



Optional Command Level Administrator Job Action Sheet

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

Functions of this role include:

- Scheduling Command Level Meetings.
- Producing agendas.
- Keeping minutes of meetings.
- Developing progress reports for **Incident Commander**.



96 Hours
Pre-Event

Action	Date	Notes	Done
Receive assignment from Incident Commander .			
Help schedule Command Level Meetings for each operational period. Set agenda using <i>Command Level Meeting Checklist</i> .			
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).			



72 Hours Pre-Event



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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.			



48 Hours Pre-Event



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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.			



24 Hours Pre-Event



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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.			



12 Hours Pre-Event



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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.			



EVENT
Stay on Alert



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.			



12 Hours Post-Event



Optional Command Level Administrator Job Action Sheet Page 7 of 7

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.			