

CONFIDENTIAL EMERGENCY ASSIGNMENT DUTIES CHECKLIST

Department of Education		
<u>OPERATIONS SECTION CHIEF</u>		
<u>May assign a Deputy Operations Section Chief if needed</u>		
NAME	PHONE #	RADIO #
LOCATION: _____		
SUPERVISED BY: INCIDENT COMMANDER		
EMERGENCY TYPE		
SUBORDINATES		
TITLE	NAME	PHONE/RADIO
Emergency Staff Services Coordinator		
Recorder		
Sergeant-at-Arms		
Divisions Supervisor		
Groups Supervisor		
Branches Supervisor		
Department Support Coordinator		
SUGGESTED EQUIPMENT		
* DEEPLAN	*TELEVISION	*WHITEBOARD
* AM/FM PORTABLE RADIO	*DEPARTMENT PHOTO'S , MAPS AND VIDEOS	* POSTER BOARD
*TV/ VCR/DVD PLAYER	*Applicable Forms and Logs	*CLOCK
*Radios	*Telephones	*Cellular Telephones
		*Office Supplies
		*Resource Lists
PRIMARY DUTIES		
<p>The person designated by the Incident Commander to conduct operations to reach the incident objectives. The Operations Section chief establishes the tactics and directs all operational resources. The Operations Section Chief is normally the person with the greatest technical and tactical expertise in dealing with the problem at hand.</p>		
QUALIFICATIONS to operate this general staff position		
<ul style="list-style-type: none"> • Past Experience as incident responder • Completion of ICS training • Ability to: <ul style="list-style-type: none"> ○ Size up the situation and make rapid decisions ○ Communicate clear directions ○ Balance response initiatives with safety concerns ○ Lead and motivate responders ○ Assess the effectiveness of tactics/strategies ○ Be flexible and modify plans as necessary 		

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DUTY CHECKLIST		
	Time	Initials
Establish contact with the Incident Commander for an initial briefing		
Initiate and Emergency Log to record essential information		
Assign duties to subordinates as needed using Assignment Roster		
Assist the Incident Commander in establishing an incident action plan		
Assist the Incident Commander in assessment of the emergency based on available information		
Identify information deficiencies and assign staff to gather needed information		
Activate the Operations Center as directed by the Incident Commander		
Announce the location of the Operations Center to Subordinates		
Establish and manage the Staging area if needed		
Request and supervise single resources (individual, piece of equipment or a crew or team of individuals)		
Request and supervise task forces (mixed resources)		
Request and supervise strike teams (similar resources)		
Teams that may be activated: search and rescue, first aid, evacuation/shelter/care, facilities & security response, crisis intervention, staff release team.		
Evacuate volunteers, contractors, visitors and reassign staff as needed		
Provide intelligence information, medical coordination needs, food service distribution, maintenance, emergency staff services, internal security, communications and personnel support to the Incident Commander		
Ensure the Department support coordinator is meeting those operational needs not related to the affected area.		
Manage all support functions of the emergency		
Obtain progress reports from subordinates		
Provide status reports to the Incident Commander		
Respond to staff request for personnel, equipment, supplies on a priority basis		
Facilitate food, beverages, restroom relief etc in extended emergencies		
Work closely with other command staff to keep informed of progress, and needed resources		
Report to the Incident Commander for other assignments or personal debriefing		
Gather all logs, reports, tapes and video tapes from subordinates for debriefing		
Assist the Incident commander in the Deactivation process		
<ul style="list-style-type: none"> • Debriefing • Critical Incident Stress Debriefing • Serious Incident Review 	<ul style="list-style-type: none"> • Emergency Reports • Post Emergency Plans • Internal Incident Review 	
EMERGENCY INFORMATION		

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