

## PLANNING AND INTELLIGENCE SECTION

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**CHECKLIST**

**Planning and Intelligence Section Chief (Page 1 of 4)**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	EOC Director.	
<b>Location:</b>	Emergency Operations Center (EOC).	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Direct the collection, documentation, evaluation, analysis, and maintenance of all information relating to the emergency response.</li> <li>• Direct and oversee the following:               <ul style="list-style-type: none"> <li>— EOC Situation Status Log.</li> <li>— Development of Situation Reports (SitRep).</li> <li>— Development of Incident Action Plan.</li> </ul> </li> <li>• Plan for ongoing operations.</li> <li>• Assure timely and accurate reporting by the Documentation Unit.</li> <li>• Archiving of EOC records, forms, reports after deactivation.</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Support Insurance and FEMA Documentation and the FEMA disaster assistance application process.</li> <li>• Support University and Public Relations with accurate information.</li> <li>• Support EOC Director in After Action Reporting.</li> </ul>	
<b>Equipment/ Supplies:</b>	<ul style="list-style-type: none"> <li>• EOC to provide phone, internet access for E-mail, and basic office supplies.</li> <li>• Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function.</li> </ul>	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE:</b>		
1. Report to the EOC and set up the Planning & Intelligence Section. Obtain, provide, and maintain current and updated information on the emergency situation. Begin a log of your activities and keep it current throughout the emergency response.		

**CHECKLIST**  
**Planning and Intelligence Section Chief (Page 2 of 4)**

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE (Cont.):</b>	
<p>2. Activate Situation Status Unit, ensuring the displays are set up and maintained and regular situation status reports (SitRep) are made to the EOC Director and all key EOC staff. Status reports should contain the following:</p> <ul style="list-style-type: none"> <li>• Type of situation(s)</li> <li>• Major events and ongoing incidents</li> <li>• Deployment of UCSF staff and equipment</li> <li>• Status of students, patients, faculty, and employees</li> <li>• Status of the UCSF Medical Center Operations</li> <li>• Status of all UCSF buildings, properties and operations</li> <li>• Summary of known damage</li> <li>• Estimate of financial impact (as available)</li> <li>• Problems outstanding</li> <li>• Resources needed</li> <li>• Recommended actions</li> </ul>	
<p>3. If indicated, activate Facilities Documentation Unit if utilities, facilities or buildings are impacted by the emergency/disaster. Facilities Documentation Unit responsibilities:</p> <ul style="list-style-type: none"> <li>• Receive and document status or results of inspections, posting, and reporting of UCSF buildings and facilities including: <ul style="list-style-type: none"> <li>• Building Inspections</li> <li>• Damage Assessment process</li> <li>• Repair/Construction</li> </ul> </li> <li>• Receive and document status of utilities serving UCSF buildings and facilities</li> <li>• Document the occupancy status of buildings, and the posting and securing of unsafe buildings.</li> </ul>	
<p>4. If indicated, activate the Documentation Unit</p>	
<p>5. Meet with EOC Director to establish the planning cycle for the Incident Action Plan (IAP) and schedule for EOC shift briefings.</p>	
<p>6. Contact San Francisco EOC to identify reporting requirements for SitRep. (Time due, e-mail or fax to send SitRep.)</p>	

