

Section 1: Site Emergency Response Plan (SERP)

State law requires schools be adequately prepared to respond to earthquakes, fires, and other emergencies (California Education Code § 35295 through § 35297 (Appendix 1 leginfo.ca.gov), California Government Code § 8607 (Appendix 2, leginfo.ca.gov), and California Code of Regulations § 2400 through § 2450 (Appendix 3). To assist CMP sites in complying with these requirements, the CMP has adopted the *Site Emergency Response Plan* for use as a template in the preparation of emergency procedures for each of the CMP sites. The emergency management teams and procedures outlined in this plan adopt both the framework of the National Incident Management System (NIMS) and the model of the Standardized Emergency Management System (SEMS) developed by the State of California. This Site Emergency Response Plan (SERP) presents specific procedures to be used in preparing for, and responding to, site emergencies.

1. INCIDENT COMMAND SYSTEM (ICS)

The CMP-Network Emergency Response Plan and the Site Emergency Response Plan utilize the Incident Command System (ICS) to manage emergencies affecting the CMP-Network. ICS is an internationally recognized model for command, control and coordination of emergency response. ICS is a flexible management structure which provides for the activation of appropriate roles and response functions for a given situation. ICS is designed to expand or collapse as circumstances dictate.

1.1 Incident Management

The Incident Command System provides direction and control over emergency response activities within the CMP-Network. Two types of command structures are incorporated into the plan:

1. Single Command

A Single Command is an incident which CMP-Network or a CMP-Site oversees.

2. Unified Command

A Unified Command is the coordination of activities between multiple agencies to respond to an incident. Many emergencies will require additional resources from cooperating agencies and/or assisting agencies such as police, fire or medical.

While the Incident Commander (IC) will form part of the Unified Command, the individual who assumes the Incident Commander position for a particular emergency is normally the ranking official on-scene from the agency having primary responsibility/authority over on-scene operations. This will be decided at the time of the emergency.

By adopting this structure the CMP-Network is able to respect the autonomy of individual school sites while providing support to them as needed and applying jurisdictional control over matters requiring such.

1.2 Transfer of Command

The highest ranking official at an emergency site, according to the CMP-Network Emergency Response Plan or Site Emergency Response Plan, assumes overall responsibility for response activities until such time as a higher authority is able to take over these responsibilities.

- For example, a teacher on a field trip may be required to fulfill the role of Incident Commander until such time as a higher authority (police or Principal) is able to assume responsibility for the response activities.
- In the case of a broader-based community emergency, an Incident Commander may be asked to assist as the municipal level until such time as a CMP-Network resource arrives.

Transfer of command may also be necessary for personnel shift changes for long or extended incidents.

When a transfer of command occurs, the person being relieved is responsible for briefing the incoming authority and ensuring notes are scribed.

Once command has been transferred to the proper authorities (i.e. fire or police department) the Site Incident Commander is still responsible for contributing to decisions regarding stakeholders' safety with the authorities, now Incident Commander.

1.3 Designated Alternates

Each position identified in the SERP shall be assigned at least one designated alternate, except for the Incident Commander position, which shall have two designated alternates. It is the responsibility of the assigned individual to ensure his/her designated alternate is versed on the responsibilities and reporting structure of the position.

1.4 Assignment of Responsibilities

When preparing the SERP it is acceptable to assign an individual to more than one position within the Site Emergency Response Team (SERT) chart. It is recommended that an individual assigned to the role of Operations Office **not be** assigned another position.

At the time of an emergency an individual may be required to assume more than one role, based on the level of the emergency and which roles are activated by the Incident Commander.

1.5 Levels of Emergency

An emergency is a set of circumstances requiring action; action varying in degree and involvement with a number of cooperating agencies or jurisdictions.

Emergencies can be categorized according to level of incident: these levels are based on severity and risk factors. See Table 2 for Level of Emergency.

