

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

Safety Officer

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

Public Information Officer (PIO)

- Prepare and disseminate emergency public information
- Establish a Media Center
- Maintain rumor control.
- Coordinate with other agency PIO's.

Liason 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.

Operations Chief

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

Logistics Chief

- Provide personnel, 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.

Planning Chief

- 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

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

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

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

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

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

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