**CHECKLIST**  
**Planning and Intelligence Section Chief (Page 3 of 4)**

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE (Cont.):</b>	
7. Contact San Francisco EOC Planning Section or UCSF Liaison to request: <ul style="list-style-type: none"> <li>• Copies of SF EOC SitReps, IAPs, and Updated EOC Directory.</li> <li>• Copies of State or Regional EOC SitReps, is available.</li> <li>• Schedule of SF EOC operational area conference calls.</li> </ul>	
8. Contact UCOP to identify reporting requirements for Situation Status Reports.	
10. Contact UCOP to request <ul style="list-style-type: none"> <li>• Copies of UCOP EOC SitReps, IAPs, and any updates to UCOP EOC Directory.</li> <li>• Copies of State or Regional EOC SitReps, is available.</li> <li>• Schedule of UCOP Emergency management conference calls (if any)...</li> </ul>	
11. Determine that information is verified for accuracy and consistency before it is recorded or reported. Do not allow the release of any information without the consent of the EOC Director and University Public Information/Media.	
12. Facilitate the operational period IAP process with the EOC Director and Section Chiefs and provide shift briefings in collaboration with the EOC Director (See Appendix I: Incident Action Planning)	
13. Begin planning process with EOC Director and Section Chiefs for: <ul style="list-style-type: none"> <li>• Rotation of EOC IMT and other response staff during sustained EOC operations.</li> <li>• Deactivation of City, State or Federal emergency responders supporting UCSF</li> <li>• Deactivation of UCSF emergency response staff</li> </ul>	
14. If Indicated Activate the Continuity & Recovery Unit. As needed,	
<b>DEACTIVATION/RECOVERY:</b>	
1. Support the EOC Director and the Recovery Team with the development of a recovery plan. Provide a list of facilities and buildings that will be open for resumption of classes and University operations. Provide an estimate of repair and reconstruction projects and recommendations for early campus recovery.	
2. Assist with the Insurance documentation for claims and FEMA documentation for disaster assistance programs. Provide copies of inspection reports and photographs to substantiate damage and estimates.	
3. Assist Finance with the continuing application process for disaster assistance.	

**CHECKLIST**  
**Planning and Intelligence Section Chief (Page 4 of 4)**

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
<b><i>DEACTIVATION/RECOVERY (Cont.):</i></b>	
4. De-activate your position in the EOC as directed by the EOC Director.	
5. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities. Keep all original EOC logs, photos of status boards, and status summary reports in a binder or file for documentation.	
6. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
7. Upon deactivation of your position, brief the Planning Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
8. Upon deactivation of your position, ensure all documentation and Logs are submitted to the Planning Section Chief or Documentation Unit as appropriate.	
9. Record/file comments for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> <li>• Emergency Response/Recovery plans, procedures activities that need improvement or worked well.</li> </ul>	
10. Collect After Action reports from EOC staff members and supported by the Planning & Intelligence Team work with the EOC Director (or Emergency Manager) in the development of the After-Action Report and corrective action plan.	

**CHECKLIST**

**Situation Status (Page 1 of 3)**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Planning and Intelligence Section Chief.	
<b>Location:</b>	Emergency Operations Center (EOC).	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Preparing and disseminating Incident Action Plans (IAP).</li> <li>• Prepare and disseminate Situation Status Reports (SitReps).</li> <li>• Collect, verify and process all information and intelligence.</li> <li>• Assure maintenance of information on the current status of all UCSF buildings, facilities, and utilities with the Facilities Documentation Unit.</li> <li>• Maintain information on the current status of UCSF Medical Center operations.</li> <li>• Evaluate and disseminate information throughout the EOC.</li> <li>• Post and maintain electronic or poster SitRep EOC displays.</li> <li>• Identify inconsistencies and verify information for accuracy.</li> <li>• Monitor radio and television broadcasts for information that may affect or impact UCSF operations.</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Support University Public Information with information, verification, event posting and rumor control.</li> <li>• Assist the Operations Section Chief with tracking field operations, staff, and the progress of building inspections.</li> <li>• Assist Student Affairs with injury and student status reports.</li> <li>• Support the EOC Director with information and critical issues for the UCSF Medical Center by maintaining status updates of operations.</li> </ul>	
<b>Equipment/ Supplies:</b>	<ul style="list-style-type: none"> <li>• EOC to provide phone, internet access for E-mail, and basic office supplies.</li> <li>• Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function.</li> </ul>	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE:</b>		
1. Report to the EOC. Immediately get a report on emergency conditions and situations from Operations. Install and set-up status boards, maps, and other displays.		

