INCIDENT COMMANDER - DUTIES AND RESPONSIBILITIES

Each building should have identified several occupants who are able to serve as Incident Commander (IC). The person who assumes the Incident Commander position will have capable leadership abilities and is comfortable working with civil authorities. The person can communicate effectively with the public and can deliver a managed response while serving in a high stress position.

The Incident Commander (IC) has the overall authority at the incident or emergency event.

The IC should meet the following objectives early in response to the incident:

- Provide for the safety, accountability, and welfare of personnel.
- Identify the location of endangered occupants and attend to injured personnel at the Assembly Area.
- Stabilize the incident, complete all procedural steps for the incident as identified in the ASU Emergency Response Guide.
- Establish an Incident Command Post and Command Staff (see below).
- Provide an ongoing loss control effort.
- Identify hazardous conditions and materials. Provide complete chemical inventories and locations as necessary.
- Isolate and evacuate exposed occupancies.
- Establish and maintain a building perimeter “DO NOT ENTER” zone. Notify authorities of any immediate violation.

Command Staff

At a minimum depending on the nature of the incident and the number of responders, the IC will be able to delegate the following positions:

Command Recorder – Serves the IC by documenting aspects of the incident and incident response. Notes can be turned over to the authorities upon arrival.

Safety Officer – Serves the IC by providing fire and life safety guidance which includes response plans, policies, hazardous materials data and more.

Liaison – Serves the IC by communicating and sharing important incident response information with other responding units and/or organizations and the public.

Floor Monitor – Provides immediate coverage as assigned areas in a prescribed building level to verify complete evacuation and report special situations.

Key Contact – At the recommendation of the Safety Officer, the IC can deploy the Emergency Notification System (ENS) by which employees who work in any building can be contacted by a Key Contact with a prepared message thereby notifying the employee of the incident and other directives.

The Incident Commander has the right to delegate any other position necessary to serve the incident response.