

# Management

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## Incident Commander



### Incident Commander You are in charge!

1. Establish command
2. Ensure staff safety
3. Assess incident objectives
4. Implement the Incident Action Plan
5. Coordinate overall efforts
6. Maintain a manageable span of control
7. Authorize release of information
8. Submit all costs/receipts to Finance

# Operations

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## Operations Team Chief



### Operations Team Chief You do the field work!

1. Direct and coordinate operations staff
2. Ensure safety of operations staff
3. Carry out the Incident Action Plan
4. Keep the Incident Commander informed
5. Request resources (through Incident Commander)
6. Release resources (through Incident Commander)
7. Submit all costs/receipts to Finance

# Planning

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## Planning Team Chief



### Planning Team Chief You are the thinker and the planner. You keep people in the know.

1. Collect information
2. Evaluate information—have an overview
3. Disseminate information
4. Track and manage all available resources
5. Submit all costs/receipts to Finance

# Logistics

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## Logistics Team Chief



### Logistics Team Chief

**You get and distribute...  
supplies & people!**

1. Provide facilities
2. Provide storage
3. Provide personnel
4. Provide supplies/materials
5. Provide support to incident responders
6. Inform Planning & Incident Commander
7. Submit all costs/receipts to Finance

# Finance/Admin

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## Finance Team Chief



### Finance/Admin Team Chief

**You track everything...  
you record everything!**

1. Track & document personnel injuries
2. Track & document damage
3. Track & document operations cost
4. Track & document personnel time
5. Track & document materials bought
6. Track & document materials distributed
7. Track & document **reimbursable** costs

# Liaison

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## Liaison Team Chief



### Liaison Team Chief

**You connect with ...  
outside people/resources**

1. Locate and contact team chiefs
2. Keep track of team chiefs and staff changes
3. Update other involved agencies
4. Get updates from other involved agencies

# Management

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## Safety & Security Officer



## Safety & Security Officer Your focus is safety!

1. Ensure **ALL** personnel follow the highest safety standards
2. Assist evacuation—if directed
3. Know your facility and its safety features
4. Tour your facility—address affected areas
5. Effect closure of dangerous areas
6. Prepare & track personnel injury claims
7. Submit all costs/receipts to Finance

# Management

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## Public Information Officer



## Public Information Officer You handle the media!

1. Stay in contact with Incident Commander
2. Establish relationship with media
3. Maintain communication with media
4. Prepare information for release to media
5. Monitor media for emergency information
6. Inform staff, client population and public
7. Establish rumor control, if necessary
8. Brief the Incident Team Chiefs & Officers
9. Submit all costs/receipts to Finance