

ICS POSITIONS & FUNCTIONS

ICS POSITION	DESCRIPTION OF DUTIES	MT SAC ASSIGNMENT
Policy Group	The ultimate responsibility for emergency management on campus belongs to the President. The Policy Group is his staff during an emergency that will assist the President in decision making. (Note: The Policy Group is not in the EOC location but in a remote area away from the operational center.)	President and Vice Presidents
EOC Director	Reports to the President and policy group as liaison. The Director advises the Vice President of Administrative Services as to the extent of the emergency, who in turn will advise the President. Coordinate all emergency operations within the campus jurisdiction using ICS and SEMS; request mutual aid assistance.	1. 2. 3.
Incident Commander (Field Lead)	The Incident Commander has ultimate field level authority throughout the response and recovery periods of an emergency. The Incident Commander is in charge of the command and management staff at the field level.	1. 2. 3. 4.
Public Info Officer (PIO)	Command staff position in the EOC responsible for formulation and release of information about the incident to the media, the public and other appropriate agencies.	1. 2.
Safety Officer	Command staff position in the EOC responsible for monitoring and assessing hazardous and unsafe situations. Develop measures for assuring personnel safety. Correct unsafe acts or conditions through regular line of authority. May exercise emergency authority to stop or prevent unsafe acts when immediate action is required.	1. 2. 3.

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Liaison Officer	Command staff position in the EOC responsible for being the point of contact for assisting and cooperating with outside agency representatives.	President and Vice President's Assistants
Technical Advisor	Provides consultation to the EOC Director and/or Incident Commander on all ICS response protocol.	1. 2.
Scribes/Messengers	Assist all positions in the EOC; carry written communication to different sections within or outside the EOC.	Division and Department Secretary(s)
Operations Section Chief	Manage and coordinate the tactical operations of all Mt. SAC response elements for the duration of the incident. Responsible for carrying out the objectives of the EOC Action Plan and request additional resources as needed.	1. 2. 3. 4.
Safety Team	Direct operational elements such as disaster related traffic control issues, check points, priority routing of emergency vehicles, roadway closures and altering and warning campus population	1. 2. 3.
Search & Rescue	Direct operational elements such as staging, emergency medical services, fire operations, law enforcement, and public works.	1. 2. 3.

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• Medical & Health ○ Crisis Management ○ DSPS	Direct medical emergency response. Coordinate response activities related to an emotional or physical response to event or series of events. Coordinate emergency response for individuals with disabilities. Coordinate the transportation of casualties to medical facilities and casualty collection points	1. 2. 3.
• Radio Communication - RACES	Responsible for the primary and back-up communication systems and procedures that will be used by responders during the emergency response and recovery period.	1. 2. 3.
Planning & Intel Section Chief	The Planning Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. Provides support for decision-making to the overall emergency organization, anticipatory appraisals and develops plans to cope with changing field events.	1. 2. 3. 4.
• Situation Status	Responsible for coordination of information and projections of damage assessment and building safety inspections. Must see the big picture and identify emerging trends and anticipate emerging needs.	1. 2. 3.
• Resource Status	This unit must develop, manage, and quickly access information about the campus facilities, resources, and personnel needed to support the ICP management activities.	1. 2. 3.

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Documentation	Responsible for assisting with documenting emergency activities. Also responsible for preparing the After Action Report and Corrective Action Report submitted to the appropriate Section Chief, Incident Commander or EOC Director	1. 2. 3.
Demobilization	Responsible for providing the Incident Commander and/or EOC Director with recommendations regarding timing and sequence of demobilizing the tasks and resources identified in every Incident Action Plan. This unit also prepares written recommendations containing suggested improvements in the Incident Action Plan, ICP procedures, response coordinator or other potential response enhancements. Uses both hard copy and electronic system records to prepare chronological summary of all events, actions taken, inquiries made, and responses given. Ensure that all Section staff are offered the opportunity to attend a debriefing.	1. 2. 3.
Logistics Section Chief	In consultation with the EOC Director, Logistics Section provides all necessary personnel, supplies, facilities, food, ground support, and equipment to support the duration of the incident.	1. 2. 3. 4.
Care and Shelter	Responsible for coordinating the provisions of food and emergency shelter to employee emergency responders or disaster service workers and if applicable, disaster victims outside of the college. Coordinate the use of college facilities, personnel and volunteers for disaster victims from the local community.	1. 2. 3.

