

## **Holyrood Incident Commander Guide**

Rule one in an emergency is **Be Careful** – ***do not become part of the problem!***

It is the mission of the Holyrood *Incident Commander* to assume overall responsibility for the neighborhood response to a serious emergency. This person will establish an awareness of the situation, determine if the Incident Command Center (ICC) should be activated, and direct others in response to specific problems. The Incident Commander will also be prepared to report to first responders on the status of the neighborhood during the emergency.

The first person to report to the ICC must assume the role of Incident Commander until a more qualified person arrives on the scene. To help those unfamiliar with the duties of an Incident Commander consider the following.

The Incident Commander must accomplish a number of important tasks at virtually the same time. The key to doing this successfully is to delegate as many of the tasks as possible. As a general rule, anything that can be defined should be delegated. All operational decisions based on the immediate circumstances should be made by the Incident Commander.

Among the immediate tasks for the Incident Commander are:

- Oversee the physical set up of the Command Center to include the Communications Center. (See tab x)
- Oversee the physical set up of the neighborhood First Aid Center. (See tab X)
- Oversee the dispatch Damage Assessment Teams as necessary to report on damage to the neighborhood. (See tab X)
- Oversee the dispatch of Hazard Reduction and Search & Rescue teams as necessary. (See tab x)
- Oversee the operation of the Sheltering & Special needs Team. (See tab x)
- Approve any communications sent within the neighborhood and to outside groups or individuals, making sure outside communications are documented in writing.
- Be prepared at any time to report to first responders on neighborhood status.

Within the limits of the resources available, the Incident Commander is responsible for what happens and what fails to happen during an emergency. A successful Incident Commander manages information along with his or her own energy and emotional status. This is a tough job both physically and emotionally. Per rule one, the Incident Commander must recognize when it is time to stand down to rest and delegate the Command function to another person.

The Incident Commander works closely with the Communications Team in the ICC to ensure clear and concise information is relayed from the ICC and to the ICC. Using a status board maintained by the Communications Team, the Incident Commander prioritizes situations and deploys teams to respond as appropriate. The Incident Commander uses the Communications Team to communicate with all teams in the field.

The Incident Commander has a Deputy Incident Commander when available to maintain order within the ICC and manage teams, train volunteers, and perform other such duties as instructed by the Incident Commander.

**Equipment You Should Have:**

Item	Quantity
	SR
Clipboard	1
Paper pad	1 ea
Situation Status Board	1
Personnel Status Board	
Pens	12
Tables	4
Chairs	4
ICC Signs	2
Sign-in Sign	1l
Need Help Sign	1
Neighborhood Map (large)	1
Flashlight (if at night)	1
CORE Hat, Vest, ID Card	1/individual
Hazard Cones	4

A final note. The pressures on the Incident Commander can be great. They can involve making life and death decisions. Remember that you are a volunteer who is doing the best you can under circumstances none of us wish to face. Do your best, remain calm, be mindful of the stress and anxiety others are facing, and know that anything you do is better than nothing. **Good luck, and thanks for helping us.**