Acknowledgments

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**Collaborators**

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Photos by Harry Connolly, Lloyd Wolf and FEMA News Photo
Getting Started

The Incident Commander directs organizational resources to emergency preparedness, response and recovery actions, overriding normal operating procedures and protocols.

When a disaster strikes, the main functions include:

» Activating the Disaster Staffing Plan.
» Maintaining close communication with the CEO/Executive Director.
» Conducting Command Level Meetings during each operational period.
» Setting up an Emergency Operations Center as needed.

Qualifications may include:

» Familiarity with the key operational, financial and connectivity concerns of the organization.
» Being comfortable with and able to make important decisions on behalf of the organization, in consultation with the CEO/Executive Director.

A likely staff member to fill this role may be:

» Someone from senior leadership including the Deputy Director or Associate Director.

During the planning phase, the Incident Commander should:

» Review the Emergency Operations Center Guide and determine potential locations for an Emergency Operations Center. Consider reaching out to a community partner that may have an extra community room or educational facility.
» Customize the Command Level Meeting Checklist to align with the organization’s staffing structure and priorities.
Click here to access the Tools and Video for this role:

TO GET READY, WATCH THIS VIDEO NOW!

Incident Commander Video

TOOLS

Incident Commander Job Description

Incident Commander Job Action Sheet

Additional Tools

Command Level Meeting Checklist

Optional Command Level Administrator Job Action Sheet

Emergency Operations Center Guide
Job Action Sheets

A Job Action Sheet includes specific tasks to be completed by the Disaster Response Role over eight Operational Periods before, during and after a disaster.

Operational Periods

<table>
<thead>
<tr>
<th>Pre-Event</th>
<th>Event</th>
<th>Post Event</th>
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<tbody>
<tr>
<td>96 hours</td>
<td>Immediately after</td>
<td>12 hours</td>
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<tr>
<td>72 hours</td>
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<td>48 hours</td>
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<tr>
<td>24 hours</td>
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<tr>
<td>12 hours</td>
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</tbody>
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**Pre-Event Preparedness**
In this Toolkit, Pre-Event Preparedness begins 96 hours ahead of an emergency event so an organization can best prepare for disaster response and recovery. The Job Action Sheet specifies tasks that should be completed 96, 72, 48, 24 and 12 hours before an anticipated event.

**Event Response**
During the event period, Job Action Sheets instruct all Disaster Response Roles to stay on alert.

**Post-Event Response**
Activities and tasks to be completed after the disaster is over.
The **Incident Commander** directs organizational resources to disaster preparedness, response and recovery actions, overriding normal operating procedures and protocols.

**Main functions include:**
- Activating the Disaster Staffing Plan.
- Maintaining close communication with the CEO/Executive Director.
- Conducting Command Level Meetings during each operational period.
- Setting up an Emergency Operations Center as needed.

### Operational Period
Specific time periods before, during and after a disaster during which meetings are held and tasks are completed.

### Actions
Important tasks to be completed during each operational period.

### Additional Information
Space to include contact and updated document information.