Table 2: Level of Emergency

Level	Definition	Example of Level Incident
Level I	An unplanned occurrence which interrupts the normal course of business but to which standard internal response protocols apply.	Assault / Fighting / Disturbance / Injured Student / Wild Animal / Unauthorized Visitor / Medical Emergency / Trespassing / Severe Vandalism / Inclement Weather / Power Failure (Prolonged)
Level II	An unplanned occurrence which interrupts the normal course of business, requires enhanced response protocols, has the potential to escalate to Level III and may require response from external agencies.	Bomb Threat / Suspicion of Weapons / Bus Accident – Non Fatal Injuries / Serious Illness or Injury / Missing Child Suicide on Network Property / Utterance of Threat / Train Derailment
Level III	An unplanned occurrence that discontinues normal business functions, and requires a broad-based response by the District and/or a third party such as an emergency service or government agency.	Armed Intruder / Hostage Taking / Child Abduction / Shooting / Stabbing / Physical or Sexual Assault / Bus Accident – Fatal Injuries / Infectious Disease / Explosion / Gas Leak / Fire Incident / Wild Fire / Hazardous Spill / Sour Gas Severe Natural Disaster / Earthquake

Level I conditions should be reported to CMP-Central Admin through established protocols. Affected Sites should consult with CMP-Central Admin at a level II and/or Level III emergency condition.

2. Emergency Planning with SEMS/NIMS

The CMP Network and Site Emergency Response Plan (SERP) are consistent with SEMS/NIMS (Standardized Emergency Management System and National Incident Management System) and consist of the following five functions: Management, Planning and Intelligence, Operations, Logistics, and Finance /Administration.

2.1 Management

During an emergency, the Incident Commander (IC) is responsible for directing response actions from a designated Command Center. To effectively direct response actions, the IC must constantly assess the situation and develop and implement appropriate strategies. The IC must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically directed by the Principal or their designee, as the IC. The IC is assisted in carrying out this function with a:

- Public Information Officer,
- Safety Coordinator,
- and Agency Liaison

2.2 Planning and Intelligence

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. Under SEMS/NIMS, this function is supported by two staff members, one involved with “Documentation” and the other with “Situation Analysis.” In CMP-Network Sites, “Documentation” may be referred to as ‘Scribe’ and “Situation Analysis” may be performed by a “Communications” position. Both of these positions, if assigned at the discretion of the Principal, will report directly to the Incident Commander (Principal or designee) unless a Planning/Intelligence Officer is assigned.

2.3 Operations

All emergency response actions are implemented under the Operations function. This function is supported by staff performing first aid, crisis intervention, search and rescue, damage assessment, evacuations, and the release of students to parents. Within CMP, these activities are performed by the following teams, under the direct supervision of the Incident Commander (Principal or designee), unless an Operations Officer is assigned: First Aid/Medical Team; Search and Rescue Team; Assembly Area Team; Fire Suppression/HazMat Team; Psychological First Aid Team; Request Gate Team; and Reunion Gate Team.

