

DOCUMENTATION UNIT

You Report To: _____ (Planning Sections Chief)

Records/Planning Command Center: _____ **Telephone:** _____

Mission: Oversees the collection, organization, and analysis of disaster situation information. Ensures that information collected from all sources is validated prior to posting on status boards. Ensures that situation status reports are developed and disseminated. Ensures that an Incident Action Plan is developed for each operational period, based on objectives developed by each section.

Immediate: Initial actions to be done upon site activation

Report to shelter-site. Review plans and checklists.

Read this entire Job Action Sheet and review MNS Organizational Command Chart.

Report to Planning Section Chief.

Establish and maintain a position log that chronologically describes actions taken during the shift.

Determine resource needs, such as a computer, phone, plan copies, and other reference documents.

Ongoing: Responsibilities and actions to ensure effective site operations

Ensure position logs and other necessary files are maintained.

Oversee the collection and analysis of all event-related information.

Oversee the preparation and distribution of the Situation Status Report.

Ensure that each Section provides the Situation Unit with Status Reports on a regular basis.

Ensure that proper paperwork is distributed, collected, and managed appropriately.

Convene and facilitate the Action Planning meeting following the meeting process guidelines.

Shift Change/Deactivation (event contained, response completed)

Participate in shift change/demobilization briefings as may be indicated.

Ensure completion, collection and security of all documentation and forms.

Turn in any identification as may be requested.