**Incident Command General Responsibilities**

**Incident Commander (IC)**
- Establish an Incident Command Post.
- Establish priorities based on the Incident Priority Checklist.
- Determine incident objectives and strategies to be followed.
- Assess the need for evacuations.
- Adjudicate conflicting demands for support.
- Establish the level of organization needed.
- Approve and implement the Incident Action Plan.
- Coordinate the activities of the Command and General Staff.
- Approve requests for additional resources.
- Approve media releases.
- 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.

**Operations Chief**
- Determine casualties and damage.
- Manage all tactical operations.
- Identify immediate priorities.
- Establish branches as needed to control problems.

**Logistics Chief**
- Provide personal, supplies, & equipment to support incident.
- Determine needs & prepare for expected operations.
- Coordinate all logistics functions.

**Finance 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.
- Prepare summary safety/damage assessment reports.

**Planning Chief**
- Maintain current situation status at all times.
- Assist IC in creating Incident Action Plans.
- Collect initial situation and safety/damage assessment.
- Prepare summary safety/damage assessment reports.

**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.
- Document damage before repairs are made - if possible.

**Staffing**
- Determine number of available staff.
- Establish a pool of volunteers.
- Determine skill set and training of staff & volunteers.
- Deploy personnel as requested.
- Maintain records of deployment.
- Establish a staging area for personnel.
- Determine staff recall needs.

**Purchasing**
- Determine the goods, equipment and services needed.
- Obtain & arrange for delivery and distribution of resources.
- Maintain accurate records for FEMA Documentation.

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

**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.

**Food / Water**
- Provide food and water and other support to on-site workers.
- Prepare 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 DT hrs of staff.
- Track hours worked by volunteers.
- Track hours of contract labor.
- Track rental equipment use at incident.

**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.

**Incident Command General Responsibilities**
- Approve and implement the Incident Action Plan.
- Coordinate the activities of the Command and General Staff.
- Approve requests for additional resources.
- Approve media releases.
- 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.

**Operations Chief**
- Determine casualties and damage.
- Manage all tactical operations.
- Identify immediate priorities.
- Establish branches as needed to control problems.

**Logistics Chief**
- Provide personal, supplies, & equipment to support incident.
- Determine needs & prepare for expected operations.
- Coordinate all logistics functions.

**Finance 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.
- Prepare summary safety/damage assessment reports.

**Planning Chief**
- Maintain current situation status at all times.
- Assist IC in creating Incident Action Plans.
- Collect initial situation and safety/damage assessment.
- Prepare summary safety/damage assessment reports.

**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.
- Document damage before repairs are made - if possible.

**Staffing**
- Determine number of available staff.
- Establish a pool of volunteers.
- Determine skill set and training of staff & volunteers.
- Deploy personnel as requested.
- Maintain records of deployment.
- Establish a staging area for personnel.
- Determine staff recall needs.

**Purchasing**
- Determine the goods, equipment and services needed.
- Obtain & arrange for delivery and distribution of resources.
- Maintain accurate records for FEMA Documentation.

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

**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.