2.4 Logistics

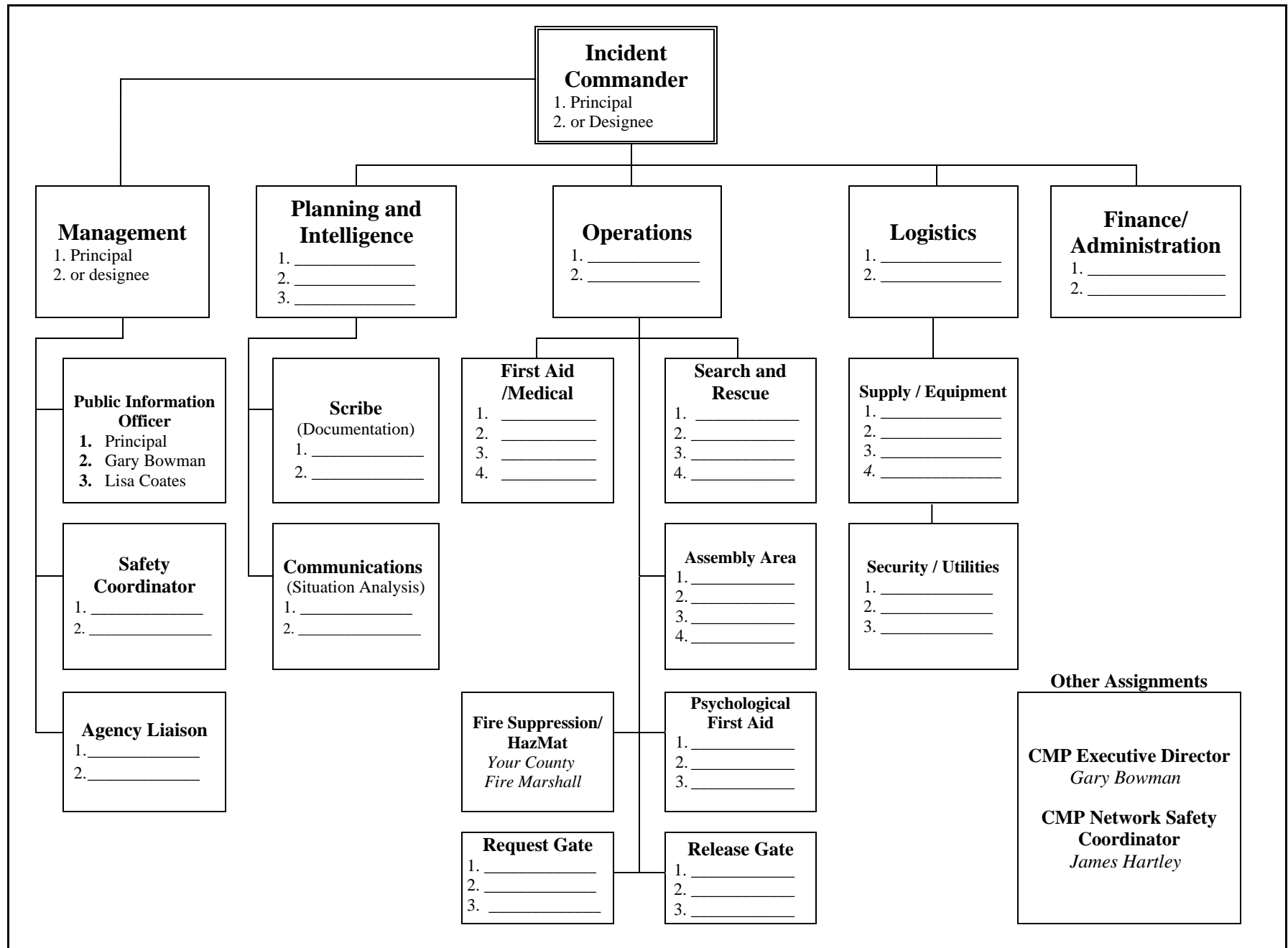
The Logistics function supports emergency operations by coordinating personnel, assembling and deploying volunteer teams, providing supplies, equipment, services, site security, damage assessment, and facilitating communications among emergency responders. Within the CMP-Network, these activities are performed by the Security/Utilities Team and Supply/Equipment Team, both of which report directly to the Incident Commander unless a Logistics Officer is assigned.

2.5 Finance and Administration

The Finance/Administration function involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. Within the CMP-Network, these activities may be performed by various positions within the SERT. A Finance/Administration Officer is responsible for gathering reports from the Incident Commander.

The five functions of Emergency Planning are used to create the Site Emergency Management Organizational Chart, Figure 2.1. This Chart is modeled after SEMS/NIMS and adapted for CMP school sites.

FIGURE 2.1: SITE EMERGENCY MANAGEMENT ORGANIZATION CHART



For planning purposes, sites with small staffing complements should first assign staff to the areas of Operations Officer and then continue through the organization chart as follows: Planning Intelligence Officer, Logistics Officer and Finance Administration Officer.

Assignments should be made on the basis of best qualified for the position, and not on normal job posting or seniority.

At the time of an emergency the Incident Commander will activate roles based on the severity of the emergency and need for a particular function.

The Site Emergency Management Organization Chart roles and responsibilities, otherwise known as the Site Emergency Response Team (SERT), along with command terminology are described next.

3. Site Emergency Response Team

The Site Emergency Response Team (SERT) is comprised of teams named for their functions, and is responsible for directing the site emergency response activities.

