



Northern Berkshire Regional MACC

General Staff

Planning Section Chief Standard Operating Guideline (SOG)

Purpose:

The purpose of this checklist is to provide a Standard Operating Guideline (SOG) to be utilized by an individual serving as the Planning Section Chief at the Northern Berkshire Regional MACC.

Responsibilities:

- Exercise overall responsibility and supervision of the Planning Section. Ensure that all Planning Functions are carried out, including collecting, analyzing, and displaying situational information, preparing periodic Situation Reports, preparing and distributing the MACC Incident Action Plan (IAP) and facilitating Action Planning meetings, providing technical support to other local EOC Sections, conducting Advance Planning activities, and documenting all MACC activities.
- Establish the appropriate level of Planning Section staffing and assignments as determined by the scope/severity of an event or identified within an Incident Action Plan (IAP). Monitor Planning Section effectiveness and modify accordingly.
- Conduct periodic Operations briefings with the MACC Manager and MACC staff as required or requested.

Reports to:

MACC Manager

Direct Reports:

- Situation Unit Team Leader
- Documentation Unit Team Leader

Coordinates with:

- MACC Public Information Officer (PIO)
- MACC Liaison Officer (LO)
- MACC Logistics Section Chief (LSC)
- MACC Operations Section Chief (OSC)
- MACC Admin/Finance Section Chief (FSC)
- External Agencies as required

1.0 Pre-Event Actions

- 1.1 Review and become familiar with the MACC Organizational Chart (See Attachment 1), County Concept of Operations (ConOps), this SOG, as well as other documentation related to the Planning Section Chief as appropriate.
- 1.2 Attend annual MACC Concept of Operations and SOG training in order to become and remain familiar with the Concept of Operations / Integrated Sequence of Actions, as well as the responsibilities identified in this SOG.
- 1.3 Participate in scheduled drills and exercises that include a MACC activation component by serving as the Planning Section Chief position.
- 1.4 Be prepared to serve as a Planning Section Chief during activation of the MACC. These actions may include prepping ICS forms for utilization and maintaining a directory of ESF contacts.

2.0 Initial Actions

- 2.1 **Determine the Event Type** - Immediately upon receiving notification, determine the type of event (Notice or No-Notice) and the appropriate initial actions to be performed. Assist the MACC Manager by utilizing the following table to determine the appropriate initial actions:

If the Event is a:	Then:
Notice Event – Such as a forecasted weather event or other event with notice prior to actual occurrence or impact	Proceed to Step 2.2 Notice / Forecasted Event
No-Notice Event – Such as an infrastructure failure, active shooter incident or hazmat spill with no notice prior to actual occurrence or impact	Proceed to Step 2.3 No-Notice / Unanticipated Event

- 2.2 **Notice Event and/or Forecasted Event** – Prior to the occurrence or impact of a Notice and/or forecasted event, participate in the following pre-impact planning activities.

- 2.2.1 Participate in pre-event planning meetings with MACC staff to discuss:
 - Areas of the Region (Northern Berkshire County) that may be impacted by the Notice and/or forecasted event.
 - Preparation activities prior to the event's impact or occurrence.
 - Determination of appropriate MACC staff and resource requirements needed to respond to the event upon its actualization.

2.2.2 Upon completion of pre-event planning activities, proceed to Step 2.3.1 (Initial Assessment of the Situation).

2.3 No-Notice and/or Unanticipated Event – Provide your initial assessment of the situation to the MACC Manager through the following activities:

2.3.1 Perform an initial assessment of the situation regarding the scope and severity of areas of the Northern Berkshire Region which may or actually have experienced impact from the emergency event.

2.3.2 Assist the MACC Manager by providing input on initial actions, including:

- Recommendation on incident stabilization activities.
- Critical resource requirements (public safety and/or public health/medical).
- Situational awareness support requirements.
- Mutual aid needs.
- Interaction with City, State, and/or other public safety or public health agencies.

2.4 Activation of the MACC – In support of MACC activation, provide input and assistance to the MACC Manager regarding activation of the MACC by conducting the following activities:

2.4.1 Determine if the MACC should be activated and the appropriate level of MACC activation based on the type and projected/actual impact of emergency event. Provide input to the MACC Manager. Utilize the MACC Activation Level Description and Actions table below to determinate the appropriate MACC Activation Level.

