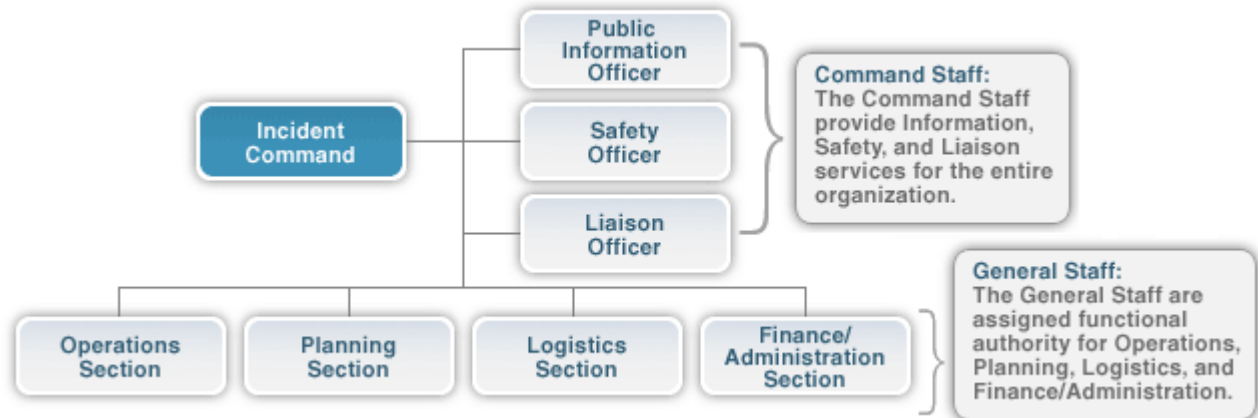


## Responsibilities of the Command and General Staff



| Positions                         | Description  | Qualities   |
|-----------------------------------|--|---|
| <b>Incident Commander</b>         | <p>The Incident Commander has overall responsibility for managing the incident by objectives, planning strategies, and implementing tactics.</p> <p>The <b>Incident Commander is the only position that is always staffed in ICS applications.</b> On small incidents and events, one person, the Incident Commander, may accomplish all management functions.</p> <p><b>The Incident Commander is always a highly qualified individual trained to lead the incident response.</b></p> | <ul style="list-style-type: none"> <li>• Authority to commit school resources</li> <li>• Past experience as incident responder</li> <li>• Ability to: <ul style="list-style-type: none"> <li>○ Take command</li> <li>○ Balance response initiatives with safety concerns</li> <li>○ Motivate responders</li> <li>○ Communicate clear directions</li> <li>○ Size up the situation and make rapid decisions</li> <li>○ Assess the effectiveness of tactics/strategies</li> <li>○ Be flexible and modify plans as necessary</li> </ul> </li> </ul> |
| <b>Public Information Officer</b> | The Public Information Officer serves as the conduit for information to internal and external stakeholders, including the media or parents.  | <ul style="list-style-type: none"> <li>• Media relations training/experience</li> <li>• Authority as designated spokesperson</li> <li>• Ability to maintain grace under fire</li> </ul>   |
| <b>Safety Officer</b>             | The Safety Officer monitors safety conditions and develops measures for assuring the safety of all response personnel.   | <ul style="list-style-type: none"> <li>• Worker safety and HazMat training/experience</li> <li>• Ability to assess risk and develop safety measures</li> </ul>  |
| <b>Liaison Officer</b>            | The Liaison Officer serves as the primary contact for supporting agencies assisting at an incident.  | <ul style="list-style-type: none"> <li>• Ability to represent the concerns and needs of all parties involved in a response</li> </ul>   |

| <b>Positions</b>                | <b>Description</b>  | <b>Qualities</b>   |
|---------------------------------|---|--|
| <b>Operations Section Chief</b> | <p>The Operations Section Chief is the person with the greatest technical and tactical expertise in dealing with the problem at hand. The Operations Section Chief:</p> <ul style="list-style-type: none"> <li>• Develops and implements strategy and tactics to carry out the incident objectives.</li> <li>• Organizes, assigns, and supervises the response resources.</li> </ul>                                  | <ul style="list-style-type: none"> <li>• Past experience as incident responder</li> <li>• Completion of ICS training</li> <li>• Ability to: <ul style="list-style-type: none"> <li>○ Size up the situation and make rapid decisions</li> <li>○ Communicate clear directions</li> <li>○ Balance response initiatives with safety concerns</li> <li>○ Lead and motivate responders</li> <li>○ Assess the effectiveness of tactics/strategies</li> <li>○ Be flexible and modify plans as necessary</li> </ul> </li> </ul> |
| <b>Planning Section Chief</b>   | <p>The major activities of the Planning Section may include:</p> <ul style="list-style-type: none"> <li>• Collecting, evaluating, and displaying incident intelligence and information.</li> <li>• Preparing and documenting Incident Action Plans.</li> <li>• Tracking resources assigned to the incident.</li> <li>• Maintaining incident documentation.</li> <li>• Developing plans for demobilization.</li> </ul> | <ul style="list-style-type: none"> <li>• Completion of ICS training</li> <li>• Ability to: <ul style="list-style-type: none"> <li>○ Organize and analyze information</li> <li>○ Write clear, accurate documents</li> <li>○ Interpret diagrams and maps</li> <li>○ Develop and present briefings</li> <li>○ Use computer-based applications including databases and spreadsheets</li> <li>○ Direct others in a crisis</li> </ul> </li> </ul>  |

| Positions  | Description  | Qualities   |
|--|--|---|
| <b>Logistics<br/>Section Chief</b>                   | <p>The Logistics Section is responsible for all of the services and support needs, including:</p> <ul style="list-style-type: none"> <li>• Ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies.</li> <li>• Providing communication planning and resources.</li> <li>• Setting up food services.</li> <li>• Setting up and maintaining incident facilities.</li> <li>• Providing support transportation.</li> <li>• Providing medical services to incident personnel (not injured students).</li> </ul> | <ul style="list-style-type: none"> <li>• Completion of ICS training</li> <li>• Knowledge of school logistics (food services, sheltering, transportation, emergency caches, etc.)</li> <li>• Ability to: <ul style="list-style-type: none"> <li>○ Organize and prioritize resource requests</li> <li>○ Anticipate and plan for resource needs</li> <li>○ Maintain records and documentation</li> <li>○ Track resource resources</li> <li>○ Solve resource problems creatively</li> <li>○ Communicate effectively orally and in writing</li> <li>○ Direct others in a crisis</li> </ul> </li> </ul> |
| <b>Finance/<br/>Administration<br/>Section Chief</b> | <p>The Finance/Administration Section is set up for any incident that requires incident-specific financial management. The Finance/Administration Section is responsible for:</p> <ul style="list-style-type: none"> <li>• Contract negotiation and monitoring.</li> <li>• Timekeeping.</li> <li>• Cost analysis.</li> <li>• Compensation for injury or damage to property.</li> </ul>   | <ul style="list-style-type: none"> <li>• Completion of ICS training</li> <li>• Knowledge of workers' compensation, insurance claims, and contracting requirements</li> <li>• Ability to: <ul style="list-style-type: none"> <li>○ Keep accurate accounting records</li> <li>○ Purchase/contract for needed resources</li> <li>○ Process insurance and workers' compensation claims</li> <li>○ Communicate effectively orally and in writing</li> <li>○ Direct others in a crisis</li> </ul> </li> </ul>   |