The eight key positions (Incident Commander, Public Information Officer, Safety Officer, Agency Liaison Officer, Planning and Intelligence Officer, Operations Officer, Logistics Officer, and Finance/Admin Officer) of the Site Emergency Management Organization are referred to as ACT, Activated Command Team, and are referred as such throughout this document.

3.1 Incident Command Team

The Incident Command (Management) Team is comprised of the Incident Commander, Public Information Officer, Safety Coordinator and Agency Liaison.

3.1.1 Incident Commander

The Site Emergency Response Team is lead by the Incident Commander (IC) which is the Principal or IC Designee. In the event that neither the Principal nor his/her designee is able to perform the duties, as described in this document, the Central Admin Director will take charge of the response upon notification of the situation and appoint an incident commander for the incident site.

The IC is responsible for ensuring the site fulfills its obligations related to the development, updating and filing the Site Emergency Response Plan.

1. Primary Responsibilities:

- a. Activate the Site Emergency Response Plan and manage the overall strategic direction, control and coordination of emergency and post-emergency measures.
- b. Directing the Incident Command Team and all other emergency teams.
- c. Periodically assess the situation.
- d. Ensure adequate safety measures are in place to execute the SERP.
- e. Serve on CMP-Network or community emergency response committees as requested by the Executive Director of CMP or CMP Network Safety Coordinator.

2. Reports To:

- a. Executive Director
- b. Outside Emergency Services

3. Authority:

- a. Activate the SERP.
- b. Approve SERP and its implementation.
- c. Call relevant SERT members into action.
- d. Declare the boundaries of the emergency zone.

- e. Use appropriate site resources, equipment and assets to address emergency situations.
- f. Direct site personnel to perform tasks related to the emergency but not place them in danger.
- g. Communicate with CMP's Executive Director.
- h. Engage appropriate outside services as needed.
- i. Deactivate the SERP when appropriate.

4. Supplies:

- a. Copy of the sites Emergency Procedures
- b. Campus map
- c. Master keys
- d. Copies of staff and students rosters
- e. Hand-held radios
- f. Bullhorn
- g. Battery-operated AM/FM radio.
- h. First Aid kit
- i. Clipboard, Paper, Pens
- j. Hard Hat
- k. Vest or position identifier
- l. Large campus map
- m. Other: _____
- n. Other: _____

5. Assembly Location:

In the event of an emergency the Incident Command Team will assemble:

- 1. Inside in the Administration Office
- 2. Outside on the
 - a. Alternative 1: _____
 - b. Alternative 2: _____

Team Members will initially meet at the inside location. If the inside location is unavailable, Team Members will meet at the outside location. This location will be referred to as the Command Center.

3.1.2 Public Information Officer (Network Appointed)

The Public Information Officer (PIO) is the official spokesperson for the school site in an emergency and is responsible for communicating with the media and delivering public announcements. This position is network appointed.

1. Primary Responsibilities:

- a. Act as contact person for all media.
- b. Provide stakeholders with the information for all media.
- c. Maintain a log of all PIO actions and communications.
- d. Prepare statements for disseminating to the public.

2. Reports to:
 - a. Executive Director
 - b. Incident Commander
3. Authority:
 - a. Grant or refuse access to areas within the emergency zone to the media.
 - b. Use appropriate outside services to provide auxiliary information on news issues related to the emergency.
4. Supplies: see Incident Commander Section.
5. Assembly Location:
 - a. Command Center

3.1.3 Safety Coordinator

The Safety Coordinator ensures all emergency activities are conducted in a safe manner.

1. Primary Responsibilities:
 - a. Maintain all records and documentation as assigned by the Incident Commander.
 - b. Monitor drills, exercises, and emergency response activities for safety.
 - c. Develop and recommend measures to assure personnel safety.
 - d. Identify safety hazards.
 - e. Ensure all responders are using appropriate safety equipment.
2. Reports To:
 - a. Incident Commander
3. Authority:
 - a. May directly stop or modify any activities that may pose an imminent danger to responders or victims, or potentially create a hazardous situation.
4. Supplies: see Incident Commander Section.
5. Assembly Location:
 - a. Command Center

3.1.4 Agency Liaison

The Agency Liaison coordinates the efforts of outside agencies such as the police and fire by ensuring proper flow of information between the Incident Command and the agencies.

