

Biggs USD Emergency Management Organizational Chart

**Incident Commander: Superintendent or Principal**  
**Public Information Officer: Superintendent**

<b><u>Operations</u></b> <b><u>Safety Officer</u></b>	<b><u>Logistics</u></b> <b><u>Liaison Officer</u></b>	<b><u>Planning-Finance</u></b> <b><u>Intelligence/Administration</u></b>
Chief: Stacy Doughman	Chief: Nelda Andes	Chief: Pam Ragan
<b>SEARCH AND RESCUE TEAM</b> 2.5 1. Conduct damage assessment 2. Conduct rescues- In teams of at least two (2) if possible. 3. Transport injured to first aid station. 4. Maintain communication with student release/staff accounting team 5. Determine missing persons Report all findings to Operations Chief	<b>SITUATION ANALYSIS TEAM</b> 2.1.3 1. Conduct damage assessment 2. Collect information from other teams and maintain on situation status boards 3. Update information regularly for team leaders and Incident commander.	<b>PLANNING TEAM</b> 2.1.4 1. Plan training of team leaders. 2. Conduct district and site safety assessments 3. Provide drills for students and staff.
<b>ASSEMBLY/SHELTER TEAM</b> 2.8 Teachers, Maintenance Staff, Custodial Staff, Volunteers 1. Set up a secure assembly area. 2. Provide sanitation facilities, if needed 3. Provide shelter and feeding areas Report all findings to Operations Chief	<b>COMMUNICATIONS TEAM</b> 2.1 Principal, Counselors, School /District Office Staff 1. Establish communication links 2. Maintain log of incoming/outgoing communication 3. Reports all findings to Logistics Chief	<b>FINANCE TEAM</b> 2.1.4 Business Mgr, Accounting Supervisor or Other Business Office Staff 1. Coordinate all finance functions 2. Oversee purchasing of supplies and equipment 3. Submit claims for damages
<b>FIRST AID/MEDICAL TEAM</b> 2.3 1. Identify first aid area 2. Check first aid supplies 3. Bring supplies to designated area 4. Assess injuries and provide first aid. 5. Prioritize injuries (triage) 6. Complete master injury report. Report all findings to Operations Chief	<b>SUPPLIES/EQUIPMENT TEAM</b> 2.7 <b>Food:</b> Assess food preparation facilities Assess supplies status: Check water supplies Estimate # of students/staff Control conservation of water/supplies <b>Supplies:</b> Assess supplies status Provide supplies to shelter areas Inventory after event. Report all needs to Logistics Chief	<b>DOCUMENTATION TEAM</b> 2.14 1. Complete paperwork for reports 2. Maintains time logs 3. Completes after-action reports
<b>PSYCHOLOGICAL FIRST AID CRISIS RECOVERY TEAM</b> 2.4 1. Establish a crisis center on campus 2. Request assistance if needed from COE's Psychological Services or County Medical Health Services 3. Promptly share information with IC. 4. Provide information to teachers on what and how to respond to students' questions and needs 5. Request teachers to refer student to crisis center. Report all findings to Operations Chief	<b>TRANSPORTATION TEAM</b> 2.13 Bus Drivers, Teachers 1. Assess transportation needs 2. Report all findings to logistics chief to determine if necessary to provide transportation from area by bus or other means 3. Provide student transportation Report all needs to Logistics Chief	<b>RECORDKEEPING TEAM</b> 2.14 Maintains records to assist in reclaiming costs: <ul style="list-style-type: none"> <li>• Financial</li> <li>• Personnel</li> <li>• Volunteers</li> <li>• Payroll</li> <li>• Purchasing Control</li> <li>• Cost Recovery</li> <li>• Insurance Claims</li> <li>• Miscellaneous</li> </ul> Note: The Recordkeeping Team may not be necessary at individual school sites, but may be required at the district or county office level
<b>STUDENT ACCOUNTING &amp; REQUEST GATE TEAM</b> 2.9 1. Obtain injury and missing persons reports 2. Check student emergency cards for authorized releases 3. Complete and update release logs Report all findings to Operations Chief	<b>STAFFING AND VOLUNTEER TEAM</b> 1. Establish procedures for volunteer identification. 2. Coordinate and delegate volunteers. 3. Maintain records of volunteers and locations. Report all findings to Logistics Chief	
<b>REUNION GATE TEAM</b> 2.10 Set up secure reunion area Check IDs and maintain release records Report all needs to Logistics Chief		
<b>FIRE SUPPRESSION TEAM</b> 2.11 1. Identify fire location. Extinguish fire if possible 2. Coordinate with Fire Department. Report all needs to Logistics Chief		
<b>SECURITY / UTILITIES TEAM</b> 2.6 Custodial/Maintenance Staff/Grounds 1. Locate all utilities and turn off if necessary. 2. Conduct perimeter control. 3. Do Fire/Hazardous materials control 4. Assess spill/fire-fighting needs 5. Report all findings to Operations Chief		