

## SERT PLANNING SECTION

December 2019

### A. PURPOSE

This appendix describes the Planning Section of the State Emergency Response Team (SERT) during disasters, emergencies, and significant planned events. The core functions performed by the SERT Planning Section are consistent for all hazards, regardless of impact or geographical area.

### B. MISSION

The Planning Section is responsible for collecting, formatting, archiving, and distributing emergency/disaster information. This section documents SERT activities daily in Situation Reports (SitRep), Executive Summaries (ExSum) and is responsible for short-term (24-hour) planning of statewide SERT activities during emergencies and disasters.

### C. ORGANIZATION

The Planning Section Chief reports directly to the SERT Leader and will continually assess staff resources during disaster/emergency events requesting additional staff from the SERT Leader as necessary.

The core functions carried out by the SERT Planning Section which include:

- (a) Resource Tracking
- (b) Developing and Disseminating the following
  - Reports containing disaster and incident information
  - Incident Action Plans (IAPs)
  - Situation Report
  - Executive Summary
  - Demobilization Plans
- (c) Technical Expertise (event specific)
- (d) Meteorological Support

At a minimum, the following information is required to describe the emergency/disaster event:

- (a) Deaths
- (b) Boundaries of the disaster area
- (c) Political boundaries
- (d) Status of transportation infrastructure
- (e) Status of communications infrastructure
- (f) Status of electrical infrastructure
- (g) Status of medical infrastructure
- (h) Hazard specific information
- (i) Weather data affecting the impacted area

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(j) Activated Emergency Management facilities

(k) Shelter information

(l) Mass feeding information

(m) Immediate or life threatening needs

### D. CONCEPT OF OPERATIONS

#### 1. SITUATION UNIT LEAD

The Situation Unit will monitor a variety of information sources (primarily NC SPARTA and social media) in order to collect, format, archive and distribute emergency/disaster information in a variety of report formats. Situation reports will be the primary method of distributing regular report information to the SERT. Situation reports will be developed using statistical, narrative, and graphical information from response and recovery operations that regularly describe the progress of the emergency workers and future operational strategies. This information must accurately describe the impacted area and the effect to the infrastructure.

The Situation Unit is also responsible for collecting emergency/disaster information, assembling, and disseminating the Executive Summaries.

#### 2. RESOURCE UNIT LEAD

The Resource Unit will monitor and track the assignment of resources to the NCEM Branch Level, manage the State EOC check in/check out process, and develop Incident Action Plans. IAPs will be published daily for the next 24 hour operational period (0700 – 0700). Considerations in preparing the IAP include among other things the SERT Leader's priorities, available State resources, and the status of previously planned activities. At full activation, Situation and Documentation goes on 24 hours per day.

#### 3. TECHNICAL SPECIALISTS

Technical Specialists will maintain current technical data on the existing emergency/disaster and provide advice to the SERT Leader for decisions on issues including but not limited to evacuation recommendations, resource protection, and shelter activation/operations.

The Weather Officer will provide timely, tailored weather support for SERT operations. The Weather Officer will be available, as appropriate, on a 24-hour basis to provide any weather briefing or forecast the SERT may require. One-hour notice is usually required for special, non-routine briefings.