1. Primary Responsibilities:
 - a. Brief agency representatives on current situation, priorities and planned actions.
 - b. Ensure coordination of efforts by periodically keeping the Incident Commander informed of agencies' action plans.
 - c. Update agency representatives as necessary.
2. Reports To:
 - a. Incident Commander
3. Authority:
 - a. Coordinate non-tactical personnel of assisting and cooperating agencies.
4. Supplies: see Incident Commander Section.
5. Assembly Location:
 - a. Command Center

3.2 Planning and Intelligence Team

3.2.1 The Planning and Intelligence Officer

1. Primary Responsibilities:
 - a. Collect, analyze, document and disseminate information about the incident and status of resources.
 - b. Update and maintain the Incident Command System, in coordination with site safety committee annually.
 - c. Serve as the information clearing house for the incident.
2. Reports to:
 - a. Incident Commander
3. Authority:
 - a. Identify resources needed to implement the Incident Command System.
 - b. Access to all information pertaining to incident.
4. Supplies:
 - a. Network Template of Site Safety Plan.
5. Assembly Location:
 - a. Command Center

3.2.1.1 Scribe

1. Primary Responsibilities:
 - a. Maintain a log of all emergency developments and response actions.
 - b. Document all communications with CMP Incident Commander and outside agencies.
 - c. Record the number of students, staff and parents/volunteers on campus and updating it periodically.
 - d. Ensuring that accurate records are kept of all staff, indicating hours worked.
 - e. Keep track of all costs incurred.
 - f. Filing, maintaining, and securing all emergency documentation.
2. Reports to:
 - a. Incident Commander
 - b. Planning and Intelligence Officer
3. Authority:
 - a. Access to all information pertaining to incident.

4. Supplies:
 - a. Log for recording
 - i. Electronic
 - ii. Manual
 - a. Paper/Pens
 - b. File Boxes
5. Assembly Location:
 - a. Command Center

3.2.1.2 Communications

1. Primary Responsibilities:
 - a. Analysis of emergency information.
 - b. Identify potential changes in emergency conditions.
 - c. Maintain the status board.
 - d. Update site maps as reports are received.
 - e. Using area wide map to record major information such as road closures, utility outages, etc.
 - f. Develop situation reports for the SERT
2. Reports to:
 - a. Planning and Intelligence Officer
3. Authority:
 - a. Access to maps, reports, and communications of CMP SERT and outside agencies.
4. Supplies:
 - a. Hand-held radio
 - b. Paper, pens
 - c. Dry erase board and pens
 - d. Large site map of campus, laminated
 - e. Map of local area
5. Assembly Location:
 - a. Command Center

3.3 Operations Team

3.3.1 Operations Officer

1. Primary Responsibilities:
 - a. Implement onsite activities as outlines in the Incident Command System.
 - b. Oversee activities of the operations teams.
 - c. Receive reports from operations teams and updates Incident Commander.
2. Reports to:
 - a. Incident Commander
3. Authority:
 - a. Assisting Agency Liaison in coordinating non tactical personnel and cooperating agencies.
4. Supplies:
 - a. Paper, pens
5. Assembly Location:
 - a. Command Center

3.3.1.1 First Aid Medical Team

1. Primary Responsibilities:
 - b. Assess available inventory and supplies.
 - c. Designate and setting up First Aid/Medical treatment areas, with access to emergency vehicles.
 - d. Determine the need for skilled medical assistance
 - e. Keep accurate records of care given and tagging each of the injured with name, address, injury and any treatment given.
 - f. Periodically keep the Operations Officer informed of overall status.
 - g. Complete the Injury and Missing Report Form (Appendix ____)
 - h. Report deaths immediately to Operations Officer.
2. Reports to:
 - a. Operations Officer
3. Authority:
 - a. Set up first aid staging area.
 - b. Assess and give treatment as needed.

