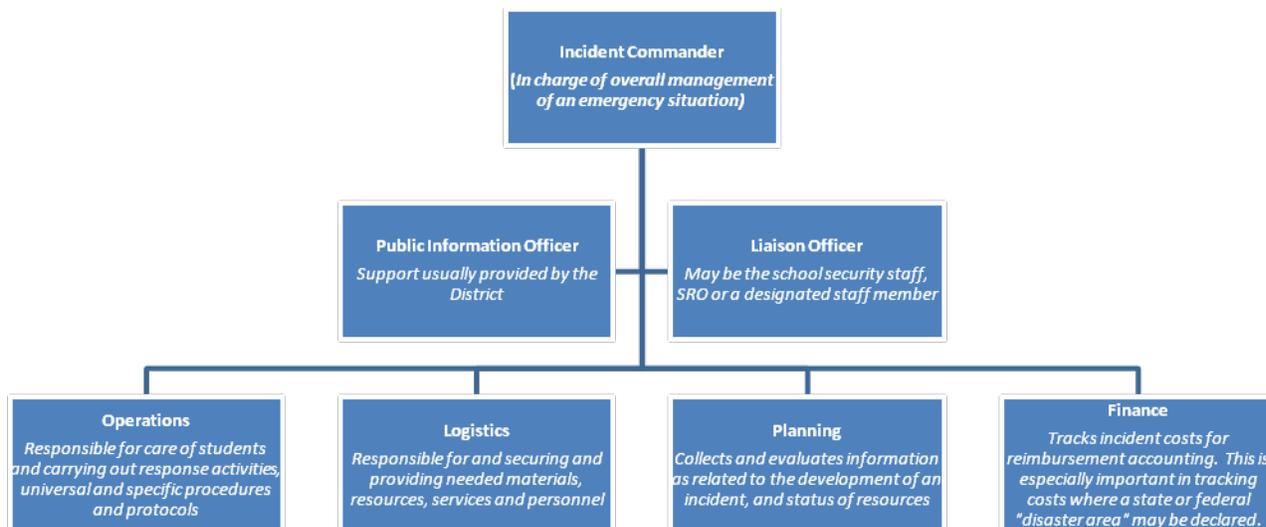


Figure 1-1



Incident Commander: Establishes command, works to protect life and property, directs overall management of emergency response activities.

Planning: In small emergencies, the Incident Commander (IC) is responsible for planning, but in a larger emergency, the IC establishes a Planning Section. Planning collects and evaluates information as related to the development of an incident, and status of resources.

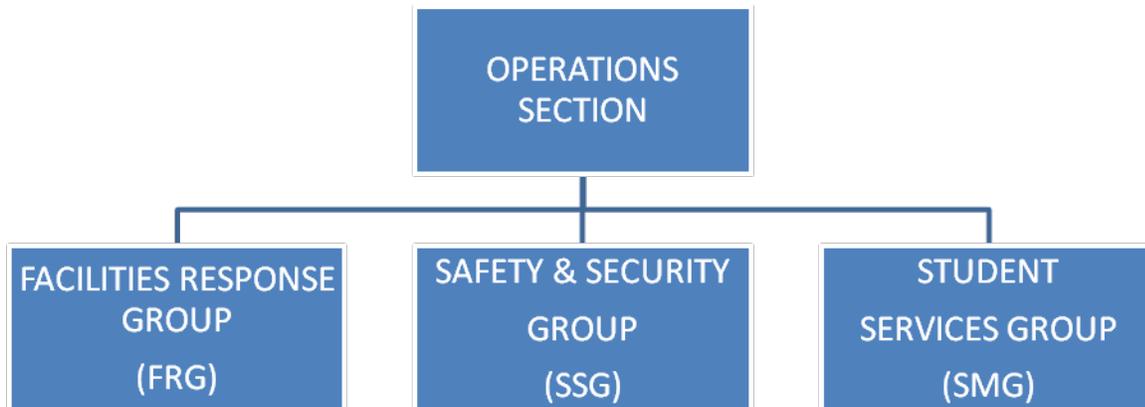
Operations: On a school campus, most staff will be assigned roles under Operations. Operations are responsible for care of students and carrying out response activities according to established Universal Emergency Procedures and specific Emergency Management Protocols. For large incidents, the District Incident Management Team may be convened. In that event, ASD 20 has further broken down the operations section as:

- Facilities Response Group (see figure 1.2)
- Safety & Security Group (see figure 1.2)
- Student Services Group (see figure 1.2)

Logistics: Is responsible for communications, as well as securing and providing needed materials, resources, services and personnel. This section may take on a major role in extended emergency situations.

Administration/Finance: Sometimes overlooked, the Administration/Finance is critical for tracking incident costs and for reimbursement accounting. This is especially important in tracking costs where a state or federal “disaster area” may be declared.

Figure 1.2



In-District Responsibilities

The District Incident Management Team shall meet not less than twice annually in order to be updated in the roles and responsibilities of its members, plan for potential emergency events, conduct training and drills and promote interagency cooperation. See figure 2-1.

