

School Immunization Program
Job Action Sheet

Incident Commander

Mission

To direct the xxxxxx County school-located influenza immunization program

Equipment

Telephone, cell phone, computer, office space

Job qualifications

ICS training, extensive management experience

Physical requirements

None

Responsibilities

Supervise team leaders for planning, financing, operations and logistics
Conduct regular meeting to monitor progress and solve problems
Serve as the public face of the program in meetings with school leaders,
community leaders and health department leaders
Coordinate with partner organizations
Coordinate the clinics
Coordinate evaluation when clinics complete
Prepare final report