INCIDENT COMMANDER SPECIFIC RESPONSIBILITIES CHECKLIST

The EMT Incident Commander, directs overall response operations of the EMT and develops and implements response objectives for an incident response strategy that promotes the safe, efficient and cost-effective control and response to an emergency situation.

Primary functions:

* Activate, establish and leads the EMT and the EMT Emergency Control Center (ECC)
* Ensure incident response safety
* Set priorities and determine incident objectives and strategies to be followed
* Approve the Incident Action Plan (IAP)
* Approve resource requests and use of external resources and personnel
* Declares demobilization when appropriate
* Ensure after-action reports are completed
* Authorize and approve information release to the media

The following checklist should be considered as minimum requirements for this position. Note that some of activities are one-time actions, while others are on-going or repetitive for the duration of the incident.

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| **Incident Commander Responsibilities Checklist** | | | | |
| **NO.** | **DESCRIPTION** | **YES** | **NO** | **N/A** |
| *INITIAL ACTIONS: Incident Commander* | | | | |
| 1. | Review Common Responsibilities | ☐ | ☐ | ☐ |
| 2. | Upon receipt of notification of an emergency; determine the business  impacts, consequences and potential for escalation | ☐ | ☐ | ☐ |
| 3. | Together with HSE and Operations Section Chief; classify the incident and activate notifications, as required. During emergency, be prepared to reclassify the emergency as the situation develops | ☐ | ☐ | ☐ |
| 4. | Review any responses undertaken by SRT/EMT members prior to your arrival | ☐ | ☐ | ☐ |
| *If Tier 1 Incident: DM* | | | | |
| 5. | Provide support to the ERT members for successful emergency response | ☐ | ☐ | ☐ |
| *If Tier 2 Or 3 Incident: IC* | | | | |
| 6. | Mobilize EMT to Emergency Control Center (ECC) | ☐ | ☐ | ☐ |
| 7. | Establish EMT operations in the ECC | ☐ | ☐ | ☐ |
| 8. | Conduct initial briefing to EMT members | ☐ | ☐ | ☐ |
| 9. | Undertake all required notifications, including the Crisis Management  Hotline. | ☐ | ☐ | ☐ |
| 10. | Request the establishment of the Crisis Management  (CMT), if needed. | ☐ | ☐ | ☐ |

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| *GENERAL ACTIONS: EMT IC* | | | | |
| 12. | Provide direction and coordination of the EMT and monitor situation | ☐ | ☐ | ☐ |
| 13. | Act as a direct liaison between EMT and CMT, or appoint a delegate | ☐ | ☐ | ☐ |
| 14. | Ensure Planning Section Chief develops an Incident Action Plan (IAP) and establishes a Situation Status Board | ☐ | ☐ | ☐ |
| 15. | Manage the unavailability of EMT members | ☐ | ☐ | ☐ |
| 16. | Ensure regular briefings are scheduled to review the current status with EMT members | ☐ | ☐ | ☐ |
| 17. | Provide regular status updates to CMT. Ensure engagement of all  needed corporate business function support via CMT | ☐ | ☐ | ☐ |
| 18. | Ensure required government agencies and external stakeholders are  notified as per the incident situation | ☐ | ☐ | ☐ |
| 19. | Consider the likely effects of the incident on other JSE sites and associated facilities/activities | ☐ | ☐ | ☐ |
| 20. | Ensure effective handover is carried out for alternate members | ☐ | ☐ | ☐ |
| 21. | Liaise with CMT Leader on media statements, press releases and all other media releases | ☐ | ☐ | ☐ |
| 22. | Ensure that any EMT media presentations are aligned with CMT media reports | ☐ | ☐ | ☐ |
| 23. | Initiate initial incident investigation team | ☐ | ☐ | ☐ |
| 24. | Maintain Individual Log | ☐ | ☐ | ☐ |
| *CONCLUDING ACTIONS: IC* | | | | |
| 25. | Provide completed Incident Event and Individual Logs to the Documentation Unit Leader for  collation | ☐ | ☐ | ☐ |
| 26. | Conduct post incident debrief | ☐ | ☐ | ☐ |
| 27. | Request and follow-up on full incident reports and recommendations | ☐ | ☐ | ☐ |

**Forms to be Completed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **FORM** | **TASK** | **YES** | **NO** | **N/A** |
| 1. | 104 - Incident Objectives | Determine Incident objectives | ☐ | ☐ | ☐ |
| 2. | 105 - Notification and Contact | Notifying CMT | ☐ | ☐ | ☐ |
| 3. | Incident Action Plan | Approve the plan | ☐ | ☐ | ☐ |
| 4. | Individual Log | Document event/activities | ☐ | ☐ | ☐ |

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OPERATIONS SECTION CHIEF SPECIFIC RESPONSIBILITIES CHECKLIST

The Operations Section Chief is directly responsible for tactical control and response operations and is the direct contact with the SRT OSC.

Operations Section Chief activates and manages response elements in accordance with the Incident Action Plan (IAP) and directs its execution.

Operations Section Chief also directs the preparation of operational plans, requests or releases resources. Primary functions:

* Ensure safety of tactical operations
* Manage tactical operations
* Develop operations aspects of the IAP
* Supervise execution of operations aspects of the IAP
* Request additional resources to support tactical operations
* Approve release of resources from active operational assignments
* Make or approve expedient changes to the IAP
* Maintain close contact with EMT Leader, subordinate operations personnel, and other agencies involved in the incident

The following checklist should be considered as minimum requirements for this position. Note that some of activities are one-time actions, while others are on-going or repetitive for the duration of the incident.

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| **OPERATIONS SECTION CHIEF Responsibilities Checklist** | | | | |
| **NO.** | **DESCRIPTION** | **YES** | **NO** | **N/A** |
| *INITIAL ACTIONS* | | | | |
| 1. | Review Common Responsibilities | ☐ | ☐ | ☐ |
| 2. | Upon receipt of emergency notification; liaise with EMT Leader | ☐ | ☐ | ☐ |
| 3. | Mobilize Operations Section support personnel as required for Tier 2 and 3 incidents | ☐ | ☐ | ☐ |
| 4. | Assist in classifying the emergency in consultation with the SRT  OSC and EMT Leader | ☐ | ☐ | ☐ |
| 5. | Ensure the Emergency Control Center (ECC) is set up for operations | ☐ | ☐ | ☐ |
| 6. | Ensure a line of communication to the SRT OSC is maintained and a designated phone number to be used for communications is provided | ☐ | ☐ | ☐ |
| 7. | Ensure incident updates are provided by the SRT OSC | ☐ | ☐ | ☐ |
| 8. | Ensure support is provided as needed via consultation with the SRT  OSC | ☐ | ☐ | ☐ |
| 9. | Ensure all external response agencies and support organizations that maybe required to standby are notified | ☐ | ☐ | ☐ |

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| 10. | Convert operational incident objectives into strategic and tactical plans | ☐ | ☐ | ☐ |
| 11. | Coordinate and consult with the Planning Section Chief on selection of appropriate strategies and tactic to accomplish objectives | ☐ | ☐ | ☐ |
| 12. | Participate in the planning process and the development of the tactical portions of the Incident Action Plan (IAP) | ☐ | ☐ | ☐ |
| *GENERAL ACTIONS* | | | | |
| 13. | Ensure technical advice is prepared on critical issues (proactive where possible) | ☐ | ☐ | ☐ |
| 14. | Liaise with Planning Section Chief and provide all information required to develop an IAP | ☐ | ☐ | ☐ |
| 15. | Ensure services of support personnel or organizations as required are utilized | ☐ | ☐ | ☐ |
| 16. | Ensure that, unless absolutely necessary, all communications emanate from the incident site and not to it | ☐ | ☐ | ☐ |
| 17. | Assist with development of long range strategic, contingency and  demobilization plans | ☐ | ☐ | ☐ |
| 18. | Ensure contractor and subcontractor companies receive assistance as required | ☐ | ☐ | ☐ |
| 19. | Carry out technical assessment of the incident including causes,  escalation potential and possible consequences of response strategy | ☐ | ☐ | ☐ |
| 20. | Ensure non-technical members of the team are given sufficient  understanding of technical matters to be effective in their roles | ☐ | ☐ | ☐ |
| 21. | Clarify the team on what technical data is factual and what is conjecture or estimated (e.g., data in draft media releases) | ☐ | ☐ | ☐ |
| 22. | Provide technical advice and assistance to the SRT Emergency  Commander as required | ☐ | ☐ | ☐ |
| 23. | In the event of a spill/release, ascertain details of quantity and type of product involved including worst-case scenario | ☐ | ☐ | ☐ |
| 24. | Consider the likely effects of the incident on other JSE or  associated facilities/activities | ☐ | ☐ | ☐ |
| 25. | Advise the team on contractual obligations with a technical basis of any agreement with contractor | ☐ | ☐ | ☐ |
| 26. | Communicate with EMT Leader on technical status of the  site/facility | ☐ | ☐ | ☐ |
| 27. | Provide technical advice and assistance to the SRT OSC as required | ☐ | ☐ | ☐ |
| 28. | Evaluate and monitor current situation for use in next operational  planning period | ☐ | ☐ | ☐ |
| 29. | Maintain Individual Log | ☐ | ☐ | ☐ |
| *CONCLUDING ACTIONS* | | | | |
| 30. | Oversee preparation and implementation of the Incident Demobilization Plan | ☐ | ☐ | ☐ |
| 31. | Conduct EMT debrief | ☐ | ☐ | ☐ |

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| 32. | Follow-up on full incident reports and recommendations | ☐ | ☐ | ☐ |

**Forms to be Completed**

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| --- | --- | --- | --- | --- | --- |
| **NO.** | **FORM** | **TASK** | **YES** | **NO** | **N/A** |
| 1. | 101 - Incident Details | Provide updated information to planning | ☐ | ☐ | ☐ |
| 2. | 103 - Incident Potentials | Fills in appropriate section and prepare actions | ☐ | ☐ | ☐ |
| 3. | Individual Log | Document event/activities | ☐ | ☐ | ☐ |
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PLANNING SECTION CHIEF SPECIFIC RESPONSIBILITIES CHECKLIST

The Planning Section Chief is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources in order to predict the possible course of events and prepare alternate strategies to combat the incident.

Primary functions:

* Collect, evaluate and manage all incident-relevant operational data
* Supervise preparation of the Incident Action Plan (IAP)
* Liaise with EMT IC and Operations Section Chief in preparing the IAP
* Report significant changes in incident status & provide periodic incident potential
* Assemble information on alternative strategies
* Incorporate Traffic, Medical, and Communication Plans and other supporting material into the IAP
* Conduct/Facilitate Planning meetings
* Compile and display incident status and resource information
* Determine need for specialized resources
* Establish specialized data collection systems as necessary (e.g., weather)
* Oversee preparation of the Demobilization Plan

The following checklist should be considered as minimum requirements for this position. Note that some of activities are one-time actions, while others are on-going or repetitive for the duration of the incident.

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| **PLANNING SECTION CHIEF Responsibilities Checklist** | | | | |
| **NO.** | **DESCRIPTION** | **YES** | **NO** | **N/A** |
| *INITIAL ACTIONS* | | | | |
| 1. | Review Common Responsibilities | ☐ | ☐ | ☐ |
| 2. | Mobilize Planning Section support personnel as required for Tier 2 and 3 incidents | ☐ | ☐ | ☐ |
| 3. | Receive a situation brief from the on-site OSC | ☐ | ☐ | ☐ |
| 4. | Assist Operations Section Chief in the development of response strategies | ☐ | ☐ | ☐ |
| 5. | Collect, display and process situation information on the incident | ☐ | ☐ | ☐ |
| *GENERAL ACTIONS* | | | | |
| 6. | Supervise preparation of the Incident Action Plan (IAP) | ☐ | ☐ | ☐ |
| 7. | Liaise with Crisis Management Team (CMT) members and obtain any Information required to develop an IAP | ☐ | ☐ | ☐ |
| 8. | Coordinate with CMT to establish meeting/conference schedule to  support preparation of the IAP | ☐ | ☐ | ☐ |
| 9. | Chair planning meetings and participate in other meetings as required | ☐ | ☐ | ☐ |

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| 10. | | Determine the need for any specialized resources in support of the  incident | | ☐ | | ☐ | | ☐ | |
| 11. | | Obtain details of Malaysia BU and contractor personnel involved | | ☐ | | ☐ | | ☐ | |
| 12. | | Facilitate the undertaking of technical assessment of the incident including causes, escalation potential and possible consequences of response strategy and predication on incident potential | | ☐ | | ☐ | | ☐ | |
| 13. | | Identify sensitive areas, recommend associated response strategies and prioritize for protection | | ☐ | | ☐ | | ☐ | |
| 14. | | Determine the extent, fate, and effects of contamination | | ☐ | | ☐ | | ☐ | |
| 15. | | Acquire, distribute, and provide analysis of weather forecasts | | ☐ | | ☐ | | ☐ | |
| 16. | | Work with Operations Section Chief to determine response actions with the greatest net environmental benefit and monitor the environmental consequences of response actions | | ☐ | | ☐ | | ☐ | |
| 17. | | Develop shoreline cleanup and assessment plan and assemble Teams. Work with agencies to determine shoreline cleanup  endpoints | | ☐ | | ☐ | | ☐ | |
| 18. | | Evaluate the opportunities to use various alternative response  technologies | | ☐ | | ☐ | | ☐ | |
| 19. | | Develop waste management/disposal plans | | ☐ | | ☐ | | ☐ | |
| 20. | | In the event of a spill/release, ascertain details of quantity and type of product involved including worst case scenario | | ☐ | | ☐ | | ☐ | |
| 21. | | Consider the likely effects of the incident on other JSE or  associated facilities/activities | | ☐ | | ☐ | | ☐ | |
| 22. | | Incorporate plans (e.g., Traffic, Medical, communications, site safety) into the IAP | | ☐ | | ☐ | | ☐ | |
| 23. | | Review proposed IAP with EMT members | | ☐ | | ☐ | | ☐ | |
| 24. | | Provide completed IAP to the EMT IC for approval and the  CMT Leader for information | | ☐ | | ☐ | | ☐ | |
| 25. | | Follow up on action items from approved IAP | | ☐ | | ☐ | | ☐ | |
| 26. | | Continually review status of the incident and update IAP as necessary | | ☐ | | ☐ | | ☐ | |
| 27. | | Maintain Individual Log | | ☐ | | ☐ | | ☐ | |
| *CONCLUDING ACTIONS* | | | | | | | | | |
| 28. | | Provide completed Individual Log to the Documentation Unit Leader for collation | | ☐ | | ☐ | | ☐ | |
| 29. | | Oversee preparation of the incident demobilization plan | | ☐ | | ☐ | | ☐ | |
| 30. | | Follow up on full incident reports and recommendations | | ☐ | | ☐ | | ☐ | |

**Forms to be Completed**

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| **NO.** | **FORM** | **TASK** | **YES** | **NO** | **N/A** |
| 1. | 101 - Incident Details | Ensure all available information from EMT properly recorded & updated | ☐ | ☐ | ☐ |
| 2. | 103 - Incident Potentials | "Fills in appropriate section and prepare  Analyze action document" | ☐ | ☐ | ☐ |
| 3. | 104 - Incident Objectives | Analysing incident and proposing Incident objectives Setup operational period priority | ☐ | ☐ | ☐ |
| 4. | 105 - Notification and Contact | Ensure communication and notification to related entities | ☐ | ☐ | ☐ |
| 5. | Incident Action Plan | Develop the plan | ☐ | ☐ | ☐ |
| 6. | Individual Log | Document event/activities | ☐ | ☐ | ☐ |

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DOCUMENTATION UNIT LEADER SPECIFIC RESPONSIBILITIES CHECKLIST

The Documentation Unit Leader is responsible for logging all information and actions in a chronological manner and collating all associated incident paperwork.

The Documentation Unit Leader may additionally provide Incident Action Plan (IAP) component input.

Primary functions:

* Assist in ensuring that the Emergency Management Team (EMT) Emergency Control Center (ECC) is set up and operational as soon as possible
* Capture and record all incident events data
* Support and stand in for the Administration Support Team member

The following checklist should be considered as minimum requirements for this position. Note that some of activities are one-time actions, while others are on-going or repetitive for the duration of the incident.

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| **DOCUMENTATION UNIT LEADER Responsibilities Checklist** | | | | |
| **NO.** | **DESCRIPTION** | **YES** | **NO** | **N/A** |
| *INITIAL ACTIONS* | | | | |
| 1. | Review Common Responsibilities | ☐ | ☐ | ☐ |
| 2. | Assist in setting up all phones, emergency whiteboards and equipment in the ECC | ☐ | ☐ | ☐ |
| 3. | Minute EMT kick-off meeting | ☐ | ☐ | ☐ |
| 4. | Commence and maintain documenting chronological record of events | ☐ | ☐ | ☐ |
| *GENERAL ACTIONS* | | | | |
| 5. | Support the Planning Section Chief to prepare and maintain an overview of the emergency on the Incident Status Board. Keep records and printouts of the situation reports | ☐ | ☐ | ☐ |
| 6. | Monitor all incident forms and individual member Incident logs received | ☐ | ☐ | ☐ |
| 7. | Act as recording secretary during any EMT briefings and/or meetings | ☐ | ☐ | ☐ |
| 8. | Update all Incident Boards as the situation progresses and prepare EMT updates as requested | ☐ | ☐ | ☐ |
| 9. | Endeavour to remind members of any commitments they have failed to keep | ☐ | ☐ | ☐ |
| 10. | Ensure all EMT members hand in all completed Individual Logs | ☐ | ☐ | ☐ |
| 11. | Provide data input into e-forms to document all meetings and  briefings by becoming Incident Action Plan Power User | ☐ | ☐ | ☐ |
| 12. | Assist sections with data entry into Incident Action Plan software as  needed | ☐ | ☐ | ☐ |
| 13. | Maintain Individual Log | ☐ | ☐ | ☐ |
| *CONCLUDING ACTIONS* | | | | |
| 14. | Collate all Individual Logs/paperwork and produce a complete record of events for debriefing | ☐ | ☐ | ☐ |
| 15. | Attend EMT debriefing session | ☐ | ☐ | ☐ |

**Forms to be Completed**

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| **NO.** | **FORM** | **TASK** | **YES** | **NO** | **N/A** |
| 1. | Individual Log | Document event/activities | ☐ | ☐ | ☐ |
| 2. |  |  | ☐ | ☐ | ☐ |

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HSE SPECIFIC RESPONSIBILITIES CHECKLIST

The Safety Officer monitors and provides advice to the EMT IC on health, environment, security and safety practices to be followed in response operations and ensures the functionality of the Emergency Control Center (ECC) is maintained.

Safety Officer is responsible for ensuring that appropriate Risk Management processes occur for all aspects of the emergency response operations.

Safety Officer will correct unsafe strategies and tactic through the planning process, and unsafe acts through the regular chain of command. However, Safety Officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required.

Safety Officer is also responsible for advising the EMT Leader and the Emergency Management Team (EMT) functions and personnel on the emergency management process. Safety Officer will ensure the EMT adheres to its designated responsibilities and undertake the necessary internal and external integration to support the endeavor to stabilize, make safe and recover from and emergency event.

Primary functions:

* Provide advice on appropriate Risk Management measures during all phases of the incident response
* Review the Incident Action Plan (IAP) for safety implications
* Develop a Safety Plan & Ensure safety messages and briefings are given
* Exercise emergency authority to stop and prevent unsafe acts
* Review and approve the Medical Plan
* Assign assistants qualified to evaluate special hazards
* Initiate preliminary investigation of accidents within the incident area
* Participate in planning meetings to address anticipated hazards associated with future operations
* Ensure the EMT adheres to the IAP and incident management process
* Provide guidance to the EMT & Crisis Management Team (CMT) for interactions with external organizations

The following checklist should be considered as minimum requirements for this position. Note that some of activities are one-time actions, while others are on-going or repetitive for the duration of the incident.

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| **HSE Responsibilities Checklist** | | | | |
| **NO.** | **DESCRIPTION** | **YES** | **NO** | **N/A** |
| *INITIAL ACTIONS* | | | | |
| 1. | Review Common Responsibilities | ☐ | ☐ | ☐ |
| 2. | Receive initial briefing | ☐ | ☐ | ☐ |
| 3. | Attend and assist in the conduct of kick-off meeting | ☐ | ☐ | ☐ |
| 4. | Notify Security & Reception desk to refuse journalists/media entry unless by invitation of the EMT IC or delegate | ☐ | ☐ | ☐ |
| *GENERAL ACTIONS* | | | | |
| 5. | Appraise the technical/site information to determine HSE response  actions | ☐ | ☐ | ☐ |
| 6. | Identify hazardous situations associated with the incident and advise  Emergency Response Group Leader of all appropriate HSE obligations | ☐ | ☐ | ☐ |
| 7. | Provide HSE advice and assistance to SRT OSC and the  EMT as required | ☐ | ☐ | ☐ |
| 8. | Provide relevant information and advice to the Planning Section Chief to contribute to the development of an IAP | ☐ | ☐ | ☐ |
| 9. | Review the IAP for safety implications | ☐ | ☐ | ☐ |
| 10. | Develop the Site Safety Plan and publish Site Safety Plan Summary (FORM 107) as required | ☐ | ☐ | ☐ |
| 11. | Mobilize additional security personnel as appropriate | ☐ | ☐ | ☐ |
| 12. | Activate spill/plume trajectory modeling if required | ☐ | ☐ | ☐ |
| 13. | Act as a contact/interface for the EMT Leader with external  organizations as requested | ☐ | ☐ | ☐ |
| 14. | During long duration incidents, monitor relief for key EMT members | ☐ | ☐ | ☐ |
| 15. | Ensure effective hand-over, if extended incident, to suitable  / Alternate and that shifts are organized for support staff | ☐ | ☐ | ☐ |
| 16. | Ensure all documentation is collated and securely filed for future needs | ☐ | ☐ | ☐ |
| 17. | Maintain Individual Log | ☐ | ☐ | ☐ |
| *CONCLUDING ACTIONS* | | | | |
| 18. | Provide completed Individual Log to the Documentation Unit Leader for collation | ☐ | ☐ | ☐ |
| 19. | Assist EMT IC in preparation for, and conduct of EMT debriefing session | ☐ | ☐ | ☐ |
| 20. | Prompt EMT to follow “End of Emergency”’ procedure | ☐ | ☐ | ☐ |

**Forms to be Completed**

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| --- | --- | --- | --- | --- | --- |
| **NO.** | **FORM** | **TASK** | **YES** | **NO** | **N/A** |
| 1. | 103 - Incident Potentials | Evaluating safety concerns | ☐ | ☐ | ☐ |
| 2. | 104 - Incident Objectives | Developing safety plan | ☐ | ☐ | ☐ |
| 3. | 105 - Notification and Contact | Notifying COMCEN and other related safety team | ☐ | ☐ | ☐ |
| 4. | 107 - Site Safety Plan | prepare and communicate | ☐ | ☐ | ☐ |
| 5. | Individual Log | Document event/activities | ☐ | ☐ | ☐ |
|  |  |  | ☐ | ☐ | ☐ |

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APPENDIX 1.6: PUBLIC INFORMATION/LIAISON OFFICER SPECIFIC RESPONSIBILITIES CHECKLIST

The Liaison Officer as a member of the Command Staff is responsible for coordinating with representatives from co-operating and assisting agencies and engagement with external stakeholders.

All internal and external communications from the JSE EMT shall require approval and authorization from the EMT Leader.

Primary functions:

* Prepare information to be released to media and personnel
* Conduct pre-meeting session to prepare the EMT Leader or Unified Command before press briefings
* Act as a point of contact for agency representatives
* Maintain a list of assisting and cooperating agencies and agency representatives
* Consult with Crisis Management Team (CMT) on the content of information released to external parties
* Assist in setting up and coordinating interagency contacts
* Monitor incident operations to identify current or potential inter-organizational problems
* Participate in Planning meetings, providing current resource status, including limitations and capabilities of agency resources
* Provide agency-specific demobilization information and requirements

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The following checklist should be considered as minimum requirements for this position. Note that some of activities are one-time actions, while others are on-going or repetitive for the duration of the incident.

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| **LIAISON OFFICER Responsibilities Checklist** | | | | | | | | | |
| **NO.** | | **DESCRIPTION** | | **YES** | | **NO** | | **N/A** | |
| *INITIAL ACTIONS* | | | | | | | | | |
| 1. | | Review Common Responsibilities | | ☐ | | ☐ | | ☐ | |
| 2. | | Be a contact point for agency representatives | | ☐ | | ☐ | | ☐ | |
| 3. | | Liaise with CMT Investor Relations and Communications and Legal Counsel Functional Support Team on external information content and any restrictions | | ☐ | | ☐ | | ☐ | |
| 4. | | Determine from the EMT IC if there are any limits on  information release | | ☐ | | ☐ | | ☐ | |
| 5. | | Maintain a list of assisting and cooperating agencies and Agency Representatives, including name and contact information. Monitor check- in sheets to ensure that all Agency Representatives are identified and advised of incident if necessary (Notification Status Report) | | ☐ | | ☐ | | ☐ | |
| *GENERAL ACTIONS* | | | | | | | | | |
| 6. | | Develop material for use in media briefings | | ☐ | | ☐ | | ☐ | |
| 7. | | Obtain EMT IC approval of media releases | | ☐ | | ☐ | | ☐ | |
| 8. | | Inform media and conduct media briefings | | ☐ | | ☐ | | ☐ | |
| 9. | | Assist in establishing and coordinating interagency contacts | | ☐ | | ☐ | | ☐ | |
| 10. | | Keep agencies supporting the incident aware of incident status | | ☐ | | ☐ | | ☐ | |
| 11. | | Together with the CMT, utilize the processes and forms in the Media and Public Relations | | ☐ | | ☐ | | ☐ | |
| 12. | | Monitor incident operations to identify current or potential inter  organizational problems | | ☐ | | ☐ | | ☐ | |
| 13. | | Participate meetings, providing current resource status,  including limitations and capability of assisting agency resources | | ☐ | | ☐ | | ☐ | |
| 14. | | Brief EMT IC on agency issues and concerns | | ☐ | | ☐ | | ☐ | |
| 15. | | Ensure effective handover, if extended incident, to suitable  replacement/alternate, and those shifts are organized for support staff | | ☐ | | ☐ | | ☐ | |
| 16. | | Maintain Individual Log | | ☐ | | ☐ | | ☐ | |
| *CONCLUDING ACTIONS* | | | | | | | | | |
| 17. | | Provide completed Individual Log to the Documentation Unit Leader for collation | | ☐ | | ☐ | | ☐ | |
| 18. | | Attend EMT debriefing session | | ☐ | | ☐ | | ☐ | |

**Forms to be Completed**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **FORM** | **TASK** | **YES** | **NO** | **N/A** |
| 1. | 103 - Incident Potentials | Fills in appropriate section and prepare actions | ☐ | ☐ | ☐ |
| 2. | 105 - Notification and Contact | "Notifying Authority and relay to the immediate EMT member | ☐ | ☐ | ☐ |
| 3. | Media Contact/Community  Inquiry Forms | Holding statements  Media statements" | ☐ | ☐ | ☐ |
| 4. | Individual Log | Document events/activities | ☐ | ☐ | ☐ |

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HUMAN RESOURCES OFFICER SPECIFIC RESPONSIBILITIES CHECKLIST

The Human Resources Officer is responsible for providing direct human resources services to the response organization, including ensuring compliance with all labor related laws and regulations.

Primary functions:

* Be prepared to respond on a continuous basis to requests for HR support, information or guidance to those affected by the incident
* Develop and administer, as necessary, an Employee Assistance Program and Critical Incident Stress Management plan, relief monitoring, and counseling for those affected by the incident

The following checklist should be considered as minimum requirements for this position. Note that some of activities are one-time actions, while others are on-going or repetitive for the duration of the incident.

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| **HUMAN RESOURCES OFFICER Responsibilities Checklist** | | | | |
| **NO.** | **DESCRIPTION** | **YES** | **NO** | **N/A** |
| *INITIAL ACTIONS* | | | | |
| 1. | Review Common Responsibilities | ☐ | ☐ | ☐ |
| 2. | Provide a Point of Contact (POC) for incident personnel to discuss human resources issues | ☐ | ☐ | ☐ |
| *GENERAL ACTIONS* | | | | |
| 3. | Participate in briefings and plan meetings to provide appropriate human resource information | ☐ | ☐ | ☐ |
| 4. | Relay the human resources approach and oversee implementation of any counseling and support required | ☐ | ☐ | ☐ |
| 5. | Gather any existing records or data which may provide information on, or affect in any way, the incident (e.g. safety record, injured person’s training and/or qualifications) – work together with contractors, if relevant | ☐ | ☐ | ☐ |
| 6. | Mobilize the Welfare Support Team as appropriate | ☐ | ☐ | ☐ |
| 7. | Ensure Relative Support Team receives any new official information  releases to maximize the effectiveness of their response to calls | ☐ | ☐ | ☐ |
| 8. | Consider the need for counseling assistance for the Welfare Support Team, affected employees, next of kin and any affected members of the community | ☐ | ☐ | ☐ |
| 9. | Contact and inform next of kin as appropriate | ☐ | ☐ | ☐ |
| 10. | Liaise with local police and provide next of kin contacts for serious  injury/fatality incidents | ☐ | ☐ | ☐ |
| 11. | Provide relevant details to the Planning Section Chief so that Incident Action Plan (IAP) can be developed | ☐ | ☐ | ☐ |
| 12. | Liaise with Logistic concerning any requirements for food, accommodation or transport for those employees and their families affected by the incident | ☐ | ☐ | ☐ |
| 13. | Post Human Resources information, as appropriate | ☐ | ☐ | ☐ |
| 14. | Ensure effective handover, if extended incident, to suitable  replacement / alternate and those shifts are organized for support staff | ☐ | ☐ | ☐ |
| 15. | Maintain Individual Log | ☐ | ☐ | ☐ |
| *CONCLUDING ACTIONS* | | | | |
| 16. | Provide completed Individual Log to the Documentation Unit Leader for collation | ☐ | ☐ | ☐ |
| 17. | Attend EMT debriefing session | ☐ | ☐ | ☐ |

**Forms to be Completed**

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| **NO.** | **FORM** | **TASK** | **YES** | **NO** | **N/A** |
| 1. | 102 - Casualty Information | Ensure management of IP & NOK | ☐ | ☐ | ☐ |
| 2. | 103 - Incident Potentials | Fills in appropriate section and prepare actions | ☐ | ☐ | ☐ |
| 3. | Individual Log | Document events/activities | ☐ | ☐ | ☐ |

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LOGISTICS SECTION CHIEF SPECIFIC RESPONSIBILITIES CHECKLIST

The Logistic Section Chief supervises the procurement of materials, equipment, personnel, transportation, supplies and accommodation needed to support emergency response operations.

Primary functions:

* Manage all incident logistics
* Provide logistic input to the Incident Action Plan (IAP)
* Brief Logistic staff as needed
* Identify anticipated and known incident service and support requirements
* Request additional resources as needed
* Ensure and oversee development in Traffic, Medical and Communications Plans as required
* Oversee demobilization of Logistic Section and associated resources

The following checklist should be considered as minimum requirements for this position. Note that some of activities are one-time actions, while others are on-going or repetitive for the duration of the incident.

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| --- | --- | --- | --- | --- |
| **LOGISTICS SECTION CHIEF Responsibilities Checklist** | | | | |
| **NO.** | **DESCRIPTION** | **YES** | **NO** | **N/A** |
| *INITIAL ACTIONS* | | | | |
| 1. | Review Common Responsibilities | ☐ | ☐ | ☐ |
| 2. | Receive initial briefing | ☐ | ☐ | ☐ |
| 3. | Mobilize support team as required for Tier 2 and 3 incidents | ☐ | ☐ | ☐ |
| 4. | Notify all agencies, support organizations that may be required to  standby | ☐ | ☐ | ☐ |
| 5. | Call on other specialists as required | ☐ | ☐ | ☐ |
| 6. | Obtain current staff lists for facilities | ☐ | ☐ | ☐ |
| *GENERAL ACTIONS* | | | | |
| 7. | Compile information on personnel, equipment, materials and supply  needs | ☐ | ☐ | ☐ |
| 8. | Mobilize support services and agencies as appropriate | ☐ | ☐ | ☐ |
| 9. | Identify food, accommodation and transport requirements in  consultation with the Information/Liaison Officer | ☐ | ☐ | ☐ |
| 10. | Provide relevant details to the Planning Section Chief so that Incident Action Plan (IAP) can be developed | ☐ | ☐ | ☐ |
| 11. | Monitor/Track resource effectiveness and progress of ongoing support and make necessary adjustments | ☐ | ☐ | ☐ |
| 12. | Assist the Operations Section Chief in the development of strategic  objectives | ☐ | ☐ | ☐ |
| 13. | Advise the EMT IC and other Section Chiefs on resource  availability to support incident needs | ☐ | ☐ | ☐ |
| 14. | Identify long term service and support requirements for planned and  expected operations | ☐ | ☐ | ☐ |
| 15. | Ensure documentation is maintained on equipment, materials and  services provided | ☐ | ☐ | ☐ |
| 16. | Facilitate the acquisition of and the procurement process of resources needed to undertake response and recovery activities | ☐ | ☐ | ☐ |
| 17. | Maintain Individual Log | ☐ | ☐ | ☐ |
| *CONCLUDING ACTIONS* | | | | |
| 18. | Provide completed Individual Log to the Documentation Unit Leader for collation | ☐ | ☐ | ☐ |
| 19. | Assist in compiling incident report | ☐ | ☐ | ☐ |
| 20. | Attend EMT debriefing session | ☐ | ☐ | ☐ |