If a hazard or threat condition has occurred and involves the following anticipated time frame:	And the event involves the following event types or conditions:	Then the event requires the following MACC activation level:
0-4 Hours	• Examples – Suspicious Devices, Localized and/or Rolling Power Outages, Severe Weather Advisory, Moderate incidents involving 2 or less communities, Transportation accident involving hazmat • Activation and Duration: Virtual (optional) or Physical / Under 4 hours • Staffing: Limited • Response: Event monitoring, Activation of Information Sharing Networks • Information: Initial dissemination of information, Status reporting as required, WebEOC coordination and assistance, Public Information Support as required • Resources: Coordination unlikely, monitoring only	Level 1 –Standby/ Monitoring Activation Standby/Monitoring Activation for up to 4 hours and/or until incident stabilization has occurred.
4-24 Hours	• Examples – Large incidents involving 2 or more communities, Extended localized utility outages, Wildfire threatening segment	Level 2 – Partial Activation

	- of Sub-Region, Hazmat spill/release • Activation and Duration: Physical Activation / 8-24 hours • Staffing: 1-2 MACC + required ESF personnel contingent upon scope/severity • Response: Event monitoring, Public Information Support, MACC IAP for multiple operational periods, and Coordination with activated EOCs required • Information: Initial dissemination of information, WebEOC coordination and assistance, Situation Brief and Status reporting performed at regular intervals, JIS Support and coordination with MEMA REOC • Resources: Coordination likely required, Facilitation and coordination of resource requests as needed, Coordination with MEMA REOC as needed	Partial Activation of the MACC for up to 24 hours from the onset of occurrence and until incident stabilization is reached.
An undetermined timeframe for resolution.	• Examples - Major or regional emergency with multiple or all communities requiring heavy resource requirements, Large-scale Hazmat spill/release, Hurricane/Ice Storm/Blizzard affecting entire County, Major Wildfire, Pandemic/Epidemic Disease Outbreak • Activation and Duration: Physical Activation / Beyond 24 hours • Staffing: All MACC staff + required ESF personnel contingent upon scope/severity • Response: Event monitoring, Public Information Support, MACC IAP for multiple operational periods, and Coordination with activated EOCs required • Information: Initial dissemination of information, WebEOC coordination and assistance, Situation Reporting (SitReps) performed at regular intervals, JIS Support and coordination with MEMA REOC • Resources: Coordination highly likely, Facilitation and coordination of resource requests, Coordination with MEMA REOC	Level 3 - Full Activation Full Activation of the MACC beyond a 24-hour basis and until incident stabilization has occurred.

2.4.2 In conjunction with the Operations, Logistics, and Admin/Finance Section Chiefs, determine the appropriate level of staffing for the MACC, including Command and General staff. Provide agreed upon input to the MACC Manager.

- Identify Planning Section positions to be filled, including the Situation Unit and the Documentation Unit (if and/or as required).
- Assemble input from Operations, Logistics, and Admin/Finance Section Chiefs regarding Operations, Logistics, and Admin/Finance Section positions to be filled.
- Provide the proposed MACC staffing roster to the MMACC Manager for approval.

2.4.3 Once the MACC Manager has approved the MACC staffing roster, finalize the MACC staffing roster for use in notification off additional MACC and/or ESF support staff.

2.4.4 Provide the finalized MACC staffing roster to the MACC Logistics Section Chief to determine material supplies, food services and/or other requirements needed to sustain MACC staff for the duration of activation.

2.4.5 When directed by the MACC Manager, support the order to activate the MACC by overseeing and ensuring MACC planning activities.

2.5 Develop the Incident Action Plan – Oversee and ensure the following planning activities:

- 2.5.1 Commence MACC planning activities such as developing an MACC Incident Action Plan and establishing the MACC Planning Cycle for the event. (See Attachment 2 – MACC Planning “P” Diagram).
- 2.5.2 Gather, assemble and prepare information from the MACC Command and General Staff for use in the development and/or revision of the MACC Incident Action Plan (IAP). Include the following elements in the initial incident action planning process:
- Gaining and maintaining an understanding of the situation.
 - Establishing MACC objectives.
 - Developing the IAP.
 - Preparing and disseminating the IAP.
 - Implementing, evaluating and revising the IAP.

