**Common ICS Roles and Responsibilities in Alaskan Small Communities**

**Incident Commander**VPSO/TPO

Tribal Administrator  
City Manager

**Incident Liaison**IGAP Coordinator  
NPS representative  
City/Tribal Clerk

**PIO**IGAP Coordinator  
City/Tribal Clerk  
Radio station staff

**Safety Officer**Fire Department representative  
Law Enforcement (VPSO/TPO/AST)

**Planning Section Chief**City/Tribal Manager  
City/Tribal council member

**Operations Section Chief**VPSO/TPO  
Fire Department

**Evacuation Specialist**Regional non-profit representative  
Red Cross volunteer  
AST

**Shelter Coordinator**School Principal / faculty member  
Red Cross volunteer

**Security Specialist**Law Enforcement (VPSO/TPO/AST)

**Medical Specialist**Health Aide / clinic staff  
Regional non-profit representative  
Public Health nurse  
other EMS provider

**Logistics Section Chief**City/Tribal clerk  
City/Tribal council member

**Finance Section Chief**City/Tribal Clerk  
City/Tribal finance staff

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| Incident Command System (ICS) Roles and Responsibilities | |
| Position | **Duties and Responsibilities** |
| Incident Commander | Manages the people and resources to respond to the incident. |
| Incident Liaison | Coordinates with community and outside organizations involved in the incident. |
| Public Information Officer | Provides information to the public and media regarding the event in accordance with the IC. |
| Safety Officer | Assures safety issues are mitigated, announced, and addressed. |
| Planning Section Chief | Gathers and analyses incident information; conducts Planning Meetings and prepares Incident Action Plans (IAP). |
| Operations Section Chief | Responsible for incident tactical operations – actions, personnel, resources, and staging areas. |
| Logistics Section Chief | Obtains requested incident facilities, services, and materials. |
| Admin Section Chief | Tracks costs and manages incident finances and personnel issues. |
| Evacuation Specialist | Develops plan to shelter in place or move individuals to a safe location. |
| Shelter Coordinator | Sets up, operates and closes shelter(s) and/or coordinates shelter activities. |
| Security Specialist | Keeps unauthorized personnel from physically accessing resources, buildings, or confidential information. |
| Medical Specialist | Provides and/or coordinates emergency health care services. |

Planning Team meeting notes: