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| **Position Checklist** |
| **University Incident Commander** |
| The Scene Incident Commander is responsible for the overall management of the incident, including the establishment of incident objectives strategies and the overall coordination of incident activities. For most incidents, a single individual will fulfill the function of incident command. However, under unique conditions, a Unified Command model may be established. Unless otherwise delegated, all incident activities are the responsibility of the Scene Incident Commander. The Scene Incident Commander assigns Section Chiefs and updates University Incident Command or Senior Leadership Team.**Activation*** Incident Command at site or EOC

**Reports to:*** University Incident Commander if established

**Section Chiefs Activated:**[ ]  Logistics Section Chief[ ]  Academic Operations Section Chief[ ]  Research Operations Section Chief[ ]  Planning Section Chief[ ]  Finance and Administration Section Chief[ ]  Technical Specialist[ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Activation Actions**[ ]  Determine appropriate level of activation based on situation as known.[ ]  Mobilize appropriate personnel for the initial activation.[ ]  Obtain briefing from current Incident Commander using the ***Incident Briefing (IMS 201) and/or Incident Status*** ***Summary (IMS 209)***, as applicable.[ ]  Obtain and carry out delegation of authority from the UIC or SLT for overall management and direction of the designated incident, if required.[ ]  Assess the situation:* + - Review the current situation status and initial incident objectives.
		- Obtain information from other levels of response, if applicable.
		- Notify all departments and external agencies impacted by the incident.

[ ]  Establish the Incident Command Post (ICP) making it ready for operations.[ ]  Assign command staff positions as necessary, Scribe, Liaison, Emergency Management Coordinator, Emergency Information Officer, etc.[ ]  Establish the incident check-in procedure is established immediately[ ]  Establish level of planning to be accomplished:* + - Written Action Plan (IAP)
		- Contingency Planning
		- Planning Meeting Cycle

[ ]  Schedule meetings, as required:* + - Incident Briefing
		- Initial Command Meeting
		- Objectives/Strategies Meeting

[ ]  Establish the Operational Period and briefing schedule.[ ]  Establish e-mail, telephone, or radio communications within the ICP or EOC are functioning.[ ]  Ensure the ***Incident Organization Chart (IMS 207)*** is completed and posted. | **Operational Actions**[ ]  Monitor safety and welfare of all responders.[ ]  Monitor Command and General staff activities to ensure appropriate actions are taking place.[ ]  Authorize protection action statements, as necessary. [ ]  Establish parameters for resource request and releases:* Review requests for critical resources
* Confirm who has the ordering authority within the organization
* Confirm those orders that require IC authority

[ ]  Authorize release of emergency information to the public and media in cooperation with other levels of response:* If operating within Unified Command, a jointly approved release is required. [ ]  Obtain/develop incident maps.

[ ]  Establish and maintain liaison with supporting or assisting agencies (may be delegated to Liaison Officer).[ ]  Provide information and briefings to the University Incident Command and Senior Leadership Team, as required. [ ]  Establish or activate additional facilities, as needed[ ]  Establish the rules and expectations of the Planning Meetings[ ]  Approve and authorize implementation of the IAP: * Review IAP for completeness and accuracy
* Verify that objectives are incorporated and prioritized.
* Sing the IAP.

[ ]  Supervise Command and General Staff progress and coordination.[ ]  Order incident demobilization as appropriate. **Demobilization Actions**[ ]  Follow Common Responsibilities Demobilization Checklist.[ ]  Authorize demobilization of sections, departments, and units when they are no longer required.[ ]  Notify relevant external agencies of the expected planned demobilization time.[ ]  Ensure that any open actions not yet completed will be handled after demobilization.[ ]  Ensure all required forms and/or reports are completed prior to demobilization. [ ]  Be prepared to provide input to the after-action report.[ ]  Demobilize incident facilities and operations at the designated time, as appropriate. |
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