4. Supplies:
 - a. Vest or position identifier
 - b. Hand-Held radio
 - c. First Aid Supplies
 - d. Triage Tags
 - e. Stretchers
 - f. Blankets
 - g. Site Map
 - h. Injury and Missing Report Form (Appendix ____)
5. Assembly Location:
 - a. Inside in the: _____
 - b. Outside on the:
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

3.3.1.2 Search and Rescue Team

1. Primary Responsibilities:
 - a. Obtain briefings from Operations Officer, noting injuries and other situations requiring responses.
 - b. Search assigned areas, reporting gas leaks, fires, or structural damage to Operations Officer upon discovery.
 - c. Shut off gas or extinguish fires as appropriate.
 - d. Conducting pre-established search and rescue patterns, checking each classroom, office, storage room, auditorium, and other rooms.
 - e. Seal off and post areas where hazardous conditions exist.
 - f. Updating Operations Officer on location, number and condition of injured.
 - g. Contacting the Security/Utilities Team to secure the buildings from re-entry after search is performed.
2. Reports to:
 - a. Operations Officer
3. Authority:
 - a. Conduct search operations.
4. Supplies:
 - a. Vest or position identifier
 - b. Hard hat
 - c. Latex gloves
 - d. Whistle with master keys on neck lanyard
 - e. Hand-Held 2-way radio
 - f. Clipboard with job duties
 - g. Map indicating search plan

- h. Blankets
- i. Bolt cutters
- j. Shovels
- k. Ropes
- l. Triage tags
- m. Bucket
- n. Goggles
- o. Flashlight
- p. Dust masks
- q. Pry bar
- r. Grease pencil
- s. First aid kit
- t. Caution tape
- u. Duct tape

5. Assembly Location:

- a. Inside in the: _____
- b. Outside on the:
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

3.3.1.3 Assembly Area Team

1. Primary Responsibilities:

- a. Safely evacuate and account for all students, staff and parent/volunteers during an emergency.
- b. Obtain reports of missing students from teachers or personnel.
- c. Gather Injury and Missing Report Form from each teacher and submit them to the Operations Officer.
- d. Check student emergency cards for persons authorized to pick up students.
- e. Assist reunion gate as needed.

2. Reports to:

- a. Operations Officer

3. Authority:

- a. Oversee safe evacuation to assembly area.
- b. Access to all student and staff emergency information.

4. Supplies:

- a. Hand-held radio
- b. Copy of Maps indicating designated on and off-site Assembly locations.
- c. Injury and Missing Report Form.

5. Assembly Location:
 - a. Inside in the: _____
 - b. Outside on the:
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

3.3.1.4 Fire Suppression/Hazmat
Default to local fire agency.

3.3.1.5 Psychological First Aid Team

1. Primary Responsibilities:
 - a. Monitor the well-being of the students and staff in the assembly area.
 - b. Administer minor first aid and psychological aid as needed.
 - c. Provide reassurance to students.
 - d. Periodically keep the Operations Officer informed of overall status.
2. Reports to:
 - a. Operations Officer
3. Authority:
 - a. Assessing students and staff of psychological needs.
4. Supplies:
 - a. Vest or position identifier
 - b. Hand-Held radio
 - c. Ground cover, tarps
 - d. First aid kit
 - e. Paper, pens, pencils
5. Assembly Location:
 - a. Inside in the: _____
 - b. Outside on the:
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

3.3.1.6 Request Gate Team

1. Primary Responsibilities:

- a. Greet parents, guardians or designees providing reassurance and maintaining order.
- b. Process parent/guardian request for student release.
- c. Provide tags or other identifications authorizing the holder to reunite with their student at the reunion gate.
- d. Directing parents to counselors as appropriate.
- e. Directing parents/guardians to reunion gate.
- f. Refer all outside request for information to the Public Information Officer.
- g. Periodically keep the Operations Officer informed of overall status.

2. Reports to:

- a. Operations Officer

3. Authority:

- a. Authorize student release tags to parent/guardians.

4. Supplies:

- a. Keys to main gate
- b. Bullhorn
- c. Hand-held radio
- d. Tags for release
- e. Pens/pencils

5. Assembly Location:

- a. Inside in the: _____
- b. Outside on the:
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

3.3.1.7 Release Gate Team

This can be a highly sensitive role due to the fact that some parents will be informed their children may be injured, missing or dead.

