# Incident Command General Responsibilities

## Incident Commander (IC)
- Establish an Incident Command Post.
- Establish priorities based on the Incident Priority Checklist.
- Assess the need for evacuations.
- Establish the level of organization needed.
- Approve and implement the Incident Action Plan.
- Coordinate the activities of the Command and General Staff.
- Approve media releases.
- Approve requests for additional resources.
- Report status to the District EOC.
- Order demobilization of the incident when appropriate.

## Public Information Officer (PIO)
- Prepare and disseminate emergency public information.
- Establish a Media Center.
- Maintain rumor control.
- Coordinate with other agency PIO’s.

## Liaison Officer
- Coordinate with outside agencies (law, fire, EMS, Red Cross).
- Brief agency representatives on the current situation.
- Keep IC informed of outside agencies’ action plans.

## Safety Officer
- Monitor and assess unsafe situations.
- Develop measures to assure personnel safety.
- Stop or modify unsafe operations.

## Safety / Security
- Provide alerts and warnings to campus community.
- Expedite movement of persons from hazardous areas.
- Ensure security at incident facilities.
- Control evacuation traffic.
- Provide perimeter control and security for evacuated areas.

## Facilities
- Respond with personnel and supplies to affected areas.
- Conduct damage and repair assessments.
- Control utilities.
- Restore service to affected areas.
- Restore affected areas to sanitary conditions.
- Coordinate debris removal.
- Ensure damage is clearly documented before repairs are made.

## First Aid
- Set up first aid stations.
- Bring supplies to designated areas.
- Triage injuries.
- Coordinate transportation to local hospitals.
- Coordinate the response of counselors.

## Food / Water
- Provide food and water and other support to on-site workers.
- Provide food and water to EOC staff.
- Determine number of people to be fed.
- Inventory food and water supplies.
- Maintain food safety at all times.
- Set feeding schedule.
- Provide sanitation areas as needed.

## Timekeeping
- Track labor for possible FEMA reimbursement.
- Track regular hrs. and OT hrs of staff.
- Track hours worked by volunteers.
- Track hours of contract labor.
- Track rental equipment use at incident.

## Search & Rescue
- Determine missing persons.
- Conduct light search and rescue operations.
- Always work in teams of 2 or more.
- Transport injured to first aid station.
- Account for persons with special needs.

## Communication Equip.
- Test communications equipment and assess damage.
- Furnish data/telecom equipment to EOC.
- Restore data / communications services ASAP.

## Logistics Chief
- Provide personal, supplies, & equipment to support incident.
- Determine needs & prepare for expected operations.
- Coordinate all logistics functions.
- Maintain current situation status at all times.

## Planning/Chief
- Oversee all financial and accounting aspects of disaster.
- Analyze costs related to the emergency/disaster.
- Track and record personnel time.
- Process workers’ compensation and other claims.
- Provide financial resources necessary for recovery.
- Work with disaster agencies on cost recovery.

## Planning
- Maintain current situation status at all times.
- Assist IC in creating Incident Action Plans.
- Ensure accurate recording and documentation of the incident.
- Collect initial situation and safety/damage assessment.
- Prepare summary safety/damage assessment reports.

## Documentation
- Begin documenting the history incident activities.
- Maintain time log of the incident, noting actions and reports.
- Document all damage via photographs or video recording.
- Collect & file all paperwork from deactivated sections.

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- Prepare summary safety/damage assessment reports.

## First Aid
- Set up first aid stations.
- Bring supplies to designated areas.
- Triage injuries.
- Complete master injury report.
- Coordinate transportation to local hospitals.
- Coordinate the response of counselors.