**CHECKLIST**  
**Situation Status (Page 2 of 3)**

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE (Cont.):</b>	
2. Review the EOC Situation Status Log (Appendix F - Forms) and record major events, situation reports, major decisions, etc in the IAP and SitRep. Provide copies to the EOC Director and other key EOC staff.	
3. If Documentation Unit and or Facilities Documentation Unit have not been activated, coordinate with Planning Section Chief to fulfill appropriate functions.	
4. Provide SitReps for the Planning and Intelligence Section Chief, for approval before dissemination	
5. Assist the Planning Section Chief in the evaluation and disseminate of information it to EOC staff; assist with EOC briefings.	
6. Collect information from the Facilities Documentation Unit on Building Inspections and Damage Assessment for use the IAP and SitReps.	
7. Assist University Public Information by providing and verifying information and assisting with rumor control.	
8. Monitor radio and television broadcasts for information that is of importance to UCSF operations, including: <ul style="list-style-type: none"> <li>• Weather</li> <li>• Transportation routes</li> <li>• Local sheltering sites</li> <li>• Major situations or activities in the City of San Francisco</li> </ul>	
9. Take pictures of status boards at regular intervals as a record-keeping measure, to track the progress of operations.	
10. Assist Student Affairs with reporting information about students on campus	
<b>DEACTIVATION/RECOVERY:</b>	
1. De-activate your position in the EOC as directed by the Planning Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities. Keep all original EOC logs, photos of status boards, and status summary reports in a binder or file for documentation.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	



**CHECKLIST**  
**Situation Status (Page 3 of 3)**

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
<b><i>EMERGENCY RESPONSE (Cont.):</i></b>	
4. Upon deactivation of your position, brief the Planning Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Logs are submitted to the Planning Section Chief or Documentation Unit as appropriate.	
6. Submit comments to the Planning Section Chief for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> <li>• Emergency Response/Recovery plans, procedures activities that need improvement or worked well.</li> </ul>	
7. Assist with information for the After-Action Report and recommendations for procedural changes.	

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**CHECKLIST**

**Documentation Unit (Page 1 of 4)**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Planning and Intelligence Section Chief.	
<b>Location:</b>	Emergency Operations Center (EOC).	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Collect, process and document all significant communications and activities on the EOC Event Log.</li> <li>• Receive and document status of UCSF Medical Center operations.</li> <li>• Receive and document status or results of inspections, posting, and reporting of UCSF buildings and facilities including:               <ul style="list-style-type: none"> <li>• Building Inspections.</li> <li>• Damage Assessment process.</li> <li>• Repair/Construction.</li> </ul> </li> <li>• Receive and document status of utilities serving UCSF buildings and facilities.</li> <li>• Document the occupancy status of buildings, and the posting and securing of unsafe buildings. Support Section Chief in disseminating information throughout the EOC.</li> <li>• Post and maintain status boards and other EOC displays.</li> <li>• Identify inconsistencies and verify information for accuracy.</li> <li>• Monitor radio and television broadcasts for information that may affect or impact UCSF operations.</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Support University Public Information with information, verification, event posting and rumor control.</li> <li>• Assist the Operations Section with tracking field operations, staff, and the progress of building inspections.</li> </ul>	
<b>Equipment/ Supplies:</b>	<ul style="list-style-type: none"> <li>• EOC to provide phone, internet access for E-mail, and basic office supplies.</li> <li>• Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function.</li> </ul>	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE:</b>		
1. Report to the EOC. Immediately get a report on emergency conditions and situations from Operations. Install and set-up status boards, maps, and other displays. Maintain the Sign-in Roster for the EOC (See Appendix F - Forms).		