Building principals shall meet with their staff and their building level **Crisis and Emergency Response Teams (CERT)** not less that once per semester in order to update roles and responsibilities of team members, plan for potential emergency events, conduct training and drills, and promote interagency cooperation. The building principal at all sites will be responsible for tracking the training for all CERT members at their respective sites.

The Security Department shall conduct periodic tests of emergency notification devices, observe emergency response drills at schools and assist in planning for emergencies

**Incident Management Team Roles
 District Emergency Operations Staffing Plan
 Figure 2-1**

IMT Position (s)	Section	Tier	District Position (s)
Executive Committee Provides overall executive leadership and liaison with the Board of Education. Communicates through the Incident Commander	Executive	N/A	Superintendent, Assistant Superintendents and others as directed by the Superintendent
IMT Director (Incident Commander) Provides overall management and coordination of all aspects of the emergency response and recovery.	Command	1	Director of School Security Alternate: Assistant Superintendent for Support Services
Public Information Officer Provides liaison with the news media, coordinates news releases with County EOC, prepares media statements, handles communications to unaffected schools and conducts press briefings.	Command	1	Director of Communications Alternate: Communication Specialist
Safety Officer Provides advice for safety related issues. May also act as the Field Representative for the IMT	Command	1	Assistant Director of Risk Management Alternate: Director, Risk Management
Liaison Officer Is the District representative to the County EOC when it is activated and school district representation is requested	Command	1	Assistant Superintendent for Support Services Alternate: Assistant Superintendent for Learning Services

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Operations Section

<p>Operations Section Chief Provides leadership and liaison for school staff, with particular attention to student issues, including student release, building closure decisions, learning impacts, and other issues that directly impact the instructional mission of the school.</p>	<p>Operations (Section Chief)</p>	<p>1</p>	<p>Director of Schools Executive Director of Schools</p>
<p>Safety & Security Group Officer Responsible for the coordination of safety/security issues at the school sites.</p>	<p>Operations</p>	<p>1</p>	
<p>Student Services Group Officer Assists the school staff to provide for supervision and care of students in the emergency</p>	<p>Operations</p>	<p>1</p>	
<p>Facilities Response Group Officer Responsible for the response, repair, and restoration of district facilities and grounds</p>	<p>Operations</p>	<p>1</p>	

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Logistics Section

<p>Logistics Section Chief Provides equipment and emergency facilities repair to assist in returning the building or situation to normalcy.</p>	<p>Logistics (Section Chief)</p>	<p>1</p>	<p>Director Operations and Maintenance Alternate: Maintenance Foreman</p>
<p>Transportation Officer Provides and coordinates student emergency transportation, as well as additional emergency vehicles.</p>	<p>Logistics</p>	<p>1</p>	<p>Director of Transportation Alternate: Area Manager</p>
<p>Nutrition Services Officer Provides food services for evacuated or sheltered children. Coordinates shelter care with the Red Cross as necessary</p>	<p>Logistics</p>	<p>2</p>	<p>Director of Nutrition Services Alternate: Coord. Nutrition Svcs.</p>
<p>Personnel Officer Coordinates the placement of substitute or additional emergency instructional and non-instructional staff if needed.</p>	<p>Logistics</p>	<p>2</p>	<p>Director Human Resources Alternate: Director Human Resources</p>
<p>Telecommunications Officer Insures adequate telephone and computer communications capabilities at the site and at the EOC.</p>	<p>Logistics</p>	<p>2</p>	<p>Chief Information Officer Alternate: Director, Technical Services</p>

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Planning Section

<p>Planning Section Chief Provides legal, risk and insurance related advice during the emergency. May call in legal counsel as needed/directed</p>	<p>Planning/Risk (Section Chief)</p>	<p>1</p>	<p>Director Risk Management Alternate: Assistant Director of Risk Management</p>
<p>Recorder Responsible for keeping a chronological record of activities of the IMT, analyzing what has occurred and making suggestions for further action.</p>	<p>Planning/Risk</p>	<p>1</p>	<p>Administrative Assistant Support Services Alternate: Safety Specialist</p>
<p>Planning Officer Responsible for keeping a chronological record of activities of the IMT, analyzing what has occurred and making suggestions for further action.</p>	<p>Planning/Risk</p>	<p>2</p>	<p>Director Quality Improvement Alternate: Coordinator of Quality Improvement</p>

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Adjunct and Advisory Sections

<p>Financial Officer Provides advice and coordination for additional financial or budgetary needs in dealing with a long term or large scope emergency</p>	<p>Finance (Section Chief)</p>	<p>2</p>	<p>Chief Financial Officer Alternate: Director of Finance</p>
<p>Purchasing Officer Provides support to acquire equipment and services needed to cope with a longer term emergency response</p>	<p>Finance</p>	<p>2</p>	<p>Purchasing Director Alternate: Asst. Purchasing Director</p>
<p>Advisory members of the Emergency Operations Committee This group will act in an advisory capacity during planning and training exercises. As a normal rule, they will not be called to serve in the Emergency Operations Center</p>	<p>N/A</p>	<p>N/A</p>	<p>High School Principal Middle School Principal Elementary School Principal Sheriff's Office Representative City and/or County Fire Chief's Association Parker Police Dept. Castle Rock Police Dept. DAC Representative</p>