

Running the Incident Command Center in an Emergency

1. The first person to arrive and open the cache takes on the role of Incident Commander (IC) and all of the other roles as well
2. As more people arrive the IC assigns roles to others or shifts roles to more qualified people
3. The roles are on the organization chart and are described on 3x5 cards
4. Hang big bulletin board on tree
5. Bring table off deck to near the bulletin board and set up as communications/IC desk for recording emergency situations
6. Assign Communications Captain first, get walkie-talkie working on our channel: 17/17
7. Try to establish walkie-talkie contact with Division Captains
8. If no contact, assign volunteer to take the spare Division Emergency Packet for that division from the cache to the Division Assembly Point
9. Volunteer should appoint or become the Division Captain, who then assigns Block Captains and gives them a Block Emergency Packet to begin their searches
10. Set up Team signs along the fences and on the IC desk following instructions on back of signs
11. The paisley bandannas are for team captains and the plain bandanas are for team members as they are assigned. Tie bandanna around neck
12. IC assigns volunteers as they arrive
13. IC or Communications Specialist logs reports of emergency situations on triplicate carbon receipts. Keeps one copy, give second to appropriate team leader and give third to person updating the bulletin board
14. Make sure correct Team Captains are aware of emergency situations
15. Team Captains assemble teams and the appropriate equipment
16. IC informs Division Captains of actions taken
17. Division Captains inform IC of resolution of emergency situation
18. IC informs Fire Station 2 on Berkeley Way west of Shattuck of our needs and status