2.6 Support MACC Operations – Assist the Operations Section during MACC activation by monitoring local and regional activity and providing situational updates to MACC personnel.

3.0 Ongoing Actions

3.1 Support Communications - Monitor, collect, evaluate and process communication information overheard or shared from the communities within the Northern Berkshire County Region (direct phone call, radio communication, email/text, etc.) of ongoing operational activity. Utilize this information for inclusion in Planning Section Situational Awareness products.

3.2 Perform Situational Awareness Activities – Oversee and ensure that the following situation and documentation activities occur:

- 3.2.1 Monitor, collect, evaluate, and process information to develop and establish situational awareness through the development and dissemination of Situation Reports (SitReps) in order to maintain a common operating picture within the MACC. Regularly provide updates and/or Planning Section Situational Awareness products to MACC personnel in order to achieve and maintain a common operating picture.
- 3.2.2 Display and update situation information utilizing maps, status boards, camera and/or surveillance capabilities, etc. and/or other available technologic support.
- 3.2.3 Support the dissemination of situational awareness information to local communities and external agencies via email, social media, website display and/or other mass communication methods. Include the following:
- Situation Reports (SitRep)

- Informational postings and updates to the WRHSAC and/or Northern Berkshire REPC Website (in conjunction with the PIO).
- Development and display of Twitter or Facebook messages (in conjunction with the PIO).

3.3 Forward MACC Planning (Daily Operations Scheduled Events) – Oversee and ensure that the following MACC Daily Operations Schedule activities occur:

- 3.3.1 Develop the MACC shift change and turnover schedule.
- 3.3.2 Assemble information and develop Situation Reports (SitReps).
- 3.3.3 Schedule and conduct Daily Operational Briefings.
- 3.3.4 Schedule and conduct Media Briefings (in conjunction with the PIO).
- 3.3.5 Schedule and conduct MACC Incident Action Plan (IAP) Meetings.
- 3.3.6 Schedule and conduct other meetings or briefings as identified or delineated by the MACC Manager.

3.4 Conduct Daily Operational Cycle Activities – Develop and conduct Daily Operational Cycle Activities, including the following:

- 3.4.1 Assemble and prepare information from MACC Command and General Staff for use in the review, revision or update of the Incident Action Plan.
- 3.4.2 Include the following elements in ongoing incident action planning:
 - Review the current understanding of the situation.
 - Review, revise, or update incident objectives based on the current situation.
 - Review, revise, or update the Incident Action Plan.
 - Prepare and disseminate revised Incident Action Plans.
 - Monitor the implementation of the Incident Action Plan.
 - Participate in Forward-Planning activities to anticipate future operational needs or requirements.

3.5 Manage Planning Staff – Manage all Planning Section support positions (if/when activated).

- 3.5.1 Situation Unit Team Leader – Ensure that the Situation Unit Team Leader is supervising and managing all Situation Unit activities, including:
 - Collect, organize and analyze situation information.
 - Maintain a regional map of impacts and operational activity.



- Maintain an area-wide map which details road closures, utility outages or other relevant information for use in transportation route planning.
- Provide current situation assessments based on analysis of information.
- Develop Situation Reports as needed.
- Develop staff rosters with contact information.
- Participate in forward-planning and/or anticipate situations or problems that may materialize as emergency events occur.
- Manage the completion and submission of event and position logs and/or related information.

3.5.2 Documentation Unit Team Leader - Ensure that the Documentation Unit Team Leader is supervising and managing all documentation related tasks, including the following:

- Maintain a time log of the emergency event, noting all actions and reports. This may include community locations that have sustained damage/impact, impacted populations, and ongoing response/recovery activities.
- Record verbal report communication for basic content.
- Log in all written reports.
- File all reports for MACC reference in an accessible file box.
- Manage the completion and submission of event and position logs and/or related information.