**CHECKLIST**  
**Documentation Unit (Page 2 of 4)**

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
<b><i>EMERGENCY RESPONSE (Cont.):</i></b>	
2. Coordinate with Facilities Management to confirm that all damaged buildings have been inspected, posted, and secured.	
3. Provide Situation Status information, ensuring EOC forms and displays are set up and maintained and regular status reports are updated to contain the following: <ul style="list-style-type: none"> <li>• Major CPFM activities for the operational period</li> <li>• Deployment of CPFM staff and equipment</li> <li>• Status of all UCSF Building and Facilities</li> <li>• Status of all UCSF Utilities.</li> <li>• Summary of known damage <ul style="list-style-type: none"> <li>• Type of Damage – Structural or Non-Structural</li> <li>• Damage to Contents – Major (total), Moderate or Minor</li> <li>• Salvageable or retrievable contents</li> </ul> </li> <li>• Estimate costs of building/facilities loss (as available) <ul style="list-style-type: none"> <li>• Building Value</li> <li>• Estimated Percentage Damage</li> <li>• Calculated loss based on value or replacement value per square foot</li> <li>• Calculated loss of contents based on value or replacement value</li> </ul> </li> <li>• Problems outstanding</li> <li>• Resources needed</li> <li>• Recommended actions</li> </ul>	
4. Refer to the lists of buildings contained in Appendix B (or other more current/complete listings as indicated) to track and report	
5. Coordinate with Building Inspections Unit (Operations Section) to determine how many Building Inspection Teams will be deployed and where during the operational period. .	
6. Identify plans for ongoing damage assessment, and repair/construction or demolition operations, to include the expected duration.	
7. Identify repair and construction projects, prioritization	
8. Continue to receive information on damage and amounts of loss, updating reports as necessary. Provide reports to the Planning and Intelligence Section Chief and Situation Status.	
10. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	

## CHECKLIST

### Documentation Unit (Page 3 of 4)

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE (Cont.):</b>	
<p>11. Initiate and maintain the EOC Web-Based Events log or Situation Status Log (See Appendix F - Forms) if Events Log down. Record major events, situation reports, major decisions, etc. Provide copies to the EOC Director and other key EOC staff:</p> <ul style="list-style-type: none"> <li>• Collect information from all available sources and post it for easy access and interpretation,</li> <li>• Keeping the displays current and updated as new information is received.</li> <li>• Identify inconsistencies and/or information that may not be correct.</li> <li>• Refer to the Planning Chief, Situation Status or Facilities Documentation Unit to verify and correct any inaccuracies with the appropriate EOC team members.</li> <li>• Refrain from posting information until it is verified.</li> </ul>	
12. Assist Planning Section to disseminate information to EOC staff; assist with EOC briefings.	
<p>13. Monitor radio and television broadcasts for information that is of importance to UCSF operations, including:</p> <ul style="list-style-type: none"> <li>• Weather</li> <li>• Transportation routes</li> <li>• Local sheltering sites</li> <li>• Major situations or activities in the City of San Francisco</li> </ul>	
14. Maintain up-to-date directories of EOCs, UCSF Departmental Operations Centers, Emergency Teams, etc.	
<b>DEACTIVATION/RECOVERY:</b>	
1. De-activate your position in the EOC as directed by the Planning Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Planning Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Logs are submitted to the Planning Section Chief or Documentation Unit as appropriate.	

**CHECKLIST**  
**Documentation Unit (Page 4 of 4)**

<b>DEACTIVATION/RECOVERY (Cont):</b>	
<p>6. Submit comments to the Planning Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include:</p> <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> <li>• Emergency Response/Recovery plans, procedures activities that need improvement or worked well.</li> </ul>	
<p>7. Assist with documenting information for the After-Action Report and recommendations for procedural changes.</p>	

**CHECKLIST**

**Continuity and Recovery Unit (Page 1 of 2)**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Planning and Intelligence Section Chief.	
<b>Location:</b>	<ul style="list-style-type: none"> <li>• Emergency Operations Center (EOC) or</li> <li>• Recovery Team meeting location once Team is activated.</li> </ul>	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Until the Recovery Team is activated provides analysis of UC Business Continuity plans and recommendations to the Planning Section Chief on Recovery priorities and capabilities amongst affected programs and facilities.</li> <li>• Upon activation of Recovery Team, serves to assure timely inclusion of recovery information into planning and intelligence reports and documentation.</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Upon activation of the Recovery Team provides team with analysis and data from UC Business Continuity Plans and assistance in determining the recovery prioritization and strategy following a major disaster or crisis which interrupts normal business and services.</li> </ul>	
<b>Equipment &amp; Supplies:</b>	<ul style="list-style-type: none"> <li>• Maintain UCSF &amp; personal phones, cell phones, e-mail accounts and e-mail enabled smart phone.</li> <li>• Provide UCSF PD Emergency Management Program with up-to date telephone, cellular telephone, E-mail and e-mail enabled smart phone contact information.</li> <li>• Electronic and or hard Copy of UCSF Emergency Response Management Plan.</li> <li>• Access to UC Ready on-line Business Continuity Plans for UCSF.</li> </ul>	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>Recovery:</b>		
1. Report to the EOC. Immediately get a report on emergency conditions and situations from Operations.		
2. Determine if any of the UC Ready Reports would be useful for prioritizing and strategizing the Recovery. A list of the reports, their description and uses is contained within the Recovery Annex as well as the steps to access the system and run the reports.		

