

## ESF8 JOB ACTION SHEET

<b>Position Title:</b>	<b>Advanced Planning Unit Leader</b>		<b>Section:</b>	Planning	
<b>Description:</b>	Responsible for conducting event specific analyses of potential threats to vulnerable populations and health care infrastructure and determining level of risk to human health. These analyses will generally focus on threats 24-72 hours ahead of current operational period.		<b>Direct Supervisor:</b>	Planning Coordinator	
<b>Competency</b>	<b>Qualifications</b>		<b>Behaviors/Duties</b>	<b>Job Aids</b>	<b>Training Requirements</b>
<b>Assume position responsibilities.</b>	Knowledge	<ul style="list-style-type: none"> <li>Incident Command System</li> <li>General knowledge of data management and micro computing systems</li> <li>Florida Emergency Response Plans</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate development of unit deliverables including;                             <ul style="list-style-type: none"> <li>Risk analysis of hazards and vulnerabilities</li> <li>Contingency plans for designated operational periods</li> <li>Evidence briefs to support decision making</li> </ul> </li> <li>Assure approval and dissemination of unit deliverables</li> <li>Determine need for technical specialists to assist in development of deliverables</li> </ul>	<ul style="list-style-type: none"> <li>Planning Consideration Matrix</li> <li>Contingency Plan Template</li> <li>Incident Documentation Record Cover Page</li> <li>Section X of the ESF8 Support Plan</li> <li></li> </ul>	ICS 100, 200, 800 and 700
	Skills	<ul style="list-style-type: none"> <li>Analytical skills to interpret and assess the quality of written materials and information displays sufficiently</li> </ul>			
	Abilities	<ul style="list-style-type: none"> <li>Work independently and cooperatively as a member of a team</li> <li>Coordinate efforts and collaborate with a variety of individuals.</li> <li>Ability to use word processing, spreadsheet, database, statistical, and presentation software</li> </ul>			
<b>Lead assigned personnel.</b>	Knowledge	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Supervise, train and evaluate direct reports</li> <li>Manage unit responsibilities and make assignments.</li> <li>Prioritize assignments and requests for information</li> <li>Establish schedule for completion of deliverables</li> </ul>	<ul style="list-style-type: none"> <li>Incident Personnel Performance Rating Form (ICS225)</li> <li>Section X of the ESF8 Support Plan</li> </ul>	ICS 300 and 400
	Skills	<ul style="list-style-type: none"> <li>Supervisory</li> </ul>			
	Abilities	<ul style="list-style-type: none"> <li>Establish priorities</li> <li>Lead a team</li> <li>Manage deadlines</li> </ul>			
<b>Communicate effectively.</b>	Knowledge	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Advise response structure on advance planning issues</li> <li>Participate in meetings as required</li> </ul>	<ul style="list-style-type: none"> <li>Section X of the ESF8 Support Plan</li> </ul>	
	Skills	<ul style="list-style-type: none"> <li>Strong written and verbal communication skills.</li> </ul>			
	Abilities	<ul style="list-style-type: none"> <li>Ability to exchange information clearly and concisely.</li> </ul>			
<b>Ensure completion of assigned actions to meet incident objectives.</b>	Knowledge	<ul style="list-style-type: none"> <li>Practical knowledge of Florida SERT organization and functions in disaster response.</li> </ul>	<ul style="list-style-type: none"> <li>Produce unit deliverables as required to meet IAP objectives</li> <li>Complete tasks as assigned by Planning Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Section X of the ESF8 Support Plan</li> </ul>	
	Skills	<ul style="list-style-type: none"> <li></li> </ul>			
	Abilities	<ul style="list-style-type: none"> <li>Complete tasks in short timeframes</li> </ul>			

\*Meets qualifications of a basically qualified individual.

May 2011 Update