



# Incident Commander Job Action Sheet

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

**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.

 **96 Hours**  
Pre-Event

Action	Date	Notes	Done
Confirm registration with local Advanced Warning System (AWS). Work closely with <b>External Communications Liaison</b> 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 <b>External Communications Liaison</b> on memos informing staff about activation of the Disaster Staffing Plan.			
Determine need for <b>Command Level Administrator</b> and assign staff person.			



Action	Date	Notes	Done
Review entire <i>Job Action Packet</i> . Read <b>External Communication Liaison</b> and <b>Section Chief Job Action Packets</b> .			
Schedule Command Level Meetings with <b>External Communications Liaison, Logistics Chief, Business Continuity Chief</b> and <b>Housing Chief</b> . Communicate schedule so <b>Section Chiefs</b> can schedule Section Meetings prior to Command Level Meetings. Remind <b>Section Chiefs</b> to schedule Section Meetings in preparation for event and ensure <b>Team Leaders</b> update all critical checklists and information.			
Review <i>Command Level Meeting Checklist</i> .			
Coordinate with <b>External Communications Liaison</b> 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).			



# 72 Hours Pre-Event



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Action	Date	Notes	Done
Hold first Command Level Meeting. Confirm all tasks are underway using <i>Command Level Meeting Checklist</i> .			
Direct <b>Command Level Administrator</b> 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 <b>Business Continuity Chief</b> and <b>Logistics Chief</b> .			
Consult with CEO/Executive Director and <b>Housing Chief</b> regarding evacuation preparation.			
Confirm with <b>Human Resources Team Leader</b> that staff contact information is updated.			
Work with <b>External Communications Liaison</b> to develop messages for external stakeholders (governmental agencies, community, affiliates, board, etc.)			
Approve event messaging for residents with <b>External Communications Liaison</b> and <b>Housing Chief</b> . Review flyers to be distributed to residents to ensure appropriate messaging.			



# 48 Hours Pre-Event



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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 <i>Command Level Meeting Checklist</i> .			
Review anticipated plans with CEO/Executive Director.			
Finalize location and details of EOC.			
Review latest interaction with external stakeholders with <b>External Communications Liaison</b> .			
Allocate resources as needed. Coordinate with <b>Logistics Chief</b> .			



# 24 Hours Pre-Event



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



# 12 Hours Pre-Event



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

**EVENT/  
Immediately Following Event**



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 **Immediately  
Following Event**

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 <b>External Communications Liaison</b> .			



# 12 Hours Post-Event



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 <b>Housing Chief</b> 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 <b>External Community Liaison</b> .			
Determine need for additional Command Level Meetings.			