list based on local situational awareness. An Asset RECON liaison will be imbedded with local responders.
 - II. Determine perimeter of impacted area.
 - III. Determine status of evacuation/resupply routes.
 - IV. Survey target list.
 - V. Re-engage local officials for additional targets.
 - VI. RECON Team Leader may delay completion of report to render aid in imminent life-threatening situations if properly trained and equipped to do so. Such delays should be reported immediately to local officials, Field Operations Leader and the RECON Coordination Unit as a FLASH Report.

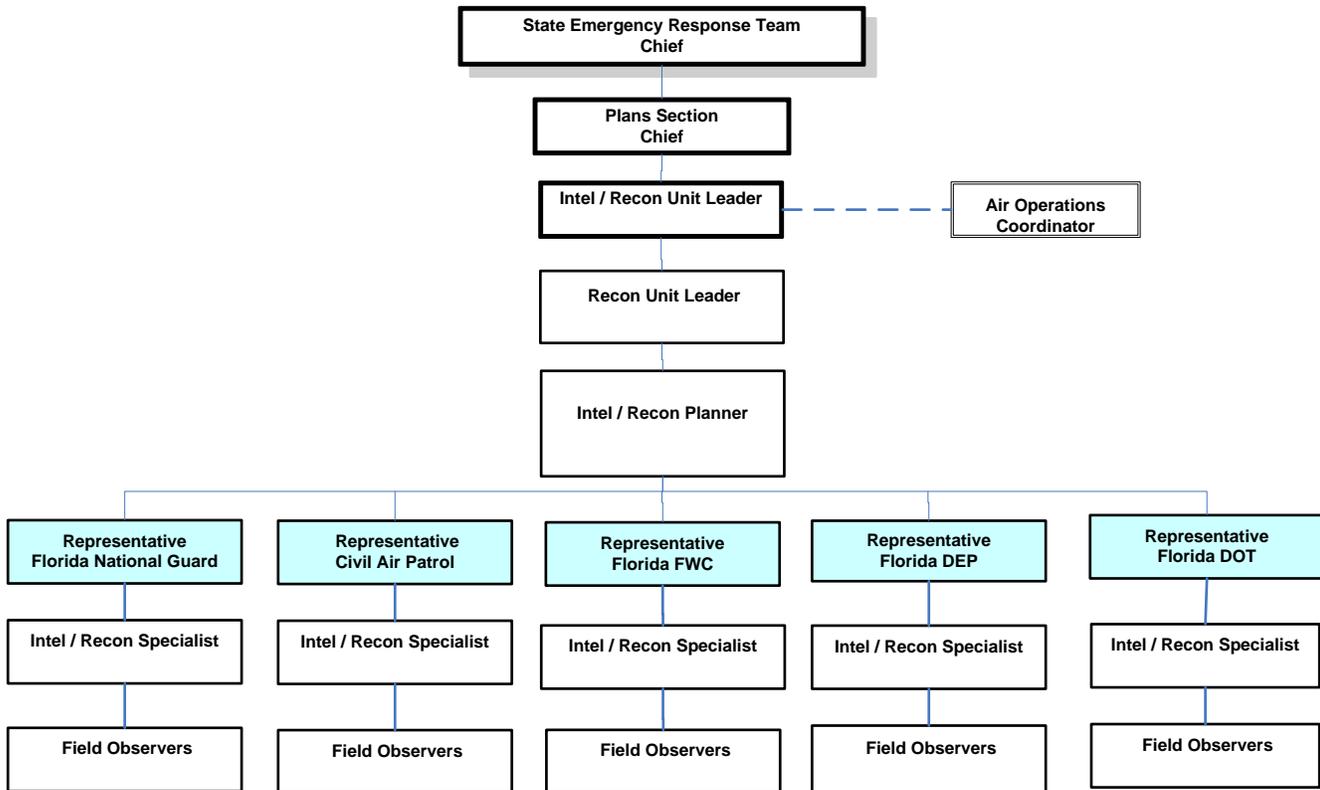
VI. Reporting Procedures

- A. Teams are to report to RECON Unit as situation dictates
- B. Flash Reports to Field Operations Leader and RECON Unit of issues requiring immediate action by SERT Chief.
- C. Capture digital images of impacts and send those images to the SERT RECON Reporting site, including the latitude and longitude or US National Grid coordinates of the image and date. Preferred method would be a GPS enabled camera.