3.6 Coordinate with Command and General Staff – Coordinate and communicate regularly with MACC Command and General Staff in order to facilitate a common operating picture and to share ongoing information, identify challenges, or complete objectives.

3.6.1 Coordinate with the MACC Manager.

- Provide regular updates regarding all emergency event planning activity, challenges, or milestones to the MACC Manager.
- Support the implementation of all operational priorities and objectives determined by the MACC Manager.
- Identify, share and discuss operational staff and resource needs, deployments and status on an ongoing basis.

3.6.2 Coordinate with the MACC Liaison Officer.

- Provide regular updates regarding all emergency event operational activity, challenges, or milestones to the MACC Liaison Officer.
- Identify the number of different agencies providing support to the MACC and include this information in the development of Planning Section Situational Awareness products.

- Inquire as to any planning needs or requirements communicated to the MACC Liaison Officer by external and/or assisting local, state, contractor, or private sector agencies and provide updates accordingly.
- 3.6.3 Coordinate with the MACC Public Information Officer.
- Provide situational awareness information in the development of talking points or situational awareness statements
 - Provide situational awareness information in the support of update(s) to other PIOs working in conjunction with the MACC PIO.
 - Provide situational awareness information in the preparation and dissemination of public information or MACC press releases.
 - Support the MACC in the scheduling and conduct of Press Conferences or issuance of Press releases.
- 3.6.4 Coordinate with the MACC Operations Section Chief.
- Provide and support operations through continued monitoring of ongoing activity, sharing incident/emergency event information, and disseminating situational awareness products on an ongoing basis.
 - Provide technical or specialized planning support as requested by Command or General staff.
- 3.6.5 Coordinate with the MACC Logistics Section Chief
- Support logistical planning requirements where appropriate.
 - Sharing staffing and facility requirements where logistical support is required to support or sustain ongoing emergency event operations.
- 3.6.6 Coordinate with the MACC Admin/Finance Section Chief
- Support time or procurement tasks, information collection and documentation in the absence of an Admin/Finance Section.

4.0 Event Termination and Recovery

4.1 Transition to Demobilization– Provide assistance to the MACC Manager by performing the following activities:

- 4.1.1 Determine Planning staff to be released from the MACC when they are no longer needed to support response efforts.
- 4.1.2 Establish a seamless transition into recovery operations by facilitating the development of a Demobilization and Recovery Plan. Coordinate with MACC Command, General and Support and/or ESF staff to determine the following.
- Identify recovery timeframe benchmarks and goals.



- Determine staff or equipment release considerations or demobilization requirements.
- Determine post-event operational or logistical support requirements (i.e. demobilization of response assets, assistance with family reunification, facilitation of mental health or extended social services, etc.).

4.2 Perform Reconstitution and Recovery Actions - Support Operational Section activities throughout the conduct of recovery and/or demobilization. Provide ongoing situational updates as required.

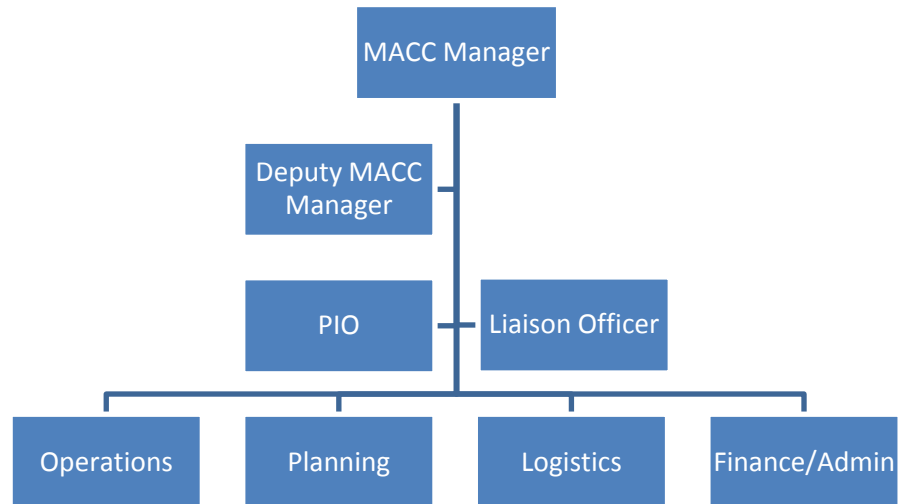
4.3 Lead the development of After-Action Review and Corrective Action Planning – Provide assistance to the MACC Manager by performing the following activities:

- 4.3.1 Gather all Incident/Emergency related documentation.
- 4.3.2 Facilitate the delivery and conduct of emergency event hotwash meetings, After Action, or Corrective Improvement Planning Conferences.
- 4.3.3 Lead the development of an After Action Report and Improvement Plan (AARIP). Identify operational strengths, shortfalls, or future needs that were discovered during the operational response/recovery to the emergency event.



Attachment 1

MACC Organization Chart





Attachment 2

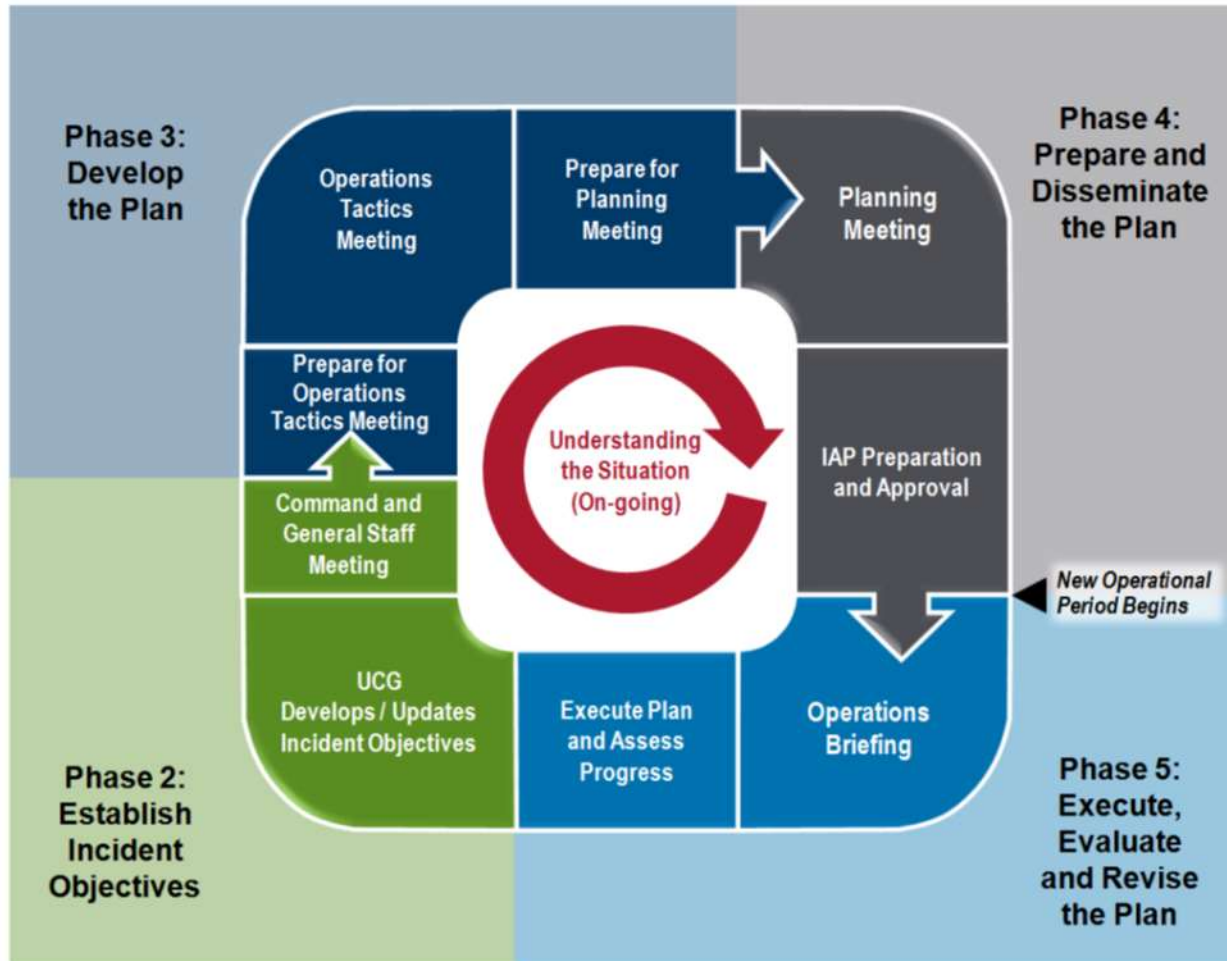
MACC Planning "P" Diagram





Attachment 3

MACC Operations “O” Diagram



Attachment 4

ICS 201 Form

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment): 		
5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.		

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		Date/Time: _____

INCIDENT BRIEFING (ICS 201)

[illegible]

