

**INCIDENT COMMAND SYSTEM
NATIONAL TRAINING CURRICULUM**

MODULE 6

**COMMON RESPONSIBILITIES ASSOCIATED
WITH ICS ASSIGNMENTS**

October 1994

INSTRUCTOR GUIDE

PREFACE

This module is one of seventeen modules which comprise the Incident Command System (ICS) National Training Curriculum. The entire curriculum has been developed by an interagency steering group and a contract consultant. The curriculum was sponsored by the National Wildfire Coordinating Group, and development was directed and supported by the National Interagency Fire Center, Division of Training. The Steering Group was represented by several application areas (Search & Rescue, Law Enforcement, Structural Fire, Wildfire, etc.) which guided the work of the contractor in the development of this package.

The Steering Group was:

David P. Anderson - USDA, Forest Service
Mike Colgan - Orange County Fire Department
Dave Engle - USDI, Bureau of Land Management
Dan Francis - California Department of Forestry
Ken Mallette - New Jersey State Police
Mike Munkres - USDI, Bureau of Land Management
Gary Nelson - Los Angeles County Fire Department
Bill Vargas - State of New Mexico Department of Public Safety

The Contract Consultant was:

The Terence Haney Company
Woodland Hills, California

IT IS ESSENTIAL THAT INSTRUCTORS OF THIS MODULE READ THE INFORMATION CONTAINED IN THE **INSTRUCTOR CURRICULUM GUIDE AND MEET THE QUALIFICATIONS DESCRIBED THEREIN.**

Detailed Lesson Outline

COURSE: Module 6 - Common Responsibilities Associated with ICS Assignments

SUGGESTED TIME: 2 Hours

TRAINING AIDS: Overhead projector, overhead pens, reference text

SUBJECT: This module covers actions:

- Prior to leaving for assignment
- At incident check-in
- While working on the incident
- During demobilization

OBJECTIVES:

1. List actions to be accomplished prior to leaving for an incident or event.
2. List the steps involved at incident check-in.
3. List (or select from a list) major personal responsibilities at an incident or event.
4. List the major steps necessary in the incident or event demobilization process.

| OUTLINE | AIDS & CUES |
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| <p>THE INSTRUCTOR HAS THE OPTION OF PRESENTING THIS MODULE AS PREVIOUS MODULES HAVE BEEN PRESENTED, LECTURE/DISCUSSION, OR AS A REVIEW OPTION. THIS REVIEW OPTION WOULD BE ACCOMPLISHED BY GIVING THE STUDENTS THE REFERENCE TEXT PRIOR TO COMING TO THE COURSE PRESENTATION. ONCE THE CLASS HAS CONVENED, THE INSTRUCTOR WOULD GO OVER THE MODULE AS A REVIEW, ANSWERING AND DISCUSSING QUESTIONS THAT THE STUDENTS MAY HAVE ABOUT THE MATERIALS.</p> | |
| <p>REVIEW THE SUBJECTS TO BE COVERED AND THE INSTRUCTIONAL OBJECTIVES FOR THE MODULE.</p> | 06-01-I200-VG |
| <p>AGENCIES WILL HAVE DIFFERENT PROCEDURES ASSOCIATED WITH INCIDENT RESPONSIBILITIES. THE CHECKLISTS HERE WILL COVER MOST OF THE MAJOR REQUIREMENTS. HOWEVER, SOME AGENCIES MAY NEED TO AUGMENT THE CHECKLISTS.</p> | 06-02-I200-VG |
| <p>I. General Guidelines</p> <p>Most incidents will be of short duration, and will not require traveling out of jurisdiction.</p> <p>The following are general guidelines covering your actions for those situations which will require an extended stay or out-of-jurisdiction travel:</p> <ul style="list-style-type: none"> • Assemble or update a travel kit containing any special technical information, e.g., maps, manuals, contact lists, and other reference materials. • Prepare personal items that you will need for your estimated length of stay. | 06-03-I200-VG page 1 of 2 |