VII. Demobilization

- A. RECON teams will be demobilized at the earliest possible time based on mission requirements.
- B. Demobilization will involve completing any required paper work including state travel reimbursement vouchers. If available, Finance and Admin Officer will review all forms for accuracy and completeness. The SERT Finance and Admin Officer will submit those reimbursement vouchers for payment. Reimbursement for personnel not employed with SERT or other state agencies will be sent to the address listed on the travel voucher.

Attachment 1: Organizational Chart



Attachment 3: RECON Reporting Form

RECON AGENCY:		TEAM:		LAT:	LON:
REPORT #:					Lat / Lon format: Degrees . decimal Degrees ie.) 28.123 -82.456
TARGET NAME:				USNG:	
TIME:		DATE:		COUNTY:	
1 - DEBRIS					
SECTION NOT APPLICABLE					
D	Trees Down < 1 Foot	All Directions	One Direction	COMMENTS	
E	Trees Down > 1 Foot	All Directions	One Direction		
F	Utility Poles Down	Steel	Wood	Concrete	
2 - FLOODING					
SECTION NOT APPLICABLE					
A	Street Flooding	<1 Foot	1-3 Feet	>3 feet	COMMENTS
B	Localized Flooding	<1 Foot	1-3 Feet	>3 feet	
C	Widespread Flooding	<1 Foot	1-3 Feet	>3 feet	
3 - STRUCTURE DAMAGE					
SECTION NOT APPLICABLE					
A	None				COMMENTS
B	Wind - Light				
C	Wind - Moderate				
D	Wind - Heavy				
E	Wind - Catastrophic				
F	Surge - Light				
G	Surge - Moderate				
H	Surge - Heavy				
4 - INFRASTRUCTURE					
SECTION NOT APPLICABLE					
A	Electrical Power	Operational	Out	COMMENTS	
B	Water Supply	Operational	Out		
C	Sewer System	Operational	Out		
D	Telephone System	Operational	Out		
E	Radio / Television Stations	Operational	Out		
F	Food / Grocery Stores	Operational	Out		
G	Gas Stations	Operational	Out		
H	Hardware Stores	Operational	Out		
5 - TRANSPORTATION					
SECTION NOT APPLICABLE					
A	Major Road Blocked				COMMENTS
B	Minor Road Blocked				
C	Bridge	Blocked	Destroyed		
D	Runway	Blocked	Destroyed		
E	Rail	Blocked	Destroyed		
F	Canal	Blocked	Destroyed		
6 - EMERGENCY SERVICES					
SECTION NOT APPLICABLE					
A	EOC	Operational	Out	COMMENTS	
B	Police	Operational	Out		
C	Fire	Operational	Out		
D	EMS	Operational	Out		
E	Hospitals	Operational	Out		
F	Shelters	Operational	Out		
G	DOT Facilities	Operational	Out		
H	Red Cross ERV'S	Operational	Out		
7 - CASUALTIES					
SECTION NOT APPLICABLE					
A	Dead	#	COMMENTS		
B	Missing	#			
C	Injured	#			

8 - NARRATIVE

INITIALS:		TIME SENT:		METHOD:	
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= Required Field

(Oct 2009 , ver 1 – Previous versions are obsolete)

Attachment 4: Position Descriptions



AGENCY REPRESENTATIVE

Responsibilities:

An Agency Representative is an individual assigned to the RECON Unit who has authority to coordinate assets from their agency for the RECON Mission. The Florida Army National Guard, Department of Transportation, Florida Fish and Wildlife Commission, Department of Environmental Protection, Civil Air Patrol and Department of Health will provide Agency Representatives to the RECON Unit during an incident to assist with the RECON Unit Mission. Agency Representatives report to RECON Unit Planner.