1. Incident Name:		2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____	
6. Prepared by: Name: _____		Position/Title: _____		Signature: _____
ICS 201, Page 2		Date/Time: _____		

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:
--------------------------	----------------------------	--



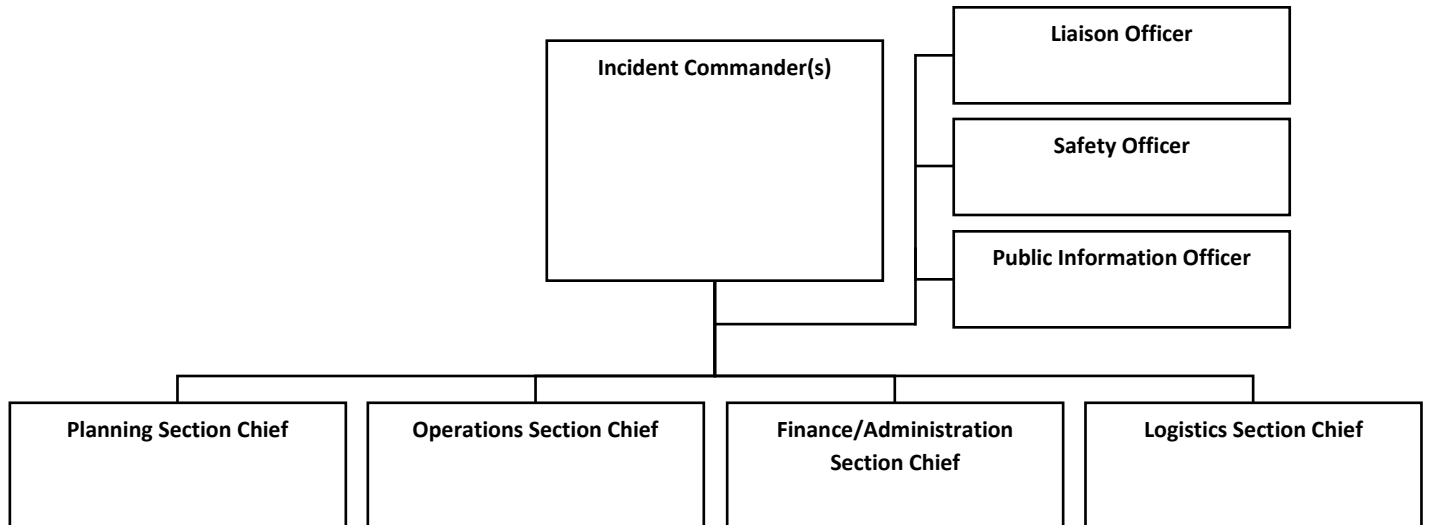
1. Incident Name:

2. Incident Number:

3. Date/Time Initiated:

Date: Time:

9. Current Organization (fill in additional organization as appropriate):



1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: _____
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 201, Page 3	Date/Time: _____	

INCIDENT BRIEFING (ICS 201)

[illegible]



1. Incident Name:		2. Incident Number:		3. Date/Time Initiated: Date: _____ Time: _____	
10. Resource Summary:					
				☐	
6. Prepared by: Name: _____		Position/Title: _____		Signature: _____	
ICS 201, Page 4		Date/Time: _____			

