



## Mace Manager

**Reporting To You Are:** PIO, Liaison Officer, Planning Section Chief, Logistics Section Chief, Finance & Administration Chief, Operations Section 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 MACE Manager	
Log onto WebEoc	
Begin the ICS 214 (MACE sign in sheet)	
Complete the ICS 201 (Incident Briefing Sheet)	
Begin the IAP (Incident Action Plan)	
Contact NH SEOC( ESF #8 Desk) <ul style="list-style-type: none"> <li>○ Indicate that MACE is open</li> <li>○ Ask for initial release</li> <li>○ Determine communication protocols</li> </ul>	
Contact network partners with initial message	
Activate appropriate Command and General Staff positions <ul style="list-style-type: none"> <li>○ Public Information Officer</li> <li>○ Liaison Officer</li> <li>○ Logistics Chief</li> <li>○ Planning Chief</li> <li>○ Finance/Admin Chief</li> </ul>	
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"> <li>○ Summary of current situation and activities</li> <li>○ Determine times for ongoing briefings/planning meetings</li> </ul>	
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 SEOC ESF 8 Desk at regular intervals.	
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	

Current 11/2010

Annex B – Multi-Agency Coordination Entity

**Extended:**

<b>Action</b>	<b>Completed</b>
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"> <li>○ Notify dispatch of MACE downtimes</li> </ul>	
With replacement Incident Commander, conduct briefing/planning meeting. <ul style="list-style-type: none"> <li>○ Assess current situation.</li> <li>○ Update the Incident Action Plan.</li> <li>○ Modify goals and objectives of Command Staff and Section Chiefs.</li> </ul>	
Send all reports, documents, etc. to the necessary Section Chiefs or NH SEOC ESF 8 DEsk	

**Deactivation:**

<b>Action</b>	<b>Completed</b>
Notify NH SEOC ESF 8 Desk 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	