1. Primary Responsibilities:

- a. Greet parents/guardians or designees at the reunion gate providing them reassurance and directing them where to wait for their children.
- b. Verify the authenticity of the student release tag.
- c. Dispatch runners to assembly area to escort students to reunion gate.
- d. Confirm students recognize the authorized parent/guardian or designee.

- e. Maintain Student Release Log.
 - f. Update Operations Officer as needed.
 - g. Periodically keep the Operations Officer informed of overall status.
- 2. Reports to:
 - a. Operations Officer
- 3. Authority:
 - a. Release students to authorized parent/guardian or designee.
- 4. Supplies:
 - a. Hand-held radio
 - b. Tables and chairs
 - c. Keys to reunion gate
 - d. Student Release Log
 - e. Pens/Pencils
- 5. Assembly Location:
 - a. Inside in the: _____
 - b. Outside
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

3.4 Logistics Team

3.4.1 Logistics Officer

- 1. Primary Responsibilities:
 - a. Organize and disseminate resources needed to implement the Incident Command System.
 - b. Report equipment and supply needs to Incident Commander.
 - c. Inventory all supplies needed to implement Incident Command System.
 - d. Estimate number of persons requiring shelter and determining length of time shelter will be needed.
 - e. Ensure availability of adequate supplies during the course of an emergency.
 - f. Contact local utilities as needed (water, gas, electricity, sewer).
- 2. Reports to:
 - a. Incident Commander
- 3. Authority:
 - a. Requisition resources needed to implement the Incident Command System.
 - b. Deploy personnel, supplies and equipment.

4. Supplies:
 - a. Paper / Pens
5. Assembly Location:
 - a. Command Center

3.4.1.1 Supply / Equipment Team

1. Primary Responsibilities:
 - a. Assess adequacy of available water, food and supplies.
 - b. Organize distribution of water, food and supplies.
 - c. Controlling conservation of supplies
 - d. Logging and inventorying supplies.
2. Reports to:
 - a. Logistics Officer
3. Authority:
 - a. Distributing need of supplies.
4. Supplies:
 - a. Hand-held radio
 - b. Keys
 - c. Bullhorn
 - d. Emergency water supplies
 - e. Emergency food supplies
 - f. Temporary power supplies
 - g. Portable phones
 - h. Sanitary Supplies
5. Assembly Area:
 - a. Inside in the: _____
 - b. Outside
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

3.4.1.2 Security / Utilities Team

1. Primary Responsibilities:
 - a. Lock all external gates and doors; unlock gates when appropriate.
 - b. Station one team member at the main entrance of the school to direct emergency agencies to areas of need and to greet parents.
 - c. Keep stakeholders out of buildings and areas of hazard as needed.

- d. Assess damage to school and report to Logistics Officer.
- e. Receive reports from search and rescue team for any possible gas leaks or other possible hazardous situations.
- f. Set up temporary sanitation areas (portable potties).
- g. Help with set up of first aid and temporary morgue as needed.
- h. Prepare and distribute food, water and supplies as directed by the Logistics Officer.
- i. Assist the reunification gate team in order to safely reunite students with their authorized parent/guardian as needed.

2. Reports to:

- a. Logistics Officer

3. Authority:

- a. To restrict areas of hazard and secure buildings
- b. Provide security during an incident to ensure as safe of an environment as possible.

4. Supplies:

- a. Security Vest/Identifier
- b. Master Keys
- c. Hand-held radio
- d. Copy of Site Emergency Response Plan
- e. Large durable signs for providing direction and information
- f. Large marker pens
- g. Utility shut off tools
- h. Custodial inventories
- i. Site Maps

5. Assembly Location:

- a. Inside in the: _____
- b. Outside on the:
 - i. Alternative 1: _____
 - ii. Alternative 2: _____

3.5 Finance and Administration Team

3.5.1 Finance/Administration Officer

1. Primary Responsibilities:
 - a. Track incident related costs and use of personnel and equipment.
 - b. Administer material and supplies contracts associated with the incident.
2. Reports to:
 - a. Incident Commander
3. Authority:
 - a. Ensure proper authorization for the purchasing of goods and services required to manage the incident.
4. Supplies:
 - a. Paper/Pens
 - b. Computer
5. Assembly Location:
 - a. Command Center