## Incident Command (IC) – Job Action Sheet (JAS)

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| Assigned To:  (Name) |  | |
| Date/Time: | From: \_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ | To: \_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ |
| Reporting to: | [*CEO/Other Oversight Management Structure*] | |
| Command Center Location: |  | Commander  Telephone: |

**Mission**: Organize and direct the Incident Management Team (IMT). Give overall direction for emergency response operation.

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| **Immediate**: (0-2 Hours) | |
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|  | Assume role of Incident Commander and activate incident command. |
|  | Notify your supervisor of the incident command activation. |
|  | Complete the JAS information box above. |
|  | Review the “Immediate” section of this JAS. |
|  | Document all key information, activities and decisions on an Incident Response Log (who, what, when and where). |
|  | Obtain information on the following prior to the initial IMT briefing:   1. Nature of problem (type of incident) 2. Risks to personnel and need for personal protective equipment 3. Risk to the facility 4. Safety of staff, residents and visitors 5. IMT members needed to manage the incident 6. Need to activate the facility Incident Command Center 7. Community response partner assistance needed |
|  | Direct known or intuitive actions to protect the safety of residents, visitors and staff. |

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| **Immediate**: (0-2 Hours) | |
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|  | Notify identified IMT response position(s) to report to the Incident Command Center. |
|  | Ensure activated IMT members review their prospective Job Action Sheets (JASs). |
|  | Announce to the facility that the Incident Command Center is activated. |
|  | Conduct an information gathering briefing when all notified IMT positions are filled. Cover the following:   1. Designate a Recorder (Liaisons Officer or Operations Chief) 2. Tell the IMT what you know about the incident 3. Ask each member in turn what they know about the incident 4. Identify and record actions that need to be taken 5. Prioritize those actions 6. Assign action items to IMT members 7. Determine and post the next briefing time 8. Terminate the briefing |
|  | Develop an Incident Action Plan (IAP) for the next (8, 12, or 24) hours (Planning Chief) |
|  | Post the IAP for all to see (Use it as the focal point for future briefings.) |

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| **Intermediate**: (2-12 Hours) | |
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|  | Maintain your Incident Response Log |
|  | Monitor task assignments and progress on completion of the Incident Action Plan (IAP). |
|  | Monitor personnel safety during all response activities. |
|  | Contact and verify support needed from community response partners. |
|  | Based on the nature of the incident; Obtain and review appropriate event based JAS(s). |
|  | Periodically, conduct an IMT briefing. Cover the following:   1. Using the current IAP as the focal point ask each IMT position to (ask for the who, what, when and where detail):    1. Update the IAP from their prospective (elements they were assigned)    2. Provide new information obtained (elements from their individual JAS)    3. Identify new problems or issues that have developed.    4. Identify resources that needed and not yet obtained 2. Make adjustments, immediately needed, to the IAP 3. Make new or revised assignments to IMT members 4. Direct the Planning Chief to update the IAP and post 5. Determine and post the next Briefing time 6. Remind IMT members to keep track of:    1. Staff word time    2. Materials drawn from in-house supplies    3. Materials or equipment purchased because of the incident    4. Pass all such information to the Financial Chief 7. Remind IMT members are to follow all safety rule and good practices 8. Terminate the briefing |
|  | Determine the need for and develop a staff rest and rotation schedule (Planning and Operations Chief activity).   1. Shift change 2. Rest and food breaks 3. Sleep periods |

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| **Intermediate**: (2-12 Hours) | |
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|  | Periodically obtain an update on community response partner status from the Liaison Officer. |
|  | Develop and transmit informational messages on resident, staff and facility status to (assign to Public Information Officer for Incident Commander approval):   1. Staff and residents 2. Resident’s families 3. Community response partners |
|  | Communicate facility and incident status to CEO or their designee, or to other executives and/or Board of Directors members that need-to-know. |
|  | When the incident events and activities appear to be slowing down and the Incident Action Plan is under control and being addressed; Go to the “Extended” section of this JAS and direct the IMT to do the same.  **IF NO**; Go to the top of the “Intermediate” section and cycle through the checklist again. |

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| **Extended**: (beyond 12 Hours) | |
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|  | Review /revise the Incident Action Plan with the Planning Chief for each operational period. |
|  | Monitor personnel safety during all response activities. |
|  | Continue periodic IMT briefings. |
|  | Ensure continued communications with local, regional, and state response coordination centers through the Liaison Officer and others. |
|  | Authorize needed or requested resources to address the response. |
|  | Approve media releases submitted by the Public Information Officer. |
|  | Monitor staff rest and rotation schedule (Planning and Operations Chief activity); ensure:   1. Shift change 2. Rest and food breaks 3. Sleep periods |
|  | Observe all staff, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to Human Resources. |
|  | As the Incident Action Plan nears completion; perform a termination assessment as follows:   1. Is the cause of the incident under control, secured or otherwise not expected to re-occur or initiate? 2. Is the environment surrounding the facility safe for normal activities? 3. Is the environment inside the facility safe for normal activities? 4. Is the facility infrastructure and structure safe for normal activities? 5. Is there adequate staff to cover until the next scheduled work period or rotation? 6. Is there adequate food, water, materials and supplies available until regularly scheduled deliveries resume? 7. Are there any lingering staff, resident or visitor medical issues that have not been attended to? 8. Schedule stress debriefings for all residents, staff and visitors affected by the incident. |
| **Extended**: (beyond 12 Hours) | |
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|  | Identify and record a list of operational, facility structure, facility infrastructure and service issues that may not be able to be resumed as normal conditions after the incident has been terminated. |
|  | Communicate this status to CEO or their designee, or to other executives and/or Board of Directors members that need-to-know. |
|  | Obtain and review the facility Continuity of Operation Plan and/or Recovery Plan. |
|  | When the Incident Action Plan is completed and termination assessment is completed; Go to the “Demobilization” section of this JAS.  **IF NO**; Go to the top of the “Extended” section and cycle through the checklist again. |

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| **Demobilization**: | |
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|  | Conduct a final IMT briefing; address the following:   1. Review the Incident Action Plan and the Termination Assessment with the IMT to determine at, in fact, the facility incident response may be terminated. 2. Direct all IMT members to collect all document, logs, records and financial data and deliver all items to the Financial Chief or Incident Commander through their response Chiefs. 3. Return all Incident Command Center equipment and materials to their original locations. 4. Make note of and report same to the Incident Commander:    1. Missing or damaged response equipment,    2. Office supplies that need replenished and    3. Procedure copies and forms that need to be replenished. 5. Direct a member of the staff to schedule a post incident debrief for all staff to review the overall response effort. 6. Review the facility Emergency Plan for policies on post event debrief and follow up action requirements. 7. Ensure the stress debriefing schedule is completed as developed. |
|  | Ensure all response partners contacted during the incident are notified that [*name of facility*] is returning to normal or modified operations. |
|  | Notify all personnel in the facility that the Incident Command Center is secured and that they are to return to normal operation or a defined new normal. |