
Incident Command Roles

SCHOOL

YEAR

Incident Commander

NAME

BACKUP

Duties

- Overall responsibility for the incident, oversees all aspects of the response
- Sets priorities, makes decisions, and allocates resources
- Communicates with external agencies (if applicable)
- Delegates tasks to other roles and monitors their progress

Operations Section Chief

NAME

BACKUP

ADDITIONAL STAFF ASSIGNED (IF NEEDED)

Duties

- Overall responsibility for the incident, oversees all aspects of the response
- Sets priorities, makes decisions, and allocates resources
- Communicates with external agencies (if applicable)
- Delegates tasks to other roles and monitors their progress

Planning Section Chief

NAME

BACKUP

ADDITIONAL STAFF ASSIGNED (IF NEEDED)

Duties

- Gathers, analyzes, and distributes information
- Develops and updates action plans based on changing conditions
- Tracks progress and assesses the situation
- Documents incident information
- Anticipates future needs and scenarios to ensure preparedness



Incident Command Roles, continued

Logistics Section Chief

NAME

BACKUP

ADDITIONAL STAFF ASSIGNED (IF NEEDED)

Duties

- Provides and manages resources needed for the response
 - Equipment and supplies (eg. emergency kits, radios)
 - Facilities (e.g., setting up staging areas or reunification sites)
- Manages food, water and shelter needs for students and staff during a prolonged emergency
- Establishes and maintains communication systems
- Coordinates transportation if needed

Finance/Administration Section Chief

NAME

BACKUP

ADDITIONAL STAFF ASSIGNED (IF NEEDED)

Duties

- Documents expenditures (for reimbursement or insurance claims)
- Procures needed items
- Maintains records of personnel hours, decisions, and incident-related reports
- Ensures compliance with regulatory or legal requirements

