

**MassMAP**  
**Command Center Reference Guide**  
**Facility Incident Command Center**

It is important to designate an area in your facility to serve as the Command Center. This should happen as part of the planning process, not at the time the incident occurs. Conference rooms are often used for this purpose. The room ideally should be in a secure location and suitable in size to accommodate the anticipated number of personnel filling Incident Management Team (IMT) positions who will operate from this area.

**Primary Location:**

Phone #:

Fax #:

Wi-Fi Access:

Password:

**Secondary / Backup Location:**

Phone #:

Fax #:

Wi-Fi Access:

Password:

**Command Center Supply Checklist**

- Phones (3-4 desktop phones with rollover capability)
- Computers (3-4 desktops or laptops)
- Internet capability (hardwired and/or Wi-Fi)
- Printer / Copier / Fax machine (in or near room) connected to computers
- General Supplies (paper, pens, whiteboard markers, tape, staplers, etc.)
- Whiteboard (fixed or wheeled) or flip charts / easels
- LCD projector (fixed or portable)
- ICS color-coded vests with Job Action Sheets (JAS) for each Command and General Staff position
  - JAS can be obtained at <https://www.cahfdisasterprep.com/nhics> (halfway down the page)

Convenient access to bathrooms and food is also important. Space should be organized so that each Command position has a desk area and access to available technology.