

COMMAND SECTION: INCIDENT COMMANDER

TEAM MEMBERS	Dr. Betty Cobbs, Salli Smith, Joan Litzkow
RESPONSIBILITIES:	<p>The Incident Commander is solely responsible for emergency/disaster operations and shall remain at the Command Post to observe and direct all operations.</p> <p>Ensure the safety of students, staff, and others on campus. Lead by example: your behavior sets tone for staff and students.</p>
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Obtain your personal safety equipment (i.e., hard hat, vest, clipboard with job description sheet).▪ Assess the type and scope of emergency.▪ Determine the threat to human life and structures.▪ Implement the emergency plan and hazard-specific procedures.▪ Develop and communicate an incident action plan with objectives and a timeframe to meet those objectives.▪ Activate functions and assign positions as needed.▪ Fill in the Incident Assignments form.▪ Appoint a backup or alternate Incident Commander (as described in the emergency plan).

COMMAND SECTION: INCIDENT COMMANDER (CONTINUED)

ONGOING OPERATIONAL DUTIES:

- Continue to monitor and assess the total school situation:
 - View the site map periodically for search and rescue progress and damage assessment information.
 - Check with chiefs for periodic updates.
 - Reassign personnel as needed.
 - Report (through Communications) to the school superintendent on the status of students, staff, and facility, as needed (Site Status Report).
 - Develop and communicate revised incident action plans as needed.
 - Begin student release when appropriate.
- + NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the principal/superintendent, except at the request of parent/guardian.
- Authorize the release of information.
 - Utilize your backup; plan and take regular breaks (5-10 minutes per hour). During break periods, relocate away from the Command Post.
 - Plan regular breaks for all staff and volunteers. Take care of your caregivers!
 - Release teachers as appropriate and per school guidelines. (By law, during a disaster, teachers become disaster workers.)
 - Remain on and in charge of your campus until redirected or released by the superintendent.

COMMAND SECTION: INCIDENT COMMANDER (CONTINUED)

CLOSING DOWN:	<ul style="list-style-type: none">▪ Authorize deactivation of sections, branches, or units when they are no longer required.▪ At the direction of the principal/Superintendent, deactivate the entire emergency response. If the fire department or other outside agency calls an “all clear,” contact the district before taking any further action.▪ Ensure that any open actions not yet completed will be taken care of after deactivation.▪ Ensure the return of all equipment and reusable supplies to Logistics.▪ Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.▪ Announce the termination of the emergency and proceed with recovery operations if necessary.
COMMAND POST EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Campus map▪ LED Flashlight▪ Master keys▪ Staff and student rosters▪ Disaster response forms▪ Emergency plan▪ Duplicate rosters (two sets)▪ Tables and chairs (if Command Post is outdoors)▪ Vests (if available)▪ Job description clipboards▪ Command Post tray (pens, etc.)▪ School district radio▪ Campus two-way radios▪ AM/FM/ NOAA Weather Alert Radio (batteries)▪ Bullhorn