

INCIDENT COMMANDER (IC)

The Incident Commander (IC) is in charge of the SECC when activated. DHS&EM Senior Management determines who is delegated those duties. (Note: The IC is normally the Emergency Program Manager (EPM) for Operations. The Deputy IC is normally the EPM for Planning). During routine day to day activities, the SECC & Response Section Chief supervises the SECC & Response Section, manages the DHS&EM Duty Officer Program, is responsible for all Preparedness Level 1 and most Level 2 coordination activities that do not necessitate SECC activation and maintains the SECC in a "warm" status ready for activation.

The SECC will normally be activated to respond to an actual event or one that is imminent (i.e. Preparedness Level 3).

Authority to activate the SECC can come from senior management, the designated SECC Incident Commander or the Duty Officer based on the incident situation. In the early stages of response to an event, the SECC organizes and coordinates response activities following guidance from the DHS&EM Management Team. If a State Disaster is declared, the SECC will coordinate response and recovery operations with the State Coordinating Officer (SCO). The SCO will work closely with the DHS&EM Management Team and Governor's Authorized Representative (GAR) on significant policy decisions, especially on financial matters. If a Presidential Disaster Declaration is made, the SCO coordinates with a Federal disaster counterpart, the Federal Coordinating Officer (FCO) for Federal support.

The SECC IC is responsible for these functional areas: Command Staff (Public Information, Safety, and Liaisons), Operations, Plans, Logistics, and Finance/Administration. The minimum staffing level for SECC Activation is a SECC IC, an Operations Chief, a Plans Chief and a Logistics Chief. As an event increases in complexity, the SECC IC determines the need for and mobilizes additional staff. Until additional staff arrives, the SECC IC is responsible for the duties of unfilled Command and General Staff positions. Similarly, the Section chiefs are responsible for subordinate staff duties until these positions are filled.

The SECC IC and/or designated staff may be tasked to brief the DMVA Commissioner, Governor and/or Governor's Disaster Policy Cabinet (DPC) on event situations, and brief or provide information packets for Alaska's Congressional Delegation. The DPC Coordinator will schedule the DPC meetings and, as necessary, request information from the SECC.

As the disaster or emergency progresses, the SECC IC must coordinate closely with the SECC Operations Section Chief to determine event specific requirements pertaining to deployment of a Division Incident Response Team (DIRT), preliminary disaster assessment teams (PDA) and implementation of individual assistance (IA) and public assistance (PA) programs.

The SECC may receive resource requests from local/borough government entities for logistics support. These requests fall into the general categories of personnel, supplies, equipment, aviation support or reimbursement for local government purchases. Within the policy guidance given to the IC and staff, the SECC normally fills the request through any feasible means. This may include tasking other State agencies, ordering resources through the wild land fire system, local purchases, procurement contracts, mutual aid agreements (EMAC), Alaska National Guard, and the Federal government (usually FEMA). As noted in more detail in the Operations Section Chief guide, all resource requests will be validated by Operations before the Logistics Section takes action to fill them. State regulations have provisions to expedite the procurement process during disaster events.

Financial tracking and reporting is a very important part of disaster response and recovery. All situation reports need to include the latest update on costs. Experience has shown that acquiring cost data is a difficult process from local and borough governments especially if they do not have a formal Incident Management Team set up. Anticipate abundant emphasis from senior management on financial tracking.

Duties

- Reports to the DHS&EM Management Team.
- Coordinates with the State Coordinating Officer and Governor's Authorized Representative when designated.
- Responsible for the SECC Command and General Staff (Operations Section Chief, Plans Section Chief, Logistics Section Chief, Finance/Administration Section Chief, Safety Officer, Public Information Officer, Agency Liaisons).
- Ensures the SECC is functional and meets the objectives outlined by senior management.
- Approves the Incident Action Plan and Situation Reports.
- Activate elements of the Incident Command System and Incident Management Team.
 - Establish the appropriate staff level.
 - Establish initial operating hours for SECC, modify as necessary.
 - As soon as possible determine if a second shift is necessary. If so, identify those personnel and adjust work schedules.
 - Ensure that supporting agency liaisons are notified and enrooted if required.
 - Assign individuals to Command and General Staff positions as needed.
 - Determine if a DHS&EM liaison should be dispatched to the incident.
 - Request additional resources as required.
 - Confirm dispatch and arrival of requested resources.
 - Determine the appropriate SECC Preparedness Level.

Event Task List

Immediate Actions:

- Obtain initial briefing.
 - Sources: Duty Officer reports, SECC personnel on duty, other agency incident logs/reports, telephone call to local community.
 - Obtain Local Disaster Proclamation or request for assistance.
- If necessary, provide guidance to the community to create a declaration.
 - Ensure senior management is aware of the situation. Confirm rules of engagement from the appropriate policy group. Obtain a Delegation of Authority from senior management.
- Assess incident situation.
 - Review the current situation status and determine *initial strategic objectives*.
 - Set initial priorities for overall response/recovery efforts.
 - Ensure that all Local, State and Federal agencies impacted by the incident are notified to include the Alaska National Guard JOC, FEMA, and others.
- Conduct initial briefing for Command and General staff.
 - Provide incident situation summary and review of current actions.
 - Brief staff on work schedules, position roles and responsibilities (located in desk manuals) and priorities. Ensure staff has appropriate access to all electronic files and forms.
 - Provide staff with assignments and specific actions that requires immediate attention.
 - Summarize resources assigned to the incident and to the SECC.
 - Establish general direction and priorities (such as shift schedules, purchase restrictions, media contact, etc.).
 - Disseminate any special instructions from senior management.

- Set time and location for first planning meeting.
- Assign Event Name & Number and determine the Fund Cite for resource ordering and tracking.

Daily Actions:

- Review and approve Daily Situation Updates.
 - Plans Section responsibility but SECC IC needs to review and approve prior to dissemination.
- Approve and authorize implementation of Incident Action Plan.
 - Develop strategic objectives for the Action Plan.
 - Authorize release of plan.
- Determine information needs and inform Command Staff of them.
 - Identify any special information needed from each Section Chief.
 - The Plans Chief will review the normal information flow required from each section at the Planning Meeting.
- Coordinate staff activity.
 - Determine who will draft and coordinate a State Disaster Declaration and if necessary, a request for Presidential Declaration (normally tasked to the Operations Section; Recovery Branch).
 - Periodically check progress on assigned tasks of Command and General staff personnel.
 - Oversee the general welfare and safety of personnel.
 - Notify Plans Section of changes to command and/or general staff organization and names.
 - Ensure that Liaison Officers/Agency Representatives are making periodic contact with participating agencies.
 - Remain available and in contact. If attending meetings, etc. out of the SECC, delegate someone as SECC Incident Commander while gone. (Normally one of the Plans or

Operations Section Chiefs).

- Coordinate with the DHS&EM and/or DMVA Public Affairs Officer for public information updates or SECC visits. (Media and VIP visits will significantly disrupt SECC operations.) If necessary, authorize establishment of a Joint Information Center (JIC).
- Oversee event operations.
 - Monitor all planning, response, and recovery actions.
 - Review information concerning significant changes in the status of the situation or status of resources.
 - Inform DHS&EM senior management and SCO as necessary.
 - As the incident situation changes, identify major revisions to operations which are immediately required.
 - Direct Ops/Plans/Logistics to accomplish changes.
- Approve request for additional outside support/resources.
 - Delegate to the Operations Section Chief the appropriate review authority for approving/disapproving logistics requests from the field. (For example, this could be a fixed dollar amount not to exceed per purchase or a blanket requirement for SECC IC approval for all overhead or aviation resource requests.)
 - Based on the SECC IC Delegation of Authority and/or coordination with the DHS&EM Management Team, review and approve or decline requests for critical resources (people, equipment, and supplies).
 - As necessary, provide direction to the Ops, Plans and Logistics Section Chiefs concerning allocation of critical resources.
 - Consult with the SECC General Staff to determine the need to activate staging areas.

- If necessary to obtain additional resources, direct the Logistics Section Chief to order the resources through mutual aid agreements such as EMAC.
- Approve plan for demobilization.
 - Review General Staff recommendations for any release of resources, i.e. Demobilization.
 - Ensure that current and future resource and supply requirements have been closely estimated.
 - Task Plans Section Chief to create a Demobilization Plan.
 - Approve release recommendations.
 - Request departing personnel complete an After Action Review Comment Form.
 - Ensure performance evaluations are completed where necessary. (Resources sourced from the Alaska Fire Service or Division of Forestry normally require a performance evaluation in order to maintain their position certification status.)
 - Verify that local agency dispatch centers are notified of intended releases.
 - Coordinate with the Logistics Chief to ensure demobilization includes cancelling or closing out all contracts or service agreements written solely for the event.
 - As required, modify specific work assignments for general staff during demobilization.
- Based on the size and scope of the event, schedule and conduct an interagency After-Action Review within 30 days of return to normal operations.

SECC Incident Commander Generic Duties

- Initial Check-in.
- Determination of staffing levels, to include need for night shift staff.
- Initial incident status briefing.
- Incoming and out-going turnover briefings.
- Approval of Daily Situation Update and Incident Action Plan.
- Maintain communication with local incident command.
- Ensure general welfare and safety of all SECC personnel.
- Staff supervision to include ensuring evaluations are complete.
- Approve demobilization of personnel, supplies and equipment.
- Final Check-out.
- After-Action Review.

Section Management

- Ensure Command Staff review the appropriate desk manual.
- Monitor section staff work and evaluate performance.
- Ensure horizontal communication is taking place between functions.
- Ensure Command Staff make appropriate entries into logs.
- Participate in preparing Incident Action Plan.
 - Instruct staff to identify functional needs. These should be reviewed and approved by the Section chief before orders are placed.
 - Review Incident Action Plan and approve section needs for next operational period.

At Conclusion of the Event:

- Provide After-Action Comment forms to all personnel prior to demobilization.
- Conduct an event Hotwash as soon as feasible with SECC Staff to review comments and recommendations.
- Task the Plans Section Chief, with assistance from the other Section Chiefs, to write an After-Action Report per the DHS&EM SOP.