



## **JOB ACTION SHEET: Texas Emergency Medical Task Force (TX EMTF) Mobile Medical Unit (MMU) Planning Manager (PLANS)**

**Mission:** The TX EMTF MMU Planning Manager manages all aspects of incident planning, situation and resource status, and demobilization of an incident. The TX EMTF Planning Manager supervises members of the Planning Section. The Planning Manager is part of the TX EMTF Command Team reports to the Task Force Leader (TFL) under typical incident organizations.

<b>Immediate Response (0 – 2 hours)</b>
<p><b>Receive Appointment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain briefing from the TFL or TX EMTF State Coordinator Office (SCO) on:           <ul style="list-style-type: none"> <li>• Size and complexity of the incident</li> <li>• Expectations of the Incident Commander</li> <li>• Incident objectives</li> <li>• Involvement of outside agencies, stakeholders, and organizations</li> <li>• The situation, incident activities, and any special concerns</li> </ul> </li> <li><input type="checkbox"/> Assume the role of Planning Manager</li> <li><input type="checkbox"/> Review this Job Action Sheet</li> <li><input type="checkbox"/> Review common responsibilities from Deployment Resource Guide</li> </ul>
<p><b>Assess the Operational Situation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain information and status from the MMU Group Supervisor or designate to ensure the accurate tracking of personnel and resources.</li> <li><input type="checkbox"/> Provide information to the Command Team on the Planning Section operational situation including capabilities and limitations.</li> </ul>
<p><b>Determine the incident Objectives, Tactics, and Assignments</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Determine needed resources to meet the assigned tasks and objectives.</li> <li><input type="checkbox"/> Brief assigned personnel on the situation, strategies, and tactics, and designate a time for the next briefing.</li> <li><input type="checkbox"/> Make assignments and distribute corresponding Job Action Sheets.</li> <li><input type="checkbox"/> Determine strategies and how the tactics will be accomplished.</li> </ul>



**Texas Emergency Medical Task Force**  
**Job Action Sheet: TX EMTF MMU Planning Manager**

**Activities**

- Collect intelligence from Medical Incident Support Team members (MIST) that are assigned to local jurisdictions.
- Prepare and conduct a planning meeting to develop and validate the incident objectives for the next operational period for travel and site setup.
- Coordinate the preparation, documentation, and approval of the ICS 201 Incident Briefing and distribute copies to the Command Team and SCO.
- Obtain and provide key information for operational and support activities.
- Gather additional information from the MIST as needed.
- Obtain information and updates regularly from staff.
- Maintain current status of all areas.
- Communicate with the Operations and Logistics Managers for resource needs and projected activities.
- Inform assigned personnel of activities that have occurred; keep updates of status and utilization of resources.
- Activate Incident Specific Plans or Annexes as directed by the Command Team.

**Documentation**

- Incident Action Plan (IAP)
  - ICS 202: Draft Incident Objectives for TFL approval.
  - ICS 203: Prepare Organization Assignment List as part of the IAP.
  - ICS 204: Document assignments and operational period objectives on Assignment List.
  - ICS 205A: Distribute the Communications List appropriately.
  - ICS 208: Obtain a completed Safety Briefing from the Safety Officer.
  - ICS 213: Document all communications on a General Message Form.
  - ICS 215A: Obtain completed Incident Action Plan (IAP) Safety Analysis from the Safety Officer for inclusion in the IAP.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

**Resources**

- Determine equipment and supply needs; request them from the Logistics Manager
- Assess issues and needs in operational areas; coordinate for resource planning
- Make requests for external assistance, as needed, in coordination with the MIST Group Supervisor

**Communication**

- Maintain communication with TX EMTF Command Team*

**Safety and security**

- Ensure that all section personnel comply with safety procedures and instructions



**Texas Emergency Medical Task Force**  
**Job Action Sheet: TX EMTF MMU Planning Manager**

**Intermediate Response (2 – 12 hours)**

**Activities**

- Transfer the Planning Manager role, if appropriate.
  - Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the jurisdiction.
  - Address any health, medical, and safety concerns.
  - Address political sensitivities, when appropriate.
  - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see ICS Forms 203, 204, 214, and 215A).
- Ensure the following are being addressed:
  - Section personnel health and safety.
  - Update the Incident Action Plan (IAP) with each operational period.
  - Short and long term planning.
  - Ensure that the Planning Section is adequately staffed and supplied.
- Work with the Command Team to identify short and long term issues; establish needed policies and procedures.
- Brief the Command Team regularly on the status of the Planning Section.
- Designate a time for briefing and updates with Planning Section leadership to update the IAP.

