JOB ACTION SHEET
INCIDENT COMMANDER

Position title: Incident Commander
Job classification code required: 2230, 2232, 2233
Required Job Skills: CDCP staff, Disease Control experience, Medical Epidemiologist
Module: Command
You report to: N/A
You supervise (if activated):   Command Staff - Safety, Liaison, & Public Information Officers;
                                    General Staff - Planning, Operations, Logistics & Finance Section Chiefs

Mission

The Incident Commander is responsible for the overall management of the incident and is expected to perform all Command Staff functions initially. The Incident Commander is directly responsible for ensuring that all functional area activities are directed toward accomplishment of the overall strategy and objectives.

Initial Actions

- ❑ Sign-in to Staff Roster.
- ❑ Report to and receive assignment from your supervisor.
- ❑ Put on picture ID badge and vest (if provided).
- ❑ Read entire Job Action Sheet.
- ❑ Introduce self to all staff assigned to team.
- ❑ Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- ❑ Familiarize self with the work station and resources including:
  - Physical layout of the work space (e.g. emergency exits, bathrooms).
  - If assigned, check workstation phone and computer.
  - Obtain needed office supplies (paper, pens, etc.).
  - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
  - If assigned, check pager and cell phone.
- ❑ Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- ❑ Review message form instructions, if provided.

Specific Job Actions

- ❑ Assess the situation and/or obtain a briefing from the prior Incident Commander. Obtain and review the Incident Briefing Form (201) if available.
- ❑ Appoint individuals to fill all command and general staff functions, and determine the Operations Center's hours of operation and initial staffing requirements.
- ❑ Determine the next operational period.
- ❑ Approve and authorize the implementation of an Incident Action Plan.
- ❑ Determine Incident Objectives and strategy for the next operational period with input from General Staff and Command Staff.
- ❑ Establish or maintain an IDER Command Center and a field Incident Command Post if necessary.

- ❑ Establish or maintain an appropriate organizational structure.
- ❑ Determine tactical and support resource needs.
- ❑ Approve requests for additional resources or for the release of resources.
- ❑ Approve the use of trainees, volunteers, and auxiliary personnel.
- ❑ Coordinate activity of Command and General Staff/Section Chiefs.
- ❑ Ensure planning meetings with General Staff/Section Chiefs are scheduled as required.
- ❑ Oversee functions of the Information Officer, Safety Officer, and Liaison Officer
- ❑ Ensure all documents and policies developed by IDER response are reviewed and approved.
- ❑ Coordinate response support with activated Department Operations Centers' (DOCs) and Emergency Operations Centers'(EOCs) key personnel and officials as required. Ensure periodic briefings of DOC occur, if activated.
- ❑ Keep agency administrator and key personnel and officials informed of incident status.
- ❑ Authorize release of information to the PIO, DOC, emergency responders, public, or clinical community after review and approval from Information Officer.
- ❑ Ensure that adequate safety measures are in place.
- ❑ Coordinate response with other relevant agencies.
- ❑ If necessary, designate a Deputy Incident Commander for the purpose of performing tasks assigned by the Incident Commander, working in relief of the Incident Commander, or representing a single assisting agency that factors prominently in the incident response.
- ❑ Expand or contract the response as indicated.
- ❑ Order demobilization of the incident response when appropriate.

Conclusion of Work Shift Actions

- ❑ Complete all required forms, reports, and other documentation and give to supervisor.

- ❑ Sign out and log the hours worked during the response

- ❑ Clean up your work area before you leave

- ❑ Leave a phone number where you can be reached.

- ❑ Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.
- ❑ Participate in a debriefing with Command Staff and Section Chiefs to:
  - ▪ Thank them for their participation;
  - ▪ Solicit comments about what went well and what did not go well;
  - ▪ Document comments and feedback.