| OUTLINE | AIDS & CUES |
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| <ul style="list-style-type: none"> • Review your emergency assignment. Know to whom you will report and what your responsibility will be. • Have a clear understanding of the decision-making authority you hold for your agency while at the incident. Determine this as soon as you realize you may be assigned to an incident. • Determine what communications procedures should be followed so you can contact your headquarters or home office if necessary. • Ensure that family members know your destination and how to contact you in the event of a family emergency. • Familiarize yourself with travel and pick-up arrangements that have been established for you. • Determine what your return mode of transportation will be if possible. | <p>06-03-I200-VG page 2 of 2</p> |
| <p>II. Actions Prior to Departure</p> <ul style="list-style-type: none"> • Personnel will be notified of an incident assignment by established agency procedures. • Information that should be known includes, but is not limited to, the following: | |
| <p>ASK STUDENTS TO PROVIDE ITEMS OF INFORMATION THEY THINK SHOULD BE INCLUDED. WHEN COMPLETE, COMPARE WITH THE LIST BELOW.</p> | <p>06-04-I200-VG</p> |
| <ul style="list-style-type: none"> • Incident type and name or designation • Incident check-in location | |

| OUTLINE | AIDS & CUES |
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| <ul style="list-style-type: none"> • Reporting time • Travel instructions • Communication instructions • Resource order number or request number (if applicable) • Your unit's radio designation <p>III. Check-in at the Incident</p> <p>NOTE THAT SOME AGENCIES WILL USE OFF-INCIDENT ASSEMBLY POINTS TO BRING RESOURCES TOGETHER PRIOR TO ASSIGNING THEM TO INCIDENTS. ASSEMBLY POINTS ARE NOT AN INCIDENT FACILITY.</p> <p>Check-in officially logs you in at the incident and provides important basic information which will be used for status keeping and for release and demobilization.</p> <p>Check-in information is used in several ways at the incident. The check-in process and information supports the following activities:</p> <ul style="list-style-type: none"> • Personnel accountability • Resources Unit status keeping • Preparation of assignments and reassignments • Locating personnel for emergency notifications • Establishing personnel time records | <p>06-05-I200-VG</p> |

| OUTLINE | AIDS & CUES |
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| <ul style="list-style-type: none"> • Release planning • Demobilization | |
| <p>Check-in only once. In ICS, check-in information is usually recorded on the ICS Check-In Form 211.</p> | <p>Reference Text p. 6-13</p> |
| <p>REVIEW CONTENTS OF CHECK-IN LIST WITH STUDENTS</p> | <p>06-06-I200-VG</p> |
| <p>Check-in Recorders may be found at several incident locations. (These locations may not all be activated at every incident.)</p> | |
| <p>ASK STUDENTS FOR LISTING OF INCIDENT CHECK-IN LOCATIONS. RECORD ON BOARD. REVIEW AGAINST LIST BELOW.</p> | |
| <ul style="list-style-type: none"> • Incident Command Post (Resources Unit) • Base or Camp(s) • Staging Areas • Helibase | |
| <p>In addition you may <u>report</u> directly to Division/Group Supervisors.</p> | |
| <p>If instructed to report directly to a tactical assignment, you should report in to the designated Division or Group Supervisor or to the Operations Section Chief or Incident Commander depending upon the level of ICS activation.</p> | |
| <p>After release from tactical assignment you will formally check-in at one of the above locations.</p> | |
| <p>Agencies will often have different procedures associated with incident responsibilities. The checklists provided in this module will cover most of the major requirements. However, some agencies may need to augment the checklists.</p> | |

| OUTLINE | AIDS & CUES |
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| <p>IV. Common Responsibilities at the Incident</p> <p>NOT ALL OF THE FOLLOWING WILL APPLY TO ALL PERSONNEL. THIS IS A GENERALIZED LIST OF THE MORE COMMON PRACTICES.</p> <p>After check-in, locate your incident point of contact, and obtain your initial briefing. The information you receive in your briefing will be important for your own planning and for passing on accurate and up-to-date information to your subordinates.</p> <p>Briefings received and given should include:</p> <p>HAVE STUDENTS PROVIDE ITEMS TO BE INCLUDED IN THE BRIEFING. RECORD ON BOARD AND COMPARE AGAINST LIST BELOW.</p> <ul style="list-style-type: none"> • Current situation assessment. • Identification of specific job responsibilities expected of you. • Identification of co-workers within your job function and/or geographical assignment. • Location of work area. • Identification of eating and sleeping arrangements as appropriate. • Procedural instructions for obtaining additional supplies, services, and personnel. • Identification of operational period work shifts. | <p>06-07-I200-VG</p> |

| OUTLINE | AIDS & CUES |
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| <p>After receiving your briefing and activating your assignment, give a similar briefing to any personnel assigned to you.</p> | |
| <p>Supervisors must maintain a Unit Log, ICS Form 214 indicating names of personnel assigned and a listing of major activities during an Operational Period.</p> | <p>Reference Text p. 6-15</p> |
| <p>EXPLAIN THE CONTENTS AND USE OF THE UNIT LOG</p> | |
| <p>V. Incident Records Keeping</p> | |
| <p>All incidents require some form of records keeping. Requirements will vary depending upon the agencies involved, and the kind and size of incident.</p> | |
| <p>Detailed information on how to use several of the ICS forms will be covered in other modules, or may be found in the Forms Manual.</p> | |
| <p>Five general considerations relative to incident records keeping are as follows:</p> | <p>06-08-I200-VG</p> |
| <ul style="list-style-type: none"> • Print or type all entries. • Enter dates by month/day/year format. • Enter date and time on all forms and records. • Fill in all blanks, use N/A as appropriate. • Use military 24-hour clock time. | |
| <p>Fill in all blanks on forms. If information is not available or not applicable enter N/A to let the recipient know that the information was not overlooked.</p> | |

| OUTLINE | AIDS & CUES |
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| <p>VI. Communications Discipline</p> <p>Important considerations related to communications include the following:</p> <p>ASK STUDENTS TO PROVIDE LIST OF COMMUNICATION CONSIDERATIONS. RECORD ON BOARD, AND COMPARE TO THE LIST BELOW.</p> <ul style="list-style-type: none"> • All incident personnel must observe strict radio/telephone procedures. • Use clear text or plain english. Codes should not be used in radio transmissions. • Limit radio and telephone traffic to essential information only. Pre-plan what you are going to say. | <p>06-09-I200-VG</p> <p>06-10-I200-VG</p> |
| <p>VII. Incident Demobilization</p> <p>Agency requirements for demobilization at an incident will vary considerably.</p> <p>Large incidents may require the establishment of a Demobilization Unit within the Planning Section.</p> <p>HAVE STUDENTS DISCUSS PROBLEMS THEY HAVE EXPERIENCED IN DEMOBILIZATION. LIST ON BOARD. KEY ITEMS THAT SHOULD BE CONSIDERED. COMPARE TO THE LIST BELOW.</p> | |
| <p>General demobilization considerations for all personnel are to:</p> <ul style="list-style-type: none"> • Complete all work assignments. • Brief subordinates regarding demobilization. | <p>06-11-I200-VG page 1 of 2</p> |

| OUTLINE | AIDS & CUES |
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| <ul style="list-style-type: none"> • Complete and file required forms and reports. • Follow incident and agency check-out procedures. • Evaluate performance of subordinates prior to release from the incident. • Return any incident-issued communications equipment or other non-expendable supplies. • Report to assigned departure points on time or slightly ahead of schedule. • As appropriate, stay with your group until you arrive at your final destination. | <p>06-11-I200-VG page 2 of 2</p> |
| <p>VIII. Other Considerations Related to Incident Operations</p> <p>Sexual harassment, discrimination (age, racial, sexual, etc.), the use of illegal drugs or alcohol are all prohibited and illegal activities. Correct and/or report all such activities to your supervisor.</p> <p>Represent your agency in a professional and friendly manner at all times.</p> <p>THIS COMPLETES PRESENTATION MATERIAL FOR THIS MODULE. HAVE STUDENTS PREPARE FOR MODULE TEST WHICH FOLLOWS.</p> | <p>06-12-I200-VG</p> |

**INCIDENT COMMAND SYSTEM
NATIONAL TRAINING CURRICULUM**

MODULE 6

**COMMON RESPONSIBILITIES ASSOCIATED
WITH ICS ASSIGNMENTS**

October 1994

REFERENCE TEXT

PREFACE

This module is one of seventeen modules which comprise the Incident Command System (ICS) National Training Curriculum. The entire curriculum has been developed by an interagency steering group and a contract consultant. The curriculum was sponsored by the National Wildfire Coordinating Group, and development was directed and supported by the National Interagency Fire Center, Division of Training. The Steering Group was represented by several application areas (Search & Rescue, Law Enforcement, Structural Fire, Wildfire, etc.) which guided the work of the contractor in the development of this package.

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The Terence Haney Company
Woodland Hills, California

Subjects covered in this module include:

Actions:

- Prior to leaving for assignment
- At incident check-in
- While working on the incident
- During demobilization

Objectives:

1. List actions to be accomplished prior to leaving for an incident or event.
2. List the steps involved at incident check-in.
3. List (or select from a list) major personal responsibilities at an incident or event.
4. List the major steps necessary in the incident or event demobilization process.

I. General Guidelines

Most incidents will be of short duration, and will not require traveling out of jurisdiction.

The following are general guidelines covering your actions for those situations which will require an extended stay or out-of-jurisdiction travel:

- Assemble or update a travel kit containing any special technical information, e.g., maps, manuals, contact lists, and other reference materials.

- Prepare personal items that you will need for your estimated length of stay.

- Review your emergency assignment. Know to whom you will report and what your responsibility will be.

- Have a clear understanding of the decision-making authority you hold for your agency while at the incident. Determine this as soon as you realize you may be assigned to an incident.

- Determine what communications procedures should be followed so you can contact your headquarters or home office if necessary.

- Ensure that family members know your destination and how to contact you in the event of a family emergency.
- Familiarize yourself with travel and pick-up arrangements that have been established for you.
- Determine what your return mode of transportation will be if possible.

II. Actions Prior to Departure

- Personnel will be notified of an incident assignment by established agency procedures.

- Information that should be known includes, but is not limited to, the following:
 - Incident type and name or designation
 - Incident check-in location
 - Reporting time
 - Travel instructions

- Communication instructions
- Resource order number or request number (if applicable)

| | | | |
|---------------------------------|------------------|------------------|-------------------|
| Resource Order | | Date <i>6/23</i> | |
| Incident Name <i>Remarkable</i> | | | |
| Request Number | Name | Agency | Radio Designation |
| <i>0-35</i> | <i>Bob Smith</i> | <i>county</i> | <i>GSUL</i> |
| | | | |
| | | | |
| | | | |
| | | | |

- Your unit's radio designation

III. Check-in at the Incident

Check-in officially logs you in at the incident and provides important basic information which will be used for status keeping and for release and demobilization.

Check-in information is used in several ways at the incident. The check-in process and information supports the following activities:

- Personnel accountability
- Resources Unit status keeping
- Preparation of assignments and reassignments
- Locating personnel for emergency notifications
- Establishing personnel time records
- Release planning
- Demobilization

Check-in only once. In ICS, check-in information is usually recorded on the ICS Check-In Form 211.

Check-in Recorders may be found at several incident locations. (These locations may not all be activated at every incident.)

- Incident Command Post (Resources Unit)
- Base or Camp(s)
- Staging Areas
- Helibase

In addition you may report directly to Division/Group Supervisors.

If instructed to report directly to a tactical assignment, you should report in to the designated Division or Group Supervisor or to the Operations Section Chief or Incident Commander depending upon the level of ICS activation.

After release from tactical assignment you will formally check-in at one of the above locations.

Agencies will often have different procedures associated with incident responsibilities. The checklists provided in this module will cover most of the major requirements. However, some agencies may need to augment the checklists.

IV. Common Responsibilities at the Incident

After check-in, locate your incident point of contact, and obtain your initial briefing. The information you receive in your briefing will be important for your own planning and for passing on accurate and up-to-date information to your subordinates.

Briefings received and given should include:

- Current situation assessment.
- Identification of specific job responsibilities expected of you.
- Identification of co-workers within your job function and/or geographical assignment.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.

- Identification of operational period work shifts.

After receiving your briefing and activating your assignment, give a similar briefing to any personnel assigned to you.

Supervisors must maintain a Unit Log, ICS Form 214 indