

Responsibilities of Command and General Staff

Incident Commander, Command Staff, and General Staff

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

	<ul style="list-style-type: none"> • Develops and implements strategy and tactics to carry out the incident objectives. • Organizes, assigns, and supervises the response resources. 	<ul style="list-style-type: none"> ◦ Communicate clear directions ◦ Balance response initiatives with safety concerns ◦ Lead and motivate responders ◦ Assess the effectiveness of tactics/strategies ◦ Be flexible and modify plans as necessary
Planning Section Chief	<p>The major activities of the Planning Section may include:</p> <ul style="list-style-type: none"> • Collecting, evaluating, and displaying incident intelligence and information. • Preparing and documenting Incident Action Plans. • Tracking resources assigned to the incident. • Maintaining incident documentation. • Developing plans for demobilization. 	<ul style="list-style-type: none"> • Completion of ICS training • Ability to: <ul style="list-style-type: none"> ◦ Organize and analyze information ◦ Write clear, accurate documents ◦ Interpret diagrams and maps ◦ Develop and present briefings ◦ Use computer-based applications including databases and spreadsheets ◦ Direct others in a crisis
Logistics Section Chief	<p>The Logistics Section is responsible for all of the services and support needs, including:</p> <ul style="list-style-type: none"> • Ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies. • Providing communication planning and resources. • Setting up food services. • Setting up and maintaining incident facilities. • Providing support transportation. • Providing medical services to incident personnel (not injured students). 	<ul style="list-style-type: none"> • Completion of ICS training • Knowledge of school logistics (food services, sheltering, transportation, emergency caches, etc.) • Ability to: <ul style="list-style-type: none"> ◦ Organize and prioritize resource requests ◦ Anticipate and plan for resource needs ◦ Maintain records and documentation ◦ Track resource resources ◦ Solve resource problems creatively ◦ Communicate effectively orally and in writing ◦ Direct others in a crisis
Finance/ Administration Section Chief	<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"> • Completion of ICS training • Knowledge of workers' compensation, insurance claims, and contracting requirements • Ability to:

- Contract negotiation and monitoring.
- Timekeeping.
- Cost analysis.
- Compensation for injury or damage to property.

- Keep accurate accounting records
- Purchase/contract for needed resources
- Process insurance and workers' compensation claims
- Communicate effectively orally and in writing
- Direct others in a crisis