

Job Action Sheet  
Emergency Incident Commander

Date Issued: 10/10/2006  
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Emergency Incident Commander: Vice-President and Chief Financial Officer  
Alternate Incident Commander: Senior Policy Group Member Present at time of incident (in the absence of a Policy Group member, the ED will serve as Emergency Incident Commander)

Mission: Organize and direct Emergency Operations Center (EOC). Give overall direction for University operations and, if needed, authorize evacuation.

Immediate

1. Initiate the University's Emergency Incident Command System by assuming role of Emergency Incident Commander.
2. Read this entire Job Action Sheet.
3. Put on position identification vest.
4. Assign Emergency Management Team members to their stations; distribute the four section packets which contain:
  - Job Action Sheets for each position
  - Identification vest for each position
  - Forms pertinent to Section and positions
5. Announce a status/action plan meeting of all EMT members to be held within 5 to 10 minutes.
6. Assign someone as Documentation Recorder/Aide.
7. Receive status report and discuss an initial action plan with EMT. Determine appropriate level of service during immediate aftermath.
8. If applicable, receive initial facility damage survey report from ED, evaluate the need for evacuation.
9. Obtain action plan from Emergency Director. Emphasize proactive actions within the emergency operations section. Call for a University-wide projection report for 4, 8, 24, and 48 hours from time of incident onset. Adjust projections as necessary.
10. Assure that contact and resource information has been established with outside agencies through the Liaison Officer.
11. Setting goals for immediate mitigation;
12. Identifying and prioritizing support and/or replacement of critical support services;
13. Closing campus areas threatened by incident;
14. Assigning sheltering space in any University facility and consulting with the UCMC should we need additional resources;
15. Setting schedules and assigning classrooms for displaced units;
16. Representing the University to external persons (note: In a pandemic, medical personnel may be better suited to discuss the situation and impact); and
17. Reporting to the Policy Group on the above issues.

Intermediate

1. Authorize resources as needed or requested by EMT;
2. Designate routine briefings with EMT to receive status reports and update the action plan regarding the continuance and termination of the action plan;
3. Communicate status to Policy Group;
4. Consult with EMT on needs for staff, physician, and volunteer responder food and shelter;
5. Consider needs for dependents; and
6. Authorize plan of action.

Extended

1. Approve media releases submitted by Public Information Officer.
2. Observe all staff, and volunteers for signs of stress and inappropriate behavior;
3. Report concerns to Medical Director for UCOM or SCC.
4. Provide for staff rest periods and relief; and
5. Other concerns.