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	☐ EMD - Emergency Management Director ☐ Health Director/Agent ☐ _____	ICS 300 or better	Name			
			Work			
			After Hours			
			Mobile			
			Email			
Safety Officer Protect responder health and safety	☐ Board of Health ☐ Fire Department ☐ Health Director/Agent ☐ _____	-ICS 100 or better -OSHA Safety -Fire Academy Training	Name			
			Work			
			After Hours			
			Mobile			
			Email			
Security Officer Protect and secure locations and staff	☐ Police Chief ☐ Fire Chief ☐ _____ ☐ _____	-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.	☐ Town PIO ☐ Board of Health PIO ☐ _____ ☐ _____	-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.	☐ Town Manager ☐ Selectman ☐ Fire Chief ☐ _____ ☐ _____	-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	☐ EMD ☐ Health Agent ☐ Police Chief ☐ Fire Chief ☐ _____	-ICS 200 or better	**Name**			
			Work			
			After Hours			
			Mobile			
			Email			
Planning Section Chief Collects, evaluates, and disseminates tactical information	☐ EMD ☐ Health Agent ☐ Police Chief ☐ Fire Chief ☐ Selectman ☐ _____	-ICS 200 or better	**Name**			
			Work			
			After Hours			
			Mobile			
			Email			
Logistics Section Chief Supports needs for the incident, including resource procurement	☐ EMD ☐ Health Agent ☐ Police Chief ☐ Fire Chief ☐ Selectman ☐ _____	-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	☐ EMD ☐ Tax Collector ☐ Town Accountant ☐ Town Manager ☐ Town Finance ☐ _____	-ICS 100 or better -Town Finances -Finance Experience	**Name**			
			Work			
			After Hours			
			Mobile			
			Email			