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• Supply	Responsible for the storage or purchase of essential supplies and services. Oversees and coordinates all operations concerned with obtaining resources. In coordination with the Finance Section, provides appropriate means of payment for contracted emergency services.	1. 2. 3.
• Transportation	Coordinates movement or transporting of activities or equipment concerned with the evacuation of all or part of the college as prescribed in the Incident Action Plan. Determine safe routes, destinations, and number of persons needing transportation assistance and the available means of transportation to accomplish the needed movements.	1. 2. 3.
• Campus IT	Responsible for the coordination of information technology systems within the EOC. May assist Public Information Officer with dissemination of information over website. Responsible for ensuring that technology in EOC is inspected periodically and operational.	1. 2. 3.
• Initial Damage Assessment	Inspect campus structures, facilities and grounds for damage, obstructions, and utility infrastructure failures. Assess use and occupancy availability of campus structures. Coordinate and supervise structure engineering assessment teams. May assist in heavy rescue operations, support law enforcement and fire service personnel in execution of access and perimeter control.	1. 2. 3.

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Personnel	Responsible for maintaining a roster of disaster service workers, allocating appropriate personnel to various sections and activities in accordance with established priorities. Establish and manage the volunteer worker program.	1. 2. 3.
Finance/Admin Section Chief	The Finance and Administration section is primarily responsible for maintaining the financial systems necessary to keep the college functioning during a disaster or emergency. Those systems include payroll, student financial records, claims processing, and cost recovery documentation. They also supervise the negotiation and administration of vendor and supply contracts and procedures.	1. 2. 3. 4.
Time Recording	Maintains an accurate record of payroll time for all specially hired emergency response workers. Establish and maintain a file for employee time reports. Time recorders responsible to this unit may be appointed in departments with significant numbers of personnel involved in the response. These departmental time recorders will be responsible to the unit for the duration of the response. If temporary emergency service workers are recruited, a time recorder will be appointed in the Personnel Unit (under Logistics) to account for their time. Ensure records are maintained of all time of equipment used for the response. Obtain a daily report of all equipment employed in the response and the time that equipment is used (include maintenance and rented equipment.) Daily, extend time and rate information and provide the extended data to the Cost Recovery unit.	1. 2. 3.

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• Cost Recovery	Cost Recovery is the campus coordinator of expenditures for emergency response and recovery, and shall serve as the focal point for reporting summarized information to the Incident Commander and/or EOC Director, on total cost of response and loss estimates. The Cost Recovery Unit may be a liaison to State, Federal, or the college's insurance companies representatives on cost, time, procurement and claims activity for timelines and consistency, and provide advice on documentation, claim submission, audit preparation, and interpretations of fiscal matters.	1. 2. 3.
• Purchasing	Maintains all financial matters pertaining to vendor contracts. Purchasing will also manage all leases, and fiscal agreements. The unit is also responsible for maintaining equipment time records. The Purchasing Unit establishes local sources for equipment and supplies; manages all equipment rental agreements; and processes all rental and supply fiscal document billing invoices. The unit works closely with local fiscal authorities to ensure efficiency.	1. 2. 3.
• Comp & Claims	Maintains and establishes contact with incident Safety Officer. Determine the need for Compensation and Claims Specialists and order personnel as needed. Establish a work area within or as close as possible to the Medical & Health unit. Review Incident Medical Plan. Ensure accurate records are maintained on use of time, and worker's compensation claims related to the incident.	1. 2. 3.

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