

## INCIDENT COMMAND

Incident command is made up of the administration, other designated helpers, and representatives from emergency personnel such as fire, police, EMT, etc. It is the decision-making body in a crisis. The following check lists provide a guide of possible duties to be accomplished:

### BEFORE CRISIS

\_\_\_\_\_ Prepare a portable office for the command center (pens, paper, first aid supplies, portable radio, megaphone, flashlights, maps, names and phone numbers of students, cell phone, etc.)

### DURING CRISIS

- \_\_\_\_\_ Verify facts of the crisis
- \_\_\_\_\_ Notify Public Emergency Personnel
  - Police/Fire (Dispatch) 851-4100
  - Police/Fire (Emergency) 911
  - Police 768-7110
  - Poison Control 1-800-222-1222
  - City of Lehi 768-7102 power
  - 768-7102 water
- \_\_\_\_\_ Notify Superintendent (Sam Jarman) 610-8420
- \_\_\_\_\_ Notify Crisis Response Team
- \_\_\_\_\_ Notify District Media Rep (David Stephenson) 610-8409
- \_\_\_\_\_ Notify faculty/staff via phone tree
- \_\_\_\_\_ Coordinate actions with public officials
- \_\_\_\_\_ Provide needed information to personnel
- \_\_\_\_\_ Obtain current updates on crisis process
- \_\_\_\_\_ Make decisions regarding process and procedures
- \_\_\_\_\_ Maintain procedures for stabilizing community
- \_\_\_\_\_ Stay visible and at Command Center
- \_\_\_\_\_ Identify student needs
- \_\_\_\_\_ Identify personnel needs
- \_\_\_\_\_ Delegate personnel according to needs

### FOLLOWING CRISIS

- \_\_\_\_\_ Draft letters to parents
- \_\_\_\_\_ Address media with district representative
- \_\_\_\_\_ Conduct staff meeting for briefing and debriefing
- \_\_\_\_\_ Contact families as needed
- \_\_\_\_\_ Obtain substitutes as needed
- \_\_\_\_\_ Organize volunteers as available and needed
- \_\_\_\_\_ Provide suggestions for class discussions
- \_\_\_\_\_ Review grief responses and processes
- \_\_\_\_\_ Provide opportunities to share experiences for personnel
- \_\_\_\_\_ Determine process for following day(s)
- \_\_\_\_\_ Identify personnel to assist with follow-up activities & set up safe rooms