

Tornado/Incident Command Tabletop

1. The main office hears an alert on the weather radio that the county is under a tornado watch.
 - Do you activate the command post?
2. The tornado sirens are alarming. Your weather radio alerts that a funnel cloud was sighted in your area.
 - What drill do you call for?
 - What should your Incident Command Team be doing RIGHT NOW?
3. The funnel cloud has hit and caused damage to a large portion of your building. The path of destruction in the surrounding area appears extensive.
 - Would you activate the Command Post and Incident Management Teams?
4. What would each of the following persons or teams be doing?
 - a. **Incident Commander**
 - b. **Liaison Officer**
 - c. **Public Information Officer**
 - d. **Safety Officer**
 - e. **Operations Section Chief**
 - f. **Logistics Section Chief**
 - g. **Scribe**
 - h. **Medical Team Leader and Team**
 - i. **CARE Team Leader and Team**
 - j. **Safety Team Leader and Team**
 - k. **Manpower Pool Coordinator**
 - l. **Student Accountability Coordinator**

Tornado/Incident Command Tabletop

1. The main office hears an alert on the weather radio that the county is under a tornado watch.

Do you activate the command post?

No

2. The tornado sirens are alarming. Your weather radio alerts that a funnel cloud was sighted in your area.

What drill do you call for?

Duck, cover, and hold

What should your Incident Command Team be doing RIGHT NOW?

The Incident Command Team should be performing the drill also.

3. The funnel cloud has hit and caused damage to a large portion of your building. The path of destruction in the surrounding area appears extensive.

Would you activate the Command Post and Incident Management Teams?

Yes

Team leaders would report to the Incident Commander at the Command Post and the teams would report to the staging areas.

4. What would each of the following persons or teams be doing?

- a. Incident Commander**

*Learning what happened and how the students and staff will be affected.
Setting objectives with command staff and communicating those objectives to the teams through the Operations Officer.*

- b. Liaison Officer**

*Checking with IC for briefing
Checking with Logistics Officer for status of equipment and supplies.*

c. Public Information Officer

Setting up media reception area if necessary, with approval from the Incident Commander. Maintaining log of actions, advising media of time of information release.

d. Safety Officer

Getting briefing from Incident Commander. Maintaining log, identifying safety hazards. Stopping unsafe operations, keeping IC informed of any problems.

e. Operations Section Chief

*Working with team leaders to ensure that each area is reporting
Controlling and coordinating personnel according to objectives set by Incident Commander until the first responders arrive.*

f. Logistics Section Chief

Checking to see what supplies will be needed, if any.

g. Scribe

Keeping a log to record what time the incident occurred and when first responders arrived. Log all events.

h. Medical Team Leader and Team

*Setting up staging area
Triage & treatment
Documenting all care
Getting information on numbers of injured and ill victims and communicating with IC through Operations Officer.*

i. CARE Team Leader and Team

*Making sure that the Accountability Coordinator has CARE Team bag
Setting up staging area
Providing support and reassurance to students and staff who need help
Working with Accountability Coordinator to track students
Reporting to Operations Officer*

j. Safety Team Leader and Team

Evacuating students and staff from affected sites

Checking relocation site
Checking safety of facility
Shutting off utilities

k. Manpower Pool Coordinator

Tracking unassigned staff
Logging where staff is assigned
Reporting to Operations Officer

l. Student Accountability Coordinator

Securing CARE Team bag from secretary
Reporting to CARE Team leader in staging area
Tracking students using attendance lists
Checking emergency cards to prepare for release