

# The Disaster Planner's Checklist

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For use with *Managing Chaos: The Disaster Planner's Handbook*

**THE PROBLEM** [T]he very definition of "emergency" is that it is unexpected, therefore it is not going to happen the way you are planning.

**PLANS** So, the first thing you do is to take all the plans off the top shelf and throw them out the window and start worthless once more. But if you haven't been planning you can't start to work, intelligently at least.

**PLANNING everything** That is the reason it is so important to plan, to keep yourselves steeped in the character of the problem that you may one day be called upon to solve. –D. Eisenhower, 1957

## Understand the Criteria

(from *The Disaster Planner's Evidence-Based Criteria Memory Aid*)

- 1 Write the Process Not The Plan**
- 2 Raise Wicked Problems**
- 3 Capabilities Not Analogies**
- 4 Coordinate Don't Command**
- 5 Strategize To Improvise**
- 6 Write Reality**
- 7 Be One Community**
- 8 Slow the Burn**
- 9 No Myths**
- 10 Think Management**
  - A** Scenario-based vs. all-hazards needs
  - B** Do generic functions well
  - C** Mobilize personnel and resources
  - D** Clearly delegate tasks
  - E** Process a flood of information,
  - F** Permit good decision-making
  - G** Build cooperation for greater good
  - H** Engage citizens who create solutions
  - I** Get info to the public
  - J** Have a community EOC of senior leaders

## Work the Planning Process

(from *Managing Chaos: The Disaster Planner's Handbook*)

- 1 Build a Consensual Hallucination**  
Form a diverse planning team including actual response leaders.
- 2 Avoid the Wrong Right Answer**  
Define the real problem based on all the different systems in your environment.
- 3 Create a Network of Yes Means Yes**  
Map your potential response partners and their resources.
- 4 Devise Mysterious Ways**  
Agree on an end state and visualize/prioritize the major efforts to reach it in a **Planning Directive**
- 5 Game out Three Choice Courses**  
Devise competitive methods to reach the end state and evaluate them
- 6 Code the Response DNA**  
Have response leaders describe specific actions and assign ownership using SOARS
- 7 Prime Response Cognition**  
Make context-based leadership Job Aids and task-based position checklists

## Plan During a Crisis

(from Think in the Thick, Phase 8 in *Managing Chaos: The Disaster Planner's Handbook*)

- 1 Conduct Crisis Action Planning for New Operations**
  - A** Reach out to partners to avoid duplication
  - B** Ensure consistent leadership and a clear reporting structure
  - C** Define a clear end state, sequester staff, manage data, and develop a unified resource/needs capacity assessment.
- 2 Institute the Planning P**
  - A** Develop objectives for the next operational period
  - B** Have each response group develop strategies and tactics for those objectives
  - C** Compile those materials into a plan for the next operational period to follow
  - D** Repeat every operational period
- 3 Continuously Refine Job Aids**  
Keep them up-to-date so the response can learn.
- 4 Institute the Planning Q**  
Evaluate and reframe the response to think further ahead and change course as needed

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