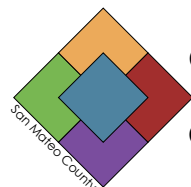


**Coalition for Safe Schools
& Communities**

Incident Command Staff Cards



**Coalition for
Safe Schools &
Communities**



**SAN MATEO
COUNTY
OFFICE OF
EDUCATION**

SCHOOL INCIDENT COMMANDER

The School Incident Commander has the sole authority to activate the school's Emergency Plan. The Incident Commander must be familiar with the plan and the available resources as well as be able to coordinate and communicate all response actions effectively to others.

- Activates Site Incident Command System
- Assesses the scene and ensures the safety of students, staff and others on campus
- Leads by example: the behavior sets the tone for staff and students
- Coordinates response efforts within the affected area
- Determines the need for and helps facilitate inter-agency coordination
- Remains at or near the Command Post to observe and direct all operations
- Constantly assesses the situation and adapts appropriate strategies as needed
- Delegates tasks as appropriate to other Incident Command Staff roles and relies on strength of the team
- Can work as part of a Unified Command with First Responders

QUALITIES OF A SCHOOL INCIDENT COMMANDER

- Authority to commit school resources
- Ability to:
 - Take command
 - Balance response actions with safety concerns
 - Motivate responders
 - Communicate clear directions
 - Size up a situation and make rapid decisions
 - Assess effectiveness of response strategies
 - Be flexible and modify plans as necessary

SCHOOL SAFETY OFFICER

The School Safety Officer is a member of the Incident Command Staff and ensures that all activities are conducted in as safe a manner as possible under the existing conditions. In a larger incident, the School Safety Officer must be alert and ready to manage secondary emergencies that may likely occur.

- Monitors drills, exercises, and emergency response activities for safety
- Identifies and mitigates safety hazards and situations
- Stops or modifies all unsafe operations
- Anticipates situations and problems before they occur
- Oversees traffic, utilities, and access for emergency vehicles
- Keeps the School Incident Commander advised of status and activity

QUALITIES OF A SCHOOL SAFETY OFFICER

- Worker safety and hazardous materials training/experience
- Ability to assess risk and develop safety measures
- Authority to give directives

The School Safety Officer is a member of the Incident Command Staff and ensures that all The

SCHOOL PUBLIC INFORMATION OFFICER

School Public Information Officer is a member of the Incident Command Staff who manages the media in collaboration with the district-level Public Information Officer. The site-level Public Information Officer ensures the media sets up in the designated media staging area and communicates the timeline for release of information.

- Establishes appropriate site for media staging area (away from Command Post and students) and escorts all media to area
- Advises arriving media of scheduled press releases
- Provides periodic information updates to School Incident Commander
- In collaboration with the District Public Information Officer, sends out communication to staff and students about the current emergency
 - Ensures announcements and other information are translated into other languages as needed
 - Prepares ongoing communication for parents and community

QUALITIES OF A SCHOOL PUBLIC INFORMATION OFFICER

- Assertiveness to shepherd the media to staging area
- Media relations training/experience
- Authority as designated spokesperson
- Ability to maintain grace under fire

