COMMUNITY HEALTH CARE ASSOCIATION of New York State

PLANNING SECTION CHIEF (PSC) – CHC ALL- HAZARDS JOB ACTION SHEET

(Updated using EOP Sections 3.1–3.6, 4, 6–7, 9, and clarification that PSC is usually Facilities or COO)

💡 Suggested Role Assignment (CHC specific)

Typically filled by:

- Facilities Director/Manager
- COO
- Director of Operations
- Safety Officer (EH&S)
- Alternate: Quality/Compliance staff or any staff trained in documentation and communication

✅ When to Activate PSC

Activate when ICS is activated and incident requires:

- Information collection
- Documentation
- Situational awareness
- Status reporting
- Multi–site coordination
- Facility/utility impact assessment (EOP 3.5, 6.1–6.5)

✍️ PSC Role in ICS

PSC reports directly to the Incident Commander and supports:

- Situation Status
- Documentation
- Planning for operational periods
- AAR/IP inputs

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🤝 Role Interaction Map

- **PSC ↔ IC:** Provides consolidated status + recommended objectives
- **PSC ↔ Operations:** Receives field/site updates
- **PSC ↔ Logistics:** Tracks resource needs if assigned
- **PSC ↔ CHCANYS:** Prepares information for VEOCI reporting

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🎯 Mission

Collect, analyze, and document incident information; maintain situational awareness; support IC decision-making; consolidate updates; prepare SITREPs, logs, and after-action inputs. (EOP 3.5)

🚨 Immediate Actions (0–2 Hours)

- ☐ Receive IC briefing: incident type, affected sites, immediate risks, initial objectives (EOP 3.3)
- ☐ Review this JAS
- ☐ Determine which functions are needed:
- Situation Status
- Documentation
- Optional Resource Tracking
- ☐ Establish update collection process: who reports, when, and how
- ☐ Begin Situation Status Log (EOP 3.5 requirement)
- ☐ Select documentation format: Internal CHC logs, or CHCANYS Report Template (ERL)
- Support IC in setting operational period
- Document initial impacts and unmet needs (EOP 6.3–6.5)

📣 Intermediate Actions (2–12 Hours)

- ☐ Maintain situational awareness
  - Facilities (power, HVAC, water) (EOP 6.1–6.5)
  - IT/EMR
  - Staffing (EOP 7.3)
  - Clinical disruptions
  - Safety/security issues
- ☐ Consolidate updates from all sites/departments
- ☐ Update logs using internal or CHCANYS templates
- ☐ Support IC in validating/updating objectives for next operational period
- ☐ Prepare content for internal briefings and CHCANYS/VEOCI reporting
- ☐ Track operational resource gaps if assigned by IC
- ☐ Provide staff with timely updates

⏰ Extended Actions (12+ Hours & Demobilization)

- ☐ Support restoration planning (EOP Section 4)
- ☐ Collect all logs and reports for recordkeeping (EOP 3.5)
- ☐ Support IC during debriefing and hotwash (EOP 9.2)
- ☐ Identify capability gaps and improvements
- ☐ Prepare AAR inputs (EOP 9.2)
- ☐ Assist IC with phased demobilization of ICS roles

📑 Documentation & Reporting

- ☐ Use internal CHC reports or CHCANYS Report Template
- ☐ Maintain consolidated, timestamped Situation Status Log (EOP 3.5)
- ☐ Ensure alignment across departments and sites

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Training/Exercise Notes:

Observer Notes:

Improvement items:

Completed: □ Immediate □ Intermediate □ Extended