Knowledge, Skills and Abilities:

Must have a working knowledge of the RECON Unit Standard Operating Procedures, the Florida Comprehensive Emergency Management Plan and the State Emergency Response Team during activation. Must have the leadership and management skills necessary to represent their agency while supporting the RECON Unit in a highly stressful and fast paced environment. Must have the ability to make timely decisions, coordinate agency resources to support the current RECON Target Plan and additional agency resources as needed for future RECON Unit Missions

Duties:

- Ensure that all agency resources are properly mobilized and checked in at the incident
- Obtain briefing from the RECON Unit Leader
- Attend briefings and planning meetings as needed
- Provide technical input on the use of agency resources
- Cooperate with the RECON Unit Planner
- Coordinate the implementation of the tasks assigned in the RECON Targeting Plan
- Ensure the well-being of agency personnel assigned to the incident
- Advise the RECON Unit Leader of any special agency needs or requirements
- Have a debriefing session with the RECON Unit Leader and ensure that all required forms, reports and documents are complete prior to demobilization
- Ensure that all agency resources are demobilized prior to departure



INTEL / RECON UNIT PLANNER

Responsibilities:

The RECON Unit Planner is responsible for coordinating the tasking of all Field Observers assigned or applicable to the RECON Unit Mission. The RECON Unit Planner oversees the execution of the RECON Targeting Plan. The RECON Unit Planner is responsible for assuring the situational awareness products are delivered by the established deadline for the daily briefs. The RECON Unit Planner reports to the RECON Unit Leader.

Knowledge, Skills and Abilities:

Must have a working knowledge of the RECON Unit Standard Operating Procedures, the Florida Comprehensive Emergency Management Plan and the State Emergency Response Team during activations. Must have the leadership and management skills necessary to represent their agency and make timely decisions in a highly stressful and fast paced environment. Must have knowledge of the planning process. Must have skills in applying the fundamental elements of the planning process to establish and coordinate a complex field operation plan and develop plans for future field operations.

Duties:

- Assist the RECON Unit Leader with writing the RECON Targeting Plan
- Manage the execution the RECON Targeting Plan
- Coordinate all Field Observers assigned to the RECON Unit
- Provide recommendations to the RECON Unit Leader on alternative strategies, mobilization of additional Field Observers and demobilization of Field Observers
- Report situational awareness to RECON Unit Leader
- Alert the RECON Unit Leader of developing and urgent situations
- Ensure all display products are delivered to the Plans Section Chief by the established deadline for daily briefings
- Attend briefings and planning meetings as needed
- Assist the RECON Unit Leader with writing the After Action Report
- Maintain a contact list of all partners
- Maintain a daily activity log

FIELD OBSERVER



Responsibilities:

The Field Observer is responsible for collecting situation information from personal observations at the incident and transmitting this information to their Agency Representative or the RECON Unit Planner. The Field Observer reports to their Agency Representative or the RECON Unit Planner.

Knowledge, Skills and Abilities:

Must have a working knowledge of the RECON Unit Standard Operating Procedures and the Florida Comprehensive Emergency Management Plan. Must have skills in operating a Global Positioning System receiver, map, compass, (geo coded preferred) digital camera, computer, cell phone, satellite phone, two way radio and electronic mail system. Must have the ability to transmit reports of situational awareness.

