

96 Hours

Pre-Event

**Functions of this role include:**

• Scheduling Command Level Meetings.

• Producing agendas.

• Keeping minutes of meetings.

• Developing progress reports for **Incident Commander**.

A **Command Level Administrator** can be appointed to assist the **Incident Commander** and Section Chiefs in follow-up of assigned tasks.

**READY TO RESPOND** DISASTER STAFFING TOOLKIT

Optional Command Level Administrator

Job Action Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Receive assignment from **Incident Commander**. |  |  |  |
| Help schedule Command Level Meetings for each operational period. Set agenda using *Command Level Meeting Checklist*. |  |  |  |
| Read **External Communications Liaison** and all **Section Chief** *Job Action Packets*. |  |  |  |
| Support **Incident Commander** in contacting governmental agencies for additional resources. |  |  |  |
| Support preparation of all-staff memo for potential activation of Disaster Response Staffing Plan. |  |  |  |
| Support identification of Emergency Operations Center (EOC). |  |  |  |



Enterprise Community Partners, Inc.

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

72 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Support Command Level Meeting: Distribute agendas, take minutes, set agenda for next meeting. |  |  |  |
| As directed by **Incident Commander**, attend all Section Meetings and take minutes. |  |  |  |
| Document progress of outstanding issues for **Incident Commander**, and assist **Section** **Chiefs** and **Team Leaders** as requested. |  |  |  |
| Schedule Command Level Meeting for next operational period. |  |  |  |



Enterprise Community Partners, Inc.

48 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Assist **Incident Commander** in gathering information on event and identifying gaps and progress. |  |  |  |
| Support Command Level Meeting: Distribute agendas, take minutes, set agenda for next meeting. |  |  |  |
| Assist **Incident Commander** in identifying and finalizing EOC logistics. |  |  |  |
| Document progress of outstanding issues for **Incident Commander** and assist **Section Chiefs** and **Team Leaders** as requested. |  |  |  |



Enterprise Community Partners, Inc.

24 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Support Command Level Meeting: Distribute agendas, take minutes, set agenda for next meeting. |  |  |  |
| Document progress of outstanding issues for **Incident Commander** and assist **Section Chiefs** and **Team Leaders** as requested. |  |  |  |
| Support coordination and acquisition of additional resources as needed. |  |  |  |
| Support move to EOC. |  |  |  |



Enterprise Community Partners, Inc.

12 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Support Command Level Meeting: Distribute agendas, take minutes, set agenda for next meeting. |  |  |  |
| Document progress of outstanding issues for **Incident Commander** and assist **Section Chiefs** and **Team Leaders** as requested. |  |  |  |

Enterprise Community Partners, Inc.

EVENT/

Immediately Following Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Support Command Level Meeting: Distribute agendas, take minutes, set agenda for next meeting. |  |  |  |
| Document progress of outstanding issues for **Incident Commander** and assist **Section** **Chiefs** and **Team Leaders** as requested. |  |  |  |
| Provide support as needed, including assisting **Section Chiefs** and volunteers, leading site walk-throughs, etc. |  |  |  |



EVENT

Stay on Alert

Immediately

Following Event

Enterprise Community Partners, Inc.



|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Section Meetings as needed to get first-hand understanding of disaster aftermath. |  |  |  |
| Support Command Level Meeting: Distribute agendas, take minutes, set agenda for next meeting. |  |  |  |
| Document progress of outstanding issues for **Incident Commander**. |  |  |  |
| Provide support as needed, including assisting **Section Chiefs** and volunteers, leading site walk-throughs, etc. |  |  |  |

Enterprise Community Partners, Inc.

12 Hours

Post-Event