

KEY INCIDENT RESPONSE ROLES AND RESPONSIBILITIES

The school emergency operations plan (EOP) should include definitions of key roles and responsibilities for incident response.

Incident response roles are filled based on the event or incident and which organization has the authority and expertise to management the response. Therefore, response positions may be filled with school personnel and/or first responders. The school EOP should define the response roles so that they may be filled internally or, if the situation warrants, by first responders and law enforcement personnel.

Senior Executive

Role	Qualifications
<ul style="list-style-type: none"> ▪ Provide policy guidance on priorities and objectives based on situational needs and the school EOP. Oversee resource coordination and support to the Incident Commander. <p>In complex incidents, a policy or multiagency coordination group may be convened to:</p> <ul style="list-style-type: none"> ▪ Establish priorities for incidents. ▪ Identify and resolve issues common to all groups responding to the incident. ▪ Develop procedures to implement decisions. ▪ Keep elected officials and other executives informed of the situation and decisions. ▪ Inform response partners and decisions. ▪ Provide factual information, both internally and externally. 	<ul style="list-style-type: none"> ▪ Authority to set policy and commit resources. ▪ Ability to: <ul style="list-style-type: none"> ▪ Interface with other agencies. ▪ Be responsive to incident command needs and stakeholder concerns.

Incident Commander

Role	Qualifications
<ul style="list-style-type: none"> • Sets the incident objectives, strategies, and priorities and has overall responsibility for the incident. 	<ul style="list-style-type: none"> ▪ Past experience as an incident responder. ▪ Completion of ICS training. ▪ 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 needed.

Public Information Officer

Role	Qualifications
Serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event.	<ul style="list-style-type: none">▪ Media relations training/experience.▪ Authority as designated spokesperson.▪ Ability to maintain grace under fire.▪ Completion of ICS training.

Liaison Officer

Role	Qualifications
Serves as the primary contact for supporting agencies assisting at an incident.	<ul style="list-style-type: none">▪ Ability to represent the concerns and needs of all parties involved in a response.▪ Completion of ICS training.

Safety Officer

Role	Qualifications
Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.	<ul style="list-style-type: none">▪ Worker safety and HAZMAT training/experience.▪ Ability to assess risk and develop safety measures.▪ Completion of ICS training.

Operations Section Chief

Role	Qualifications
Establishes the tactics to meet the incident objectives and directs all operational resources.	<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.▪ 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

Role	Qualifications
Supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.	<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

Role	Qualifications
Provides resources and needed services to support the achievement of the incident objectives.	<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 requests.▪ Solve resource problems creatively.▪ Communicate effectively orally and in writing.▪ Direct others in a crisis.

Finance/Administration Section Chief

Role	Qualifications
<ul style="list-style-type: none">▪ Monitors costs related to the incident.▪ Provides accounting, procurement, time recording, and cost analyses.	<ul style="list-style-type: none">▪ Completion of ICS training.▪ Knowledge of workers' compensation, insurance claims, and contracting requirements.▪ Ability to:<ul style="list-style-type: none">▪ 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.