



Incident Commander

Reporting To You Are: PIO, Liaison Officer, Planning Chief, Logistics Chief, Finance & Administration Chief

Mission: Provide overall leadership for response to a public health emergency within the capital area

Immediate:

| Action | Completed |
|--|-----------|
| Open the Multi-Agency Coordination Entity by assuming role of Incident Commander | |
| Facilitate completion of Activation Log (in lieu of Incident Action Plan) | |
| Contact NH DHHS ICC <ul style="list-style-type: none"> ○ Indicate that MACE is open ○ Ask for initial release ○ Determine communication protocols | |
| Contact network partners with initial message | |
| Activate appropriate Command and General Staff positions <ul style="list-style-type: none"> ○ Public Information Officer ○ Liaison Officer ○ Logistics Chief ○ Planning Chief ○ Finance/Admin Chief | |
| Ensure that MACE is set up with needed equipment and supplies (refer to MACE Set up guide) | |
| Brief staff on status of incident <ul style="list-style-type: none"> ○ Summary of current situation and activities ○ Determine times for ongoing briefings/planning meetings | |
| Activate sites as needed (POD, ACC, QC, etc.) | |
| Establish parameters for resource requests | |
| Establish parameters for release of information to the public | |

Intermediate:

| Action | Completed |
|--|-----------|
| Communicate with NH DHHS ICC at regular intervals. | |
| Periodically check progress of Command and General Staff <ul style="list-style-type: none"> ○ Establish briefing schedule | |
| Assist all Command and General Staff when needed. | |
| Manage any incidents or problems while the MACE is operational. | |
| Reassess activation level and assign additional staff as needed | |
| Approve requests for incoming or outgoing resources | |
| Approve media releases | |

**Extended:**

| Action | Completed |
|---|-----------|
| Ensure that all sections utilize event logs to track activities | |
| Establish a schedule for continual 24-hour operations if appropriate. <ul style="list-style-type: none"> ○ Notify dispatch of MACE downtimes | |
| With replacement Incident Commander, conduct briefing/planning meeting. <ul style="list-style-type: none"> ○ Assess current situation. ○ Update the Incident Action Plan. ○ Modify goals and objectives of Command Staff and Section Chiefs. | |
| Send all reports, documents, etc. to the necessary Section Chiefs or NH DHHS ICC. | |

Deactivation:

| Action | Completed |
|---|-----------|
| Notify NH DHHS ICC that MACE is closing | |
| Notify network partners that MACE is closing | |
| Conduct debriefing with staff | |
| Ensure that all sites conduct debriefing with their staff | |
| Develop After Action Report and Improvement Plan | |