

Worksheet: Pandemic Flu Incident Command Structure. This chart lists the relevant Incident Command role, their essential functions, as well as the staff person normally responsible. Choose the staff position from the lists provided in Column 2. List the preferred qualifications to achieve the essential function. Include the name of the staff person or volunteer who normally performs the function. Finally, list backup staff/volunteers and their contact information.

Incident Command Role with Essential Functions	Critical Staff Position	Preferred Qualifications	Contact Information	Current Staff	Backup	Backup 2
Incident Command Or Unified Command Control front-line incident response	<input type="checkbox"/> EMD - Emergency Management Director <input type="checkbox"/> Health Director/Agent <input type="checkbox"/> _____	ICS 300 or better	Name Work After Hours Mobile Email			
Safety Officer Protect responder health and safety	<input type="checkbox"/> Board of Health <input type="checkbox"/> Fire Department <input type="checkbox"/> Health Director/Agent <input type="checkbox"/> _____	-ICS 100 or better -OSHA Safety -Fire Academy Training	Name Work After Hours Mobile Email			
Security Officer Protect and secure locations and staff	<input type="checkbox"/> Police Chief <input type="checkbox"/> Fire Chief <input type="checkbox"/> _____ <input type="checkbox"/> _____	-ICS 100 or better -Police Training	Name Work After Hours Mobile Email			
Public Information Officer Communicates with response partners, JIC, regional and state officials. Prepares and coordinates media releases for IC.	<input type="checkbox"/> Town PIO <input type="checkbox"/> Board of Health PIO <input type="checkbox"/> _____ <input type="checkbox"/> _____	-ICS 100 or better -Empathy -Risk Communication training -Media Experience	Name Work After Hours Mobile Email			
Liaison Officer Coordinates with other agencies and jurisdictions, e.g. Hospital, MEMA, REPC, DPH, etc.	<input type="checkbox"/> Town Manager <input type="checkbox"/> Selectman <input type="checkbox"/> Fire Chief <input type="checkbox"/> _____ <input type="checkbox"/> _____	-ICS 200 or better - Experience	Name Work After Hours Mobile Email			

Incident Command Role with Essential Functions	Critical Staff Position	Preferred Qualifications	Contact Information	Current Staff	Backup	Backup 2
Operations Section Chief Manages tactical operations	<input type="checkbox"/> EMD <input type="checkbox"/> Health Agent <input type="checkbox"/> Police Chief <input type="checkbox"/> Fire Chief <input type="checkbox"/> _____	-ICS 200 or better	Name Work After Hours Mobile Email			
Planning Section Chief Collects, evaluates, and disseminates tactical information	<input type="checkbox"/> EMD <input type="checkbox"/> Health Agent <input type="checkbox"/> Police Chief <input type="checkbox"/> Fire Chief <input type="checkbox"/> Selectman <input type="checkbox"/> _____	-ICS 200 or better	Name Work After Hours Mobile Email			
Logistics Section Chief Supports needs for the incident, including resource procurement	<input type="checkbox"/> EMD <input type="checkbox"/> Health Agent <input type="checkbox"/> Police Chief <input type="checkbox"/> Fire Chief <input type="checkbox"/> Selectman <input type="checkbox"/> _____	-ICS 200 or better -Knowledge of procurement rules	Name Work After Hours Mobile Email			
Finances and Administration Section Chief Monitors and documents compensation, procurement, time and costs and provides for cash flow	<input type="checkbox"/> EMD <input type="checkbox"/> Tax Collector <input type="checkbox"/> Town Accountant <input type="checkbox"/> Town Manager <input type="checkbox"/> Town Finance <input type="checkbox"/> _____	-ICS 100 or better -Town Finances -Finance Experience	Name Work After Hours Mobile Email			