**Forms to be Completed**

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| --- | --- | --- | --- | --- | --- |
| **NO.** | **FORM** | **TASK** | **YES** | **NO** | **N/A** |
| 1. | 106 - Activity log | update logistical activity | ☐ | ☐ | ☐ |
| 2. | 103 - Incident Potentials | Fills in appropriate section and prepare actions | ☐ | ☐ | ☐ |
| 3. | 105 - Notification and Contact | activation of PIMMAG & OSRL | ☐ | ☐ | ☐ |
| 4. | Transportation Plan | Prepare or review Transportation Plan | ☐ | ☐ | ☐ |
| 5. | Traffic & Vessel Routing | "Prepare or review Traffic & Vessel | ☐ | ☐ | ☐ |
| 6. | Individual Log | Document events/activities | ☐ | ☐ | ☐ |

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FINANCE SECTION CHIEF SPECIFIC RESPONSIBILITIES CHECKLIST

The Finance Section Chief is responsible for all financial, administrative, contracting and cost analysis aspects of the incident and for supervising all personnel working within the Finance Emergency Management Team (EMT) Function.

Primary functions:

* Coordinate all funding and expenditure activities relevant to the incident
* Set up an incident specific charge code to assign all costs
* Oversee the cost aspects of any major expenditure for personnel and resources
* Ensure all incurred costs are accurate and accounted for
* Liaise with Crisis Management Team (CMT)
* Assist with the establishment of a claim process if required

The following checklist should be considered as minimum requirements for this position. Note that some of activities are one-time actions, while others are on-going or repetitive for the duration of the incident.

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| --- | --- | --- | --- | --- |
| **FINANCE SECTION CHIEF Responsibilities Checklist** | | | | |
| **NO.** | **DESCRIPTION** | **YES** | **NO** | **N/A** |
| *INITIAL ACTIONS* | | | | |
| 1. | Review Common Responsibilities | ☐ | ☐ | ☐ |
| 2. | Receive initial briefing | ☐ | ☐ | ☐ |
| 3. | Attend and assist in the conduct of kick-off meeting | ☐ | ☐ | ☐ |
| *GENERAL ACTIONS* | | | | |
| 4. | Participate in incident planning meetings and briefings as required | ☐ | ☐ | ☐ |
| 5. | Review operational plans and provide alternatives where financially  appropriate | ☐ | ☐ | ☐ |
| 6. | Manage all financial aspects of an incident | ☐ | ☐ | ☐ |
| 7. | Provide financial and cost analysis information as requested | ☐ | ☐ | ☐ |
| 8. | Gather pertinent information from briefings with responsible agencies | ☐ | ☐ | ☐ |
| 9. | Develop an operating plan for the Finance Section; fill supply and support needs | ☐ | ☐ | ☐ |
| 10. | Prepare contracts with vendors or contractors as requested by Logistics | ☐ | ☐ | ☐ |
| 11. | Maintain daily contact with assisting/cooperating agency(s) on Finance matters | ☐ | ☐ | ☐ |
| 12. | Ensure that all personnel time records are accurately completed and  transmitted to home organizations, according to policy | ☐ | ☐ | ☐ |

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| 13. | Ensure that all obligation documents initiated at the incident are properly prepared and completed | ☐ | ☐ | ☐ |
| 15. | Brief affected business unit or organization personnel on all incident- related financial issues needing attention or follow-up prior to leaving incident | ☐ | ☐ | ☐ |
| 16. | Provide financial input to demobilization planning including  recommending priorities for resources to be demobilized based on cost considerations | ☐ | ☐ | ☐ |
| 17. | Receive and implement applicable portions of the Incident  Demobilization Plan | ☐ | ☐ | ☐ |
| 18. | Maintain Individual Log | ☐ | ☐ | ☐ |
| *CONCLUDING ACTIONS* | | | | |
| 19. | Provide completed Individual Log to the Documentation Unit Leader for collation | ☐ | ☐ | ☐ |
| 20. | Collate all costs and finalize financial management of all aspects of the incident | ☐ | ☐ | ☐ |
| 21. | Continue to process all claims, loss adjustments and cost recovery where required | ☐ | ☐ | ☐ |
| 22. | Provide cost and financial data for inclusion in the incident after action review | ☐ | ☐ | ☐ |

**Forms to be Completed**

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| **NO.** | **FORM** | **TASK** | **YES** | **NO** | **N/A** |
| 1. | Finance Operating Guidelines | Prepare Finance Guidelines | ☐ | ☐ | ☐ |
| 2. | 103 - Incident Potentials | Fills in appropriate section and prepare actions | ☐ | ☐ | ☐ |
| 3. | Individual Log | Document event/activities | ☐ | ☐ | ☐ |

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