SCHOOL LIAISON OFFICER

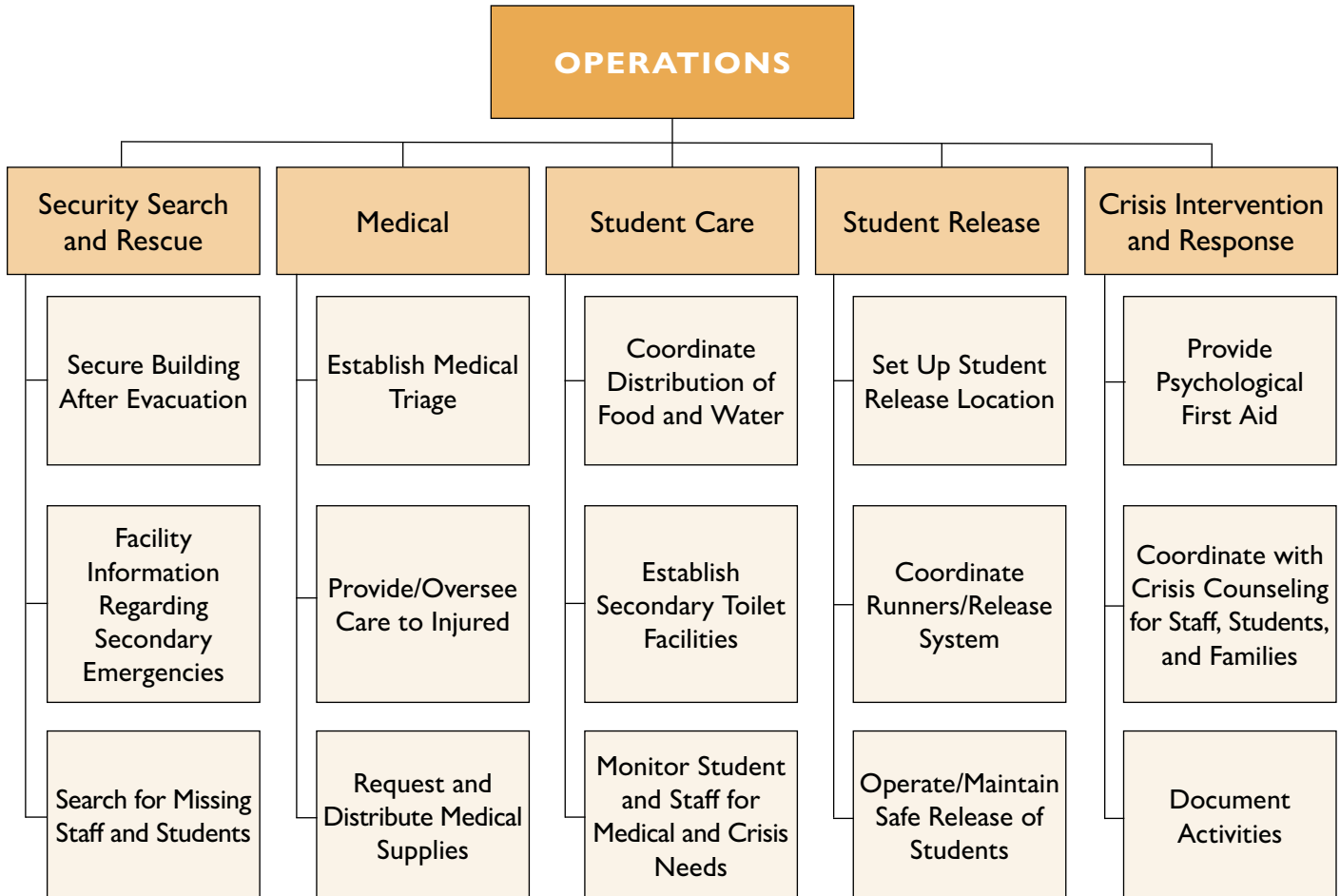
The School Liaison Officer is a member of the Incident Command Staff who serves as the point of contact for representatives from community organizations and agencies and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

- Briefs agency representatives on current situation, priorities, and incident action plan
- Ensures coordination of efforts by keeping School Incident Command informed of agencies' action plans
- Collaborates with Fire Department to track transport and location of injured students and staff
- Provides periodic update briefings to agency representatives as necessary
- Maintains contact between the District Office and the School Incident Command
- Works as assistant to School Incident Commander

QUALITIES OF A SCHOOL LIAISON OFFICER

- Strong organizational skills
- Strong communication skills
- Ability to represent the concerns and needs of all parties involved in a response
- Ability to multi-task

OPERATIONS TEAM



LOGISTICS TEAM