**Documentation**

- Incident Action Plan (IAP)
  - ICS 202: Draft Incident Objectives for TFL approval.
  - ICS 203: Prepare Organization Assignment List as part of the IAP.
  - ICS 204: Document assignments and operational period objectives on Assignment List.
  - ICS 205A: Distribute the Communications List appropriately.
  - ICS 208: Obtain a completed Safety Briefing from the Safety Officer.
  - ICS 213: Document all communications on a General Message Form.
  - ICS 215A: Obtain completed Incident Action Plan (IAP) Safety Analysis from the Safety Officer for inclusion in the IAP.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

**Communication**

- Maintain communication with TX EMTF Command Team*

**Safety and Security**

- Review personnel protection practices; revise as needed*
- Ensure staff health and safety issues are being addressed; report issues to the Safety Officer*



**Texas Emergency Medical Task Force**  
**Job Action Sheet: TX EMTF MMU Planning Manager**

**Extended Response (greater than 12 hours)**

**Activities**

- Transfer the Planning Manager role, if appropriate
  - Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  - Address any health, medical, and safety concerns
  - Address political sensitivities, when appropriate
  - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see ICS Forms 203, 204, 214, and 215A)
- Continue to monitor the ability of Planning Section personnel to meet workload demands, personnel health and safety, resource needs, and documentation practices
- Continue to receive projected activity reports from staff at designated intervals to prepare status reports and update the Incident Action Plan (IAP)
- Ensure the resources are demobilized as appropriate, in collaboration with the Command Team and SCO and develops and implements a Demobilization Plan
- Ensure the Planning Section is receiving and organizing all documentation, including ICS 214: Activity Logs and ICS 213: General Message Form
- Brief the Command Team regularly on the status of the Planning Section
- Designate a time for a briefing and updates with the Planning Section leadership to update the IAP

**Documentation**

- Incident Action Plan (IAP)
  - ICS 202: Draft Incident Objectives for TFL approval.
  - ICS 203: Prepare Organization Assignment List as part of the IAP.
  - ICS 204: Document assignments and operational period objectives on Assignment List.
  - ICS 205A: Distribute the Communications List appropriately.
  - ICS 208: Obtain a completed Safety Briefing from the Safety Officer.
  - ICS 213: Document all communications on a General Message Form.
  - ICS 215A: Obtain completed Incident Action Plan (IAP) Safety Analysis from the Safety Officer for inclusion in the IAP.
- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

**Communication**

- Maintain communication with EMTF Command Team*



**Texas Emergency Medical Task Force**  
**Job Action Sheet: TX EMTF MMU Planning Manager**

**Safety and Security**

- Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer*
- Provide for personnel rest periods and relief*
- Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques*



**Texas Emergency Medical Task Force**  
**Job Action Sheet: TX EMTF MMU Planning Manager**

**Demobilization/System Recovery**

**Activities**

- Transfer the Planning Manager role, if appropriate
  - Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  - Address any health, medical, and safety concerns
  - Address political sensitivities, when appropriate
  - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see ICS Forms 203, 204, 214, and 215A)
- As objectives are met and needs decrease, demobilize Planning Section personnel and combine or deactivate positions in a phased manner, in accordance with the Demobilization Plan
- Debrief section personnel on lessons learned and procedural or equipment changes needed
- Participate in other briefings and meetings as required
- Begin the development of the After Action Report and Corrective Action and Improvement Plan and assign staff to complete sections of the report. Topics include:
  - Review of pertinent position descriptions and operational checklists
  - Recommendations for procedure changes
  - Accomplishments and issues
- Participate in stress management and after action debriefings

**Documentation**

- ICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
- Ensure all documentation is submitted to Planning Section



Texas Emergency Medical Task Force  
Job Action Sheet: TX EMTF MMU Planning Manager

**Links**

- [Resource Folder](#)
- [WebEOC](#)
- [Asset Trak](#)
- [NOAA/NWS TX Briefing Graphics](#)
- [NOAA/NWS Forecast Maps](#)
- [NOAA/NWS Hurricane Center](#)
- [NOAA/NWS Storm Prediction Center](#)
- [TX EMTF Website](#)
- [TDEM Situation Reports](#)
- [TDEM Region Map](#)

**Notes**