

ESP

BULLETIN

SPRING 1997, VOL. IX, ISSUE 2

PLANNING, PERSONNEL AND ADMINISTRATION

The April 1997 Focus sheet discusses the importance of leadership and organization in developing an effective neighborhood response team, including descriptions of the composition and the responsibilities of key sections and branches that comprise the team. Subsequent action sheets provide more detailed information on the functions and responsibilities of key branches in the operations and logistics sections.

This bulletin provides details regarding the make-up and responsibilities of some of the branches that comprise the planning/intelligence and finance/administration sections, as well as additional information on components of the logistics section.

PLANNING AND INTELLIGENCE

The planning and intelligence section gathers and disseminates information for use by neighborhood decision-makers and local governments.

The section is overseen by a chief and can include branches responsible for information gathering and analysis, plan development and documentation. Each branch is managed by a coordinator.

The situation status and analysis branch is responsible for collecting, verifying and analyzing information

from each section and branch to develop written assessments of the situation in the neighborhood. The branch also maintains maps and other displays used by the block captain, section chiefs and branch coordinators to determine priorities.

The situation status and analysis branch also coordinates the preparation of action plans. Action plans include identifiable and attainable objectives for each section and branch that fall within the overall priorities established by the block captain.

The advance planning branch analyzes facts, reports and other data, as well as opinions and assumptions to determine long-term needs and possible solutions.

Neighbors assigned to the documentation branch maintain records related to the neighborhood response effort.

FINANCE/ ADMINISTRATION

The finance/administration section is responsible for tracking the expenses of the neighborhood response team and documenting its activities. The section may include branches responsible for administrative tasks.

Responsibilities of the section include tracking paperwork related to equipment or supply purchases by the logistics section and providing administrative support to other sections.



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Do It
Alone!
1997**

Monthly Preparedness Items and Actions

January

Understand the Threat

February

Meet with Your Neighbors

March

Inventory Community Resources

April

Develop Response Teams

May

Get Trained

June

Update Emergency Supplies

July

Reduce Neighborhood Hazards

August

Learn Search and Rescue

September

Review First Aid Skills

October

Assess the Damage

November

Plan for Emergency Housing

December

Plan Your Drill

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