Duties:

- Determine the location of the incident, the type of information required the method of collecting and transmitting situational information and mode of transportation.
- Obtain necessary equipment to collect and transmit situational information
- Observe and report to the Communications Coordinator any hazards or unsafe conditions along route to the incident
- Gather accurate situational information at the incident, take digital photos(preferably with GPS enabled camera) including date and time taken, obtain coordinates and transmit to Agency Representative or RECON Unit Planner or submit RECON Report through the online reporting system.
- Ensure all products are delivered as soon as possible

Intel Unit SOG

I. Introduction

The Intelligence Unit of the Plans Section is responsible for collecting intelligence information related to the emergency. This includes items such as the scope (extent) of the disaster, status of various systems (i.e., communications, transportation, utility, etc.), monitoring of resource status, and other information. The Intelligence Unit develops reports concerning the disaster, prepares situation reports, develops short-range and long-range planning guidance for use in addressing developing issues, and accesses technical expertise to assist with evaluating the actual and/or potential effects of an event upon the population and infrastructure of the state.

II. Assumptions

The Intelligence Unit of the Plans Section functions to provide the State Emergency Response Team (SERT) with information concerning potential threats to the State of Florida. The Intelligence Unit is staffed on a regular basis with personnel from the Florida Division of Emergency Management. The Intelligence Unit Leader is responsible for daily operations and maintains the operational readiness of the Intelligence Unit. All information gathered will be provided to the Plans Section Chief or designee.

III. Purpose

The purpose of this document is to define the mission of the Intelligence Unit, identify the products developed by the Intelligence Unit and to establish the roles and responsibilities of personnel assigned to the Intelligence Unit.

IV. Scope

The procedures discussed within this document apply to all SERT team members assigned to the Intelligence Unit of the Plans Section.

V. References and Authorities

The State of Florida's response to emergencies and disasters is in accordance with the Comprehensive Emergency Management Plan (CEMP). Upon activation of the State CEMP pursuant to Chapter 252, Florida Statutes, this procedure will be implemented by the Florida Division of Emergency Management with support from other state agencies, as appropriate.

VI. Roles and Responsibilities

A. Intelligence Unit Leader

1. Manages and coordinates the activities of the Intelligence Unit and ensures that missions and tasks are completed according to established standards.
2. Responsibilities
 - a. Determines Area of Operations in conjunction with Operations and Plans Section Chiefs
 - b. Establishes staffing positions and roster
 - c. Assesses need for staff augmentation
 - d. Reviews all Intel Unit products for accuracy and format
 - e. Attends Operational meetings (including conference calls and planning meetings)
 - f. Coordinates Intel activities and products based on the event
 - g. Prioritize and task requests
 - h. Ensures all deadlines are met
 - i. Coordinates transition from Pre-Event to Impact to Post Event activities if applicable
 - j. Assesses need to request DOT to activate traffic counters in the area of operations
 - k. For tropical events, monitors the status of evacuations
 - l. Calculates vulnerable population estimates
 - m. Identifies critical facilities
 - n. Coordinates with other Plans Section units on the production of the situation report, Intel forecast and other products as required
 - o. Trains new staff, including National Guard (FLNG) and other partner agencies

C. Intelligence Unit Leader (Alternate)

1. Assists the Unit Leader with the operations of the Intel room, production of the situation report, Intel forecast and other documents as needed or requested by the Unit Leader. The Alternate Unit Leader assumes role of the Unit leader in their absence.
2. Responsibilities

Same as Intelligence Unit Leader

D. Intelligence / Recon Planner

1. Supports the Intel Unit in the production of the Intel Report, Intel forecast and other products as required.
2. Responsibilities
 - a. Assists with production of the Intel reports, Intel forecast and other products as required
 - b. Monitors EM Constellation, EOC Plans e-mail, RECON Reporting Website and open source information

VII. Activation

- A. The Intelligence Unit will be activated by the Plans Section Chief. The Intelligence Unit Leader will assess the situation and determine a staffing plan sufficient to support incident and the operational period.
- B. The Intelligence Unit Leader or the Plans Section Chief will provide notification to unit personnel.
- C. A unit staffing schedule will be provided once the operational period has been established.
- D. If FLNG staff augmentation is required, the Intel Unit Leader will notify the Plans Section Chief for concurrence and will then enter the mission request in EM Constellation.