**CHECKLIST**  
**Continuity and Recovery Unit (Page 2 of 2)**

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
<b><i>Recovery: (Continued)</i></b>	
3. Determine if there are plans within UC ready to recover the impacted Control Point/Division/Department/Unit. Ensure they have copies of their plan.	
4. If the Point/Division/Department/Unit does not have a plan, provide them with access to the UC Ready tool and have them complete the sections applicable to the interruption to use as the recovery plan.	
<b><i>DEACTIVATION/RECOVERY:</i></b>	
1. Maintain activation of the continuity and recovery unit until told to deactivate by the EOC Director.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities. Keep all original EOC logs, photos of status boards, and status summary reports in a binder or file for documentation.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, ensure all documentation and Logs are submitted to the Planning Section Chief or Documentation Unit as appropriate.	
5. Submit comments to the Operations Section Chief, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> <li>• Emergency Response/Recovery and Continuity plans, procedures activities that need improvement or worked well.</li> </ul>	
6. Assist with information for the After-Action Report and recommendations for procedural changes.	



**CHECKLIST**

**Resource Unit (Page 1 of 2)**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	UCSF EOC: Planning & Intelligence Section Chief	
<b>Location:</b>	Emergency Operations Center (EOC).	
<b>Primary Responsibilities:</b>	<ul style="list-style-type: none"> <li>To establish all incident check-in activities, prepare resource status information; maintain displays, charts and lists that reflect the current status and location of resources, transportation, and support vehicles; and to maintain a master check-in list of resources assigned to the incident..</li> </ul>	
<b>Support Responsibilities:</b>	<ul style="list-style-type: none"> <li>UCSF Liaison Officer.</li> <li>UCSF Operations Section Chief with communications to CCSF Operations Section as requested.</li> <li>UCSF Logistics Section Chief with communications to CCSF Resource and Logistics Section as requested.</li> <li>UCSF Admin/Finance Section Chief with communications to CCSF Admin/Finance Section as requested.</li> <li>UCSF EOC Director and Public Information/Media with communication to CCSF EOC as requested.</li> </ul>	
<b>Supplies:</b>	<ul style="list-style-type: none"> <li>CCSF EOC to provide phone, internet access for E-mail, and basic office supplies.</li> <li>Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed.</li> </ul>	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE:</b>		
1.	Report to the planning section chief for situation briefing.	
2.	Assemble resource display materials. Assign duties to resource unit support staff (if any). % Establish check-in function at incident locations	

**CHECKLIST**  
**Resource Unit (Page 2 of 2)**

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
<b>EMERGENCY RESPONSE:</b>	
3. Establish the EOC display on deployed response teams organization and resources allocated based on incident briefing form (ICS Form 201). %	
4. Confirm dispatch and estimated time of arrival of response personnel.	
5. Gather, post, and maintain incident resource status, as well as status of transportation and support vehicles and personnel. %	
6. Maintain master roster of all resources checked in at the incident. % Prepare organization assignment list (ICS Form 203) and organization chart (ICS form 207). % .	
7. Prepare appropriate parts of division assignments lists (ICS form 204)..	
8. Transmit and communicate any reports, maps, information which may aid UCSF planning and operations.	
9. Provide resource summary information.	
<b>DEACTIVATION/RECOVERY:</b>	
1. De-activate your position in the EOC as directed by the Section Chief.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the Section Chief, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section, as appropriate.	
6. Submit comments to the Planning Section Chief for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> <li>• Review of pertinent position descriptions and operational checklists</li> <li>• Recommendations for procedure changes</li> <li>• Section accomplishments and issues</li> <li>• Emergency Response/Recovery plans, procedures activities which need improvement or worked well.</li> </ul>	