

## CHAPTER 1 CHECKLIST

**1.1 CHECKLIST USE** The checklist of activities presented below should be considered as a minimum requirement for the Incident Commander position. Users of this manual are encouraged to augment this list as necessary.

Note that some activities are one time actions while others are on-going or repetitive for the duration of an incident.

### **1.2 INCIDENT COMMANDER'S CHECKLIST**

- a. Obtain incident briefing and Incident Briefing Form (ICS Form 201) from prior Incident Commander.
- b. Assess incident situation.
- c. Conduct initial briefing.
- d. Activate elements of the Incident Command System.
- e. Brief Command Staff and Section Chiefs.
- f. Ensure planning meetings are conducted.
- g. Approve and authorize implementation of Incident Action Plan.
- h. Determine information needs and inform command personnel of needs.
- i. Coordinate staff activity.
- j. Manage incident operations.
- k. Approve requests for additional resources and requests for release of resources.
- l. Approve the use of trainees on the incident.
- m. Authorize release of information to news media.
- n. Ensure Incident Status Summary (ICS Form 209) is completed and forwarded to dispatch center(s).

- o. Approve plan for demobilization.
- p. Release resources and supplies.

## CHAPTER 2 ORGANIZATION AND PROCEDURES

**2.1 ORGANIZATION** The Incident Commander is responsible for the overall management of all incident activities including the development and implementation of strategy and for approving the ordering and release of resources. In multijurisdiction incidents, the duties of the Incident Commander may be carried out by a unified command established jointly by the agencies who have direct jurisdictional or functional responsibility for the incident. In those single-jurisdiction incidents where assisting agencies have significant resources committed, the jurisdictionally responsible agency may establish a unified command at the Incident Commander level, or place assisting agency personnel in key positions within the organization structure. The Incident Commander may have a deputy. The deputy's responsibilities will be as delegated by the Incident Commander.

### **2.2 ASSUMPTION OF COMMAND**

- a. Taking over the command of the Incident requires that the Incident Commander obtain a complete and up to date incident briefing. This can only be accomplished if the individual who is presently in command, can bring the new commander up to date on what the situation is at the time of the briefing. Therefore, it is important that the commander being relieved prepares the incident briefing as completely as possible for the new commander.
- b. The Incident Commander will assume command of an incident after the overall situation is reviewed; sufficient information is available to make logical decisions; and takeover coordination can be accomplished. The Incident Commander must make it known to the General and Command Staffs when command is assumed. Prior to the briefing, the initial attack (or reinforced attack) Incident Commander must ensure that sufficient resources have been ordered. He must also ensure that a designated individual is left in charge, while he is briefing the incoming Incident Commander.

**2.3 MAJOR ACTIVITIES AND PROCEDURES** The major responsibilities of the Incident Commander are stated below. Following each responsibility are procedures for implementing the activity.

#### **a. Conduct Initial Briefing**

1. Obtain and review the Incident Briefing Form (ICS Form 201) from Incident Commander.

2. Meet with the prior Incident Commander and selected staff available at that time.

3. Review and/or prepare plans for the use of on-the-scene and allocated resources due to arrive before the next planning meeting.

b. Set up Required Organization Elements

1. Confirm dispatch and/or arrival of requested organizational elements.

2. Give briefing and work tasks to General and Command Staffs. This briefing should include:

(a) The contents of the Incident Briefing Form

(b) A summary of the incident organization

(c) A review of current incident activities

(d) A summary of resources already dispatched

(e) The time and location of first planning meeting

(f) Special instructions, including specific delegation of authority to carry out particular functions

3. Reassign prior Incident Commander to a position within the incident organization (as appropriate).

4. Request required additional resources through normal dispatch channels.

5. Notify Resources Unit of Command and General Staff organizational elements activated, including name of person assigned to each position.

c. Ensure Planning Meetings are Conducted

1. Schedule meeting time and location.

2. Notify attendees to include:

(a) Prior Incident Commander (required at first general planning meeting)

## (b) Command and General Staffs

(c) Others as desired (e.g., Air Operations, Communications, Resources and Situation Units and Operations Branch Directors)

3. Develop the general objectives for the Incident Action Plan.

4. Participate in development of Incident Action Plan for the next operational period.

5. Participate in preparation of logistics services and support requirements associated with the Incident Action Plan (e.g., Communications Plan).

6. Review safety considerations with the Safety Officer.

7. Summarize decisions made with regard to:

(a) General strategy selected

(b) Control objectives selected for the next operational period

(c) Resources required

(d) Service and support requirements

d. Approve and Authorize Implementation of Incident Action Plan In some instances this may be done orally.

1. Review Incident Action Plan for completeness and accuracy.

2. Make any required changes and authorize release of plan.

e. Determine Information Needs from Staff

1. Identify any special information desired from each Section Chief.

2. Prepare information item lists for each Section and Command Staff element (as appropriate).

3. Provide lists to appropriate personnel or facility. This may be done orally in some situations.

f. Coordinate Staff Activity

1. Periodically check work progress on assigned tasks of Logistics, Planning, Operations, and Finance Sections as well as Command Staff Personnel.
2. Ensure that the general welfare and safety of personnel is adequate.
3. Notify Resources Unit of changes to Command or General Staff organization including the name of the person assigned to each position.

g. Manage Incident Operations

1. Review information concerning significant changes in the status of the situation, predicted incident behavior, weather, or status of resources.
2. Review modification to the current Incident Action Plan received from the Operations Section Chief.
3. Identify any major changes to incident operations which are immediately required.

h. Approve Requests for Additional Resources

1. Review requests for additional resources.
2. Determine condition and advisability of activating out-of-service resources.
3. If out-of-service resources are to be activated, have the Planning Section Chief provide a list of resources for reassignment. Include time of need, reporting location and to whom to report.
4. To obtain additional resources from off the incident, direct the Logistics Chief to forward request thru normal channels.

i. Authorize Information Release

1. Review material submitted by the Information Officer for release to news media.
2. Check information release policies and constraints with involved jurisdiction officials.
3. Authorize release of final copy.

j. Report Incident Status

1. Have Incident Status Summary report (ICS Form 209) prepared.
2. Ensure that Incident Status Summary is submitted to local agency dispatch centers as required.

k. Approve Demobilization Planning

1. Review recommendations for release of resources and supplies from the Demobilization Unit.
2. Schedule demobilization planning meeting.
3. Ensure that current and future resource and supply requirements have been closely estimated.
4. Establish general service and support requirements.
5. Modify specific work assignments for General and Command Staff as required.
6. Review safety considerations with the Safety Officer.
7. Summarize actions to be taken.
8. Direct the Planning Section Chief to document the Demobilization Plan.

l. Release Resources and Supplies

1. Review recommendations for any release of resources and supplies from the General Staff.
2. Approve release recommendations.
3. Ensure that local agency dispatch centers are notified of intended release.
4. Direct the Planning Section Chief to prepare an assignment list for release of resources.
5. Direct the Logistics Section Chief to release supplies.