

FIGURE 1. ILLUSTRATIVE INCIDENT MANAGEMENT TEAM MEMBER RESPONSIBILITIES

MEMBER FUNCTION	RESPONSIBILITIES
Incident Commander	
Incident Commander	<ul style="list-style-type: none"> ■ Has overall responsibility for managing the incident ■ Ensures overall incident safety ■ Establishes and maintains liaison with other agencies participating in the incident
Incident Command Staff	
Public Information Officer	<ul style="list-style-type: none"> ■ Serves as the conduit of information to internal and external stakeholders ■ Acts as the only liaison with the public, including the media ■ Is well informed about the situation at all times
Safety Officer	<ul style="list-style-type: none"> ■ Monitors the safety conditions and develops measures for assuring the safety of all response personnel
Liaison Officer	<ul style="list-style-type: none"> ■ Serves as the point of contact between school administrators and response agencies ■ Exchanges briefings and contact information with assisting agencies ■ Monitors operations and identifies potential problems between school and response agencies
General Command Staff	
Operations Section Chief	<ul style="list-style-type: none"> ■ Handles all emergency management jobs, including taking care of students and ensuring that medical and first aid services are available ■ Supports parent reunification procedures
Planning Section Chief	<ul style="list-style-type: none"> ■ Tracks resources, assesses the changing situation, documents the response ■ Maintains the site map at the command post
Logistics Section Chief	<ul style="list-style-type: none"> ■ Manages and distributes supplies, personnel, and equipment ■ Secures and manages transportation for evacuations ■ Deploys people to needed locations
Finance and Administration Section Chief	<ul style="list-style-type: none"> ■ Buys materials (e.g., food for first responders, communication equipment, and other supplies) ■ Keeps financial records of expenditures and employee hours

Source: Department of Homeland Security, *FEMA IS Course IS-362 Multi-Hazard Emergency Planning for Schools*, <http://training.fema.gov/EmiWeb/IS/IS3621st.asp> and *IS-100.SC Introduction to the Incident Command System, I-100, for Schools*, <http://training.fema.gov/EmiWeb/IS/IS100SC.asp>. (Last accessed on Dec. 18, 2007.)