Attachment 3

ICS 209, Incident Status Summary Form

*1. Incident Name:		2. Incident Number:	
*3. Report Version (check one box on left): ☐ Initial Rpt # ☐ Update (if used): ☐ Final	*4. Incident Commander(s) & Agency or Organization:		5. Incident Management Organization: *6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____
7. Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”): _____	8. Percent (%) Contained _____ Completed _____	*9. Incident Definition:	10. Incident Complexity Level: *11. For Time Period: From Date/Time: _____ To Date/Time: _____

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted: Time Zone: _____
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____	*15. Primary Location, Organization, or Agency Sent To:

Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:
19. Unit or Other:	*20. Incident Jurisdiction:	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference:	24. Legal Description (township, section, range):
*25. Short Location or Area Description (list all affected areas or a reference point):		26. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):		

Incident Summary



***28. Significant Events for the Time Period Reported** (summarize significant progress made, evacuations, incident growth, etc.):

29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):

30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):

A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
E. Single Residences			
F. Nonresidential Commercial Property			
Other Minor Structures			
Other			

ICS 209, Page 1 of ____

** Required when applicable.*



INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:
---------------------------	----------------------------

Additional Incident Decision Support Information

*31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date	*32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date		
<u>C. Indicate Number of Civilians (Public) Below:</u>			<u>C. Indicate Number of Responders Below:</u>				
D. Fatalities			D. Fatalities				
E. With Injuries/Illness			E. With Injuries/Illness				
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue				
G. Missing (note if estimated)			G. Missing				
H. Evacuated (note if estimated)			H. Sheltering in Place				
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations				
J. In Temporary Shelters (note if est.)			J. Require Immunizations				
K. Have Received Mass Immunizations			K. In Quarantine				
L. Require Immunizations (note if est.)							
M. In Quarantine							
<i>N. Total # Civilians (Public) Affected:</i>			<i>N. Total # Responders Affected:</i>				
33. Life, Safety, and Health Status/Threat Remarks:			*34. Life, Safety, and Health Threat Management:				
						A. Check if Active	
			A. No Likely Threat			☐	
			B. Potential Future Threat			☐	
			C. Mass Notifications in Progress			☐	
			D. Mass Notifications Completed			☐	
			E. No Evacuation(s) Imminent			☐	
			F. Planning for Evacuation			☐	
			G. Planning for Shelter-in-Place			☐	
35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):			H. Evacuation(s) in Progress				
			I. Shelter-in-Place in Progress				



	J. Repopulation in Progress	☐
	K. Mass Immunization in Progress	☐
	L. Mass Immunization Complete	☐
	M. Quarantine in Progress	☐
	N. Area Restriction in Effect	☐
		☐
		☐
		☐

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

37. Strategic Objectives (define planned end-state for incident):



INCIDENT STATUS SUMMARY (ICS 209)

***1. Incident Name:**

2. Incident Number:

Additional Incident Decision Support Information *(continued)*

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:

- 1) critical resource needs identified above,
- 2) the Incident Action Plan and management objectives and targets,
- 3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., “sq mi”):

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:



45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation):

ICS 209, Page 3 of ____

** Required when applicable.*

INCIDENT STATUS SUMMARY (ICS 209)

1. Incident Name:	2. Incident Number:
-------------------	---------------------

Incident Resource Commitment Summary

[illegible]



1. Incident Name:	2. Incident Number:
52. Total Resources	
53. Additional Cooperating and Assisting Organizations Not Listed Above:	
ICS 209, Page ____ of ____	* Required when applicable.

Attachment 3

ICS 214, Activity Log Form

ACTIVITY LOG (ICS 214)

[illegible]

1. Incident Name:		2. Operational Period:		Date From:	Date To:
				Time From:	Time To:
8. Prepared by: Name: _____		Position/Title: _____		Signature: _____	
ICS 214, Page 1		Date/Time: _____			



1. Incident Name:	2. Operational Period: Date From:	Date To:
	Time From:	Time To:

[illegible]



Northern Berkshire County MACC

General Staff

Planning Section Chief Standard Operating Guideline (SOG)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
8. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 214, Page 2		Date/Time: _____	