

# Incident Command System

*A Tool for Responding to Emergencies*

## When leading a response, remember:

Your top priorities are to save and protect: ❶ life ❷ environment ❸ property

Effective communication makes or breaks a disaster response.

To make your best decisions, remain calm and focused.

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## Disaster Response At-a-Glance

**Incident Command:** Leads the response; appoints and empowers team leaders; sets tone and standards for response. Encourages teamwork and communication.

- **Safety and Security Officer:** Focuses on the safety of all people responding to the incident.
- **Public Information Officer:** Works with the media and distributes messages to the public and local community.
- **Liaison Officer:** Links to and supports external partners and organizations.
- **Operations Team:** Handles key actions including first aid, search and rescue, fire suppression and securing the site.
- **Planning Team:** Gathers information, thinks ahead and keeps all team members informed and communicating.
- **Logistics Team:** Finds, distributes and stores all necessary resources (supplies and people) to respond appropriately.
- **Finance/Administration Team:** Tracks all expenses, claims and activities, and is the record keeper for the incident.

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[www.FirstVictims.org](http://www.FirstVictims.org)



United Way of King County

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