

**READY TO RESPOND** DISASTER STAFFING TOOLKIT

Incident Commander

Job Action Sheet

**Main functions include:**

• Activating the Disaster Staffing Plan.

• Maintaining close communication with the CEO/Executive Director.

• Conducting Command Level Meetings during each operational period.

• Setting up an Emergency Operations Center as needed.



The **Incident Commander** directs organizational resources to disaster preparedness, response and recovery actions, overriding normal operating procedures and protocols.

96 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Confirm registration with local Advanced Warning System (AWS). Work closely with **External Communications Liaison** to develop event messaging. Contact local emergency management office for updated information. |  |  |  |
| Consult with CEO/Executive Director about need to activate Disaster Staffing Plan. |  |  |  |
| Work with **External Communications Liaison** on memos informing staff about activation of the Disaster Staffing Plan. |  |  |  |
| Determine need for **Command Level Administrator** and assign staff person. |  |  |  |

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date last revised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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96 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Review entire *Job Action Packet*. Read **External Communication Liaison** and **Section Chief** *Job Action Packets*. |  |  |  |
| Schedule Command Level Meetings with **External Communications Liaison, Logistics Chief, Business Continuity Chief** and **Housing Chief**. Communicate schedule so **Section Chiefs** can schedule Section Meetings prior to Command Level Meetings. Remind **Section** **Chiefs** to schedule Section Meetings in preparation for event and ensure **Team Leaders** update all critical checklists and information. |  |  |  |
| Review *Command Level Meeting Checklist.* |  |  |  |
| Coordinate with **External Communications Liaison** and develop plan to contact local government agencies for additional resources. |  |  |  |
| Review vulnerability of central office to disaster damage. If necessary, determine location of Emergency Operations Center (EOC). |  |  |  |



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72 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Hold first Command Level Meeting. Confirm all tasks are underway using *Command Level Meeting Checklist.* |  |  |  |
| Direct **Command Level Administrator** to attend Section Meetings as needed. |  |  |  |
| Determine whether to call for evacuation, and if for single or multiple buildings. |  |  |  |
| If relocation of central office is necessary, determine logistical needs to set up EOC with **Business Continuity Chief** and **Logistics Chief**. |  |  |  |
| Consult with CEO/Executive Director and **Housing Chief** regarding evacuation preparation. |  |  |  |
| Confirm with **Human Resources Team Leader** that staff contact information is updated. |  |  |  |
| Work with **External Communications Liaison** to develop messages for external stakeholders (governmental agencies, community, affiliates, board, etc.) |  |  |  |
| Approve event messaging for residents with **External Communications Liaison** and **Housing Chief**. Review flyers to be distributed to residents to ensure appropriate messaging. |  |  |  |



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48 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Determine whether to call for evacuation, and if so, for single or multiple buildings. |  |  |  |
| Hold Command Level Meeting. Confirm all tasks are underway using *Command Level Meeting Checklist.* |  |  |  |
| Review anticipated plans with CEO/Executive Director. |  |  |  |
| Finalize location and details of EOC. |  |  |  |
| Review latest interaction with external stakeholders with **External Communications Liaison**. |  |  |  |
| Allocate resources as needed. Coordinate with **Logistics Chief**. |  |  |  |



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24 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| If not already called, determine whether to call evacuation. |  |  |  |
| Hold Command Level Meeting. Confirm all tasks are underway using *Command Level Meeting Checklist.* |  |  |  |
| Review latest interaction with external stakeholders with **External Communications Liaison**. |  |  |  |
| Decide if EOC should be made virtual. If so, set up conference call number. |  |  |  |



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12 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Hold Command Level Meeting. Confirm all tasks are underway using *Command Level Meeting Checklist.* |  |  |  |
| Confirm on-call status of all staff if EOC has gone virtual. |  |  |  |
| Review latest interaction with external stakeholders with **External Communications Liaison**. |  |  |  |
| Direct **External Communications Liaison** to send out last communications before "dark" period when specific information about facilities and operations will be unavailable. |  |  |  |

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EVENT/

Immediately Following Event

EVENT

Stay on Alert

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Hold Command Level Meeting, at EOC if necessary. Provide conference call number for off-site staff. |  |  |  |
| Review latest interaction with external stakeholders with **External Communications Liaison**. |  |  |  |



Immediately

Following Event

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|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Hold Command Level Meeting. Assess resident status and ability to resume housing and service operations. |  |  |  |
| If buildings are damaged, coordinate with **Housing Chief** to provide security while recovery is underway. |  |  |  |
| Maintain awareness of AWS and other alert systems. |  |  |  |
| Maintain EOC if needed. |  |  |  |
| Review latest interaction with external stakeholders with **External Community Liaison**. |  |  |  |
| Determine need for additional Command Level Meetings. |  |  |  |



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12 Hours

Post-Event