

Planning — The facility's Planning Leader is tasked with the collection and display of incident information, primarily consisting of the status of all resources and overall status of the incident, including:

- Collecting, evaluating, and displaying intelligence and information about the incident
- Preparing and documenting Incident Action Plans
- Conducting long-range and/or contingency planning
- Developing plans for demobilization
- Maintaining incident documentation
- Tracking resources assigned to the incident

Public Information Officer 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.

Safety Officer monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

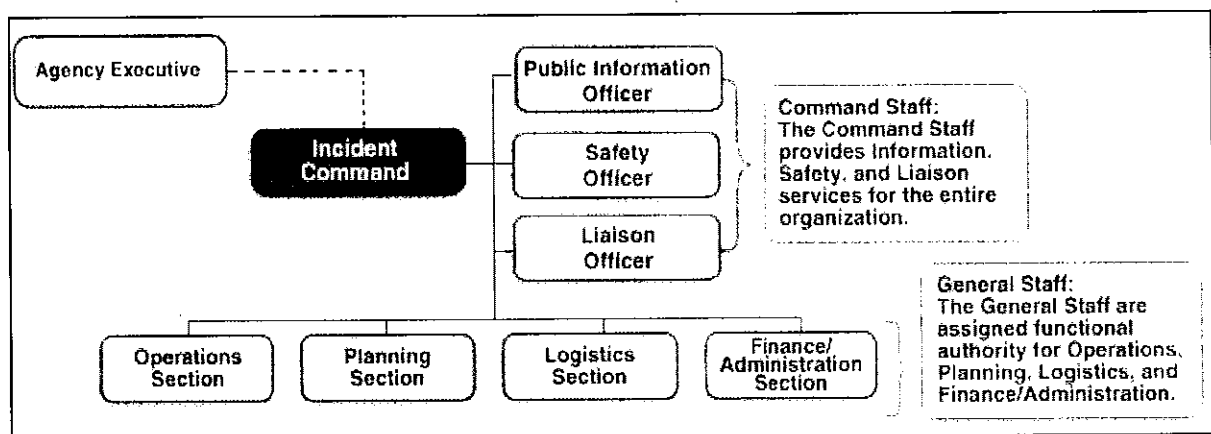
Liaison Officer serves as the primary contact for supporting agencies assisting at an incident.

In accordance with available staff at the time of the crisis or disaster situation, it is essential to establish an incident commander and designate tasks in accordance with this model or as specific needs dictate.

Expansion of an incident may require the delegation of authority for the performance of the other management functions.

As an incident grows, the Incident Commander may delegate authority for performance of certain activities to the Command Staff and the General Staff. The Incident Commander will add positions only as needed.

Facility Action Cards are found in Appendix U, which are to be utilized as “cheat sheets” for the designated ICS positions. Additional Facility Action Cards are also available for Plan Activation as well as other Emergency Procedures.



Chain of Command: The “Chain of Command” is an essential part of controlling incidents, regardless of size and magnitude. Every person participating in the incident has a designated supervisor. There is a clear line of authority within the incident command organization, and all lower levels connect to higher levels, eventually leading solely back to the Incident Commander.