**OFFICERS**

Incident Commander (1 with 2 back ups)  
Solely responsible for emergency / disaster operations and shall remain at the command post to observe and direct all operations. Ensure the safety of students, staff and others on campus. Lead by example: your behavior sets tone for staff and students.

Public Information Officer (1)  
The public has the right and need to know important information related to emergencies / disaster at the school site as soon as it is available. The Public Information Officer acts as the official spokesperson for the school site in an emergency situation. If a school district PIO is available, he / she will be the official spokesperson. A school site – based PIO should only be used if the media is on campus and the district PIO is not available or forthcoming. News media can play a key role assisting the school in getting emergency / disaster related information to the public (parents). Information released must be consistent, accurate, and timely.

Liaison Officer (1)  
Serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the school district and assists in coordinating the efforts of those outside agencies by ensuring the proper flow of information.

Safety Officer (1)  
Ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist.

**OPERATIONS**

Operations Chief (1)  
Manages the direct response to the disaster, which can include the following: Site Facility Check / Security, Search & Rescue, Medical, Student Care, Student Release.

Site Facility Check / Security (1)  
Take no action that will endanger yourself.

Search & Rescue (at least 2, assign in pairs)  
LEADER: Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first. Follow all operational and safety procedures.

TEAM MEMBERS: Buddy system: Minimum of 2 persons per team. Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first. Follow all operational and safety procedures.

Medical (at least 2)  
LEADER: Responsible for the provision of emergency medical response, first aid, and counseling. Informs the Operations Chief or IC with the situation requires health or medical services that the staff cannot provide. Ensures that appropriate actions are taken in the event of deaths.

TEAM MEMBERS: Use approved safety equipment and techniques.

Medical Branch Morgue (1)  
To be assigned by the Operations Chief if needed.

Student Care (all remaining staff)  
Ensure the care and safety of all students on campus except those who are in the Medical Treatment Area.

TEACHER RESPONSIBILITIES: Assess situation and remain calm. If ground is shaking, lead Drop, Cover, and Hold On. Calm, direct, and give aid to students. Assist seriously injured students if possible.

Student Release (depends on process)  
Assure the reunification of students with their parents or authorized adult through separate Request and Release Gates.

Traffic (if needed)  
(role not detailed in All Hazard Toolkit, except in Forms)

**PLANNING / INTELLIGENCE**

Planning / Intelligence Chief (1 if needed)  
Responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate records and site map. Provide ongoing analysis of situation and resource status.

Documentation (at least 1)  
Responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

Situation Analysis (1 if needed)  
Responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate site map. Provide ongoing analysis of situation and resource status.

**LOGISTICS**

Logistics Chief (1)  
Responsible for providing facilities, services, personnel, equipment and materials in support of the incident.

Supplies / Equipment (1 if needed)  
(sometimes referred to as Supplies / Facilities)  
Responsible for providing facilities, services, personnel, equipment and materials in support of the incident.

Staffing (1 if needed)  
Responsible for coordinating the assignment of personnel (staff, students, disaster volunteers) in support of the incident.

Communications (1 if needed)  
Responsible for establishing, coordinating, and directing verbal and written communications within the school disaster site and with the school district. If the school district cannot be contacted, communications may be made with outside agencies when necessary.

**FINANCE / ADMINISTRATION**

Finance / Administration Chief (1)  
Responsible for financial tracking, procurement, and cost analysis related to the disaster or emergency. Maintain financial records, track and record staff hours.

Time Keeping (1 if needed)  
Responsible for maintaining accurate and complete records of staff hours.

Purchasing (1 if needed)  
Responsible for maintaining accurate and complete records of purchases. Most purchases will be made at the district level; however, in emergency situations, it may be necessary for school sites to acquire certain items quickly.