**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 than 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.

<table>
<thead>
<tr>
<th>IMT Position(s)</th>
<th>Section</th>
<th>Tier</th>
<th>District Position(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Committee</td>
<td>Executive</td>
<td>N/A</td>
<td>Superintendent, Assistant Superintendents and others as directed by the Superintendent</td>
</tr>
<tr>
<td>IMT Director (Incident Commander)</td>
<td>Command</td>
<td>1</td>
<td>Director of School Security</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alternate: Assistant Superintendent for Support Services</td>
</tr>
<tr>
<td>Public Information Officer</td>
<td>Command</td>
<td>1</td>
<td>Director of Communications</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alternate: Communication Specialist</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>Command</td>
<td>1</td>
<td>Assistant Director of Risk Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alternate: Director, Risk Management</td>
</tr>
<tr>
<td>Liaison Officer</td>
<td>Command</td>
<td>1</td>
<td>Assistant Superintendent for Support Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alternate: Assistant Superintendent for Learning Services</td>
</tr>
</tbody>
</table>
## Operations Section

<table>
<thead>
<tr>
<th>Role</th>
<th>Section</th>
<th>Quantity</th>
<th>Reporting To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Section Chief</td>
<td>Operations</td>
<td>1</td>
<td>Director of Schools</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td>Executive Director of Schools</td>
</tr>
<tr>
<td>Safety &amp; Security Group Officer</td>
<td>Operations</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Responsible for the coordination of safety/security issues at the school sites.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services Group Officer</td>
<td>Operations</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Assists the school staff to provide for supervision and care of students in the emergency.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities Response Group Officer</td>
<td>Operations</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Responsible for the response, repair, and restoration of district facilities and grounds</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Logistics Section

<table>
<thead>
<tr>
<th>Role</th>
<th>Section</th>
<th>Number</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Logistics Section Chief</strong></td>
<td>Logistics</td>
<td>1</td>
<td>Provides equipment and emergency facilities repair to assist in returning the building or situation to normalcy.</td>
</tr>
<tr>
<td><strong>Transportation Officer</strong></td>
<td>Logistics</td>
<td>1</td>
<td>Provides and coordinates student emergency transportation, as well as additional emergency vehicles.</td>
</tr>
<tr>
<td><strong>Nutrition Services Officer</strong></td>
<td>Logistics</td>
<td>2</td>
<td>Provides food services for evacuated or sheltered children. Coordinates shelter care with the Red Cross as necessary</td>
</tr>
<tr>
<td><strong>Personnel Officer</strong></td>
<td>Logistics</td>
<td>2</td>
<td>Coordinates the placement of substitute or additional emergency instructional and non-instructional staff if needed.</td>
</tr>
<tr>
<td><strong>Telecommunications Officer</strong></td>
<td>Logistics</td>
<td>2</td>
<td>Insures adequate telephone and computer communications capabilities at the site and at the EOC.</td>
</tr>
</tbody>
</table>
### Planning Section

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
<th>Quantity</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning Section Chief</strong></td>
<td>Planning/Risk (Section Chief)</td>
<td>1</td>
<td>Provides legal, risk and insurance related advice during the emergency. May call in legal counsel as needed/directed</td>
</tr>
<tr>
<td><strong>Recorder</strong></td>
<td>Planning/Risk</td>
<td>1</td>
<td>Responsible for keeping a chronological record of activities of the IMT, analyzing what has occurred and making suggestions for further action.</td>
</tr>
<tr>
<td><strong>Planning Officer</strong></td>
<td>Planning/Risk</td>
<td>2</td>
<td>Responsible for keeping a chronological record of activities of the IMT, analyzing what has occurred and making suggestions for further action.</td>
</tr>
</tbody>
</table>
## Financial Officer
Provides advice and coordination for additional financial or budgetary needs in dealing with a long term or large scope emergency

<table>
<thead>
<tr>
<th>Role</th>
<th>Section Chief</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance</td>
<td>Chief Financial Officer</td>
<td>Director of Finance</td>
</tr>
</tbody>
</table>

## Purchasing Officer
Provides support to acquire equipment and services needed to cope with a longer term emergency response

<table>
<thead>
<tr>
<th>Role</th>
<th>Section Chief</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance</td>
<td>Purchasing Director</td>
<td>Asst. Purchasing Director</td>
</tr>
</tbody>
</table>

## 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

<table>
<thead>
<tr>
<th>Role</th>
<th>Section Chief</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>High School Principal</td>
<td>Middle School Principal</td>
</tr>
<tr>
<td></td>
<td>Elementary School Principal</td>
<td>Sheriff’s Office Representative</td>
</tr>
<tr>
<td></td>
<td>City and/or County Fire Chief’s Association</td>
<td>Parker Police Dept.</td>
</tr>
<tr>
<td></td>
<td>Castle Rock Police Dept.</td>
<td>DAC Representative</td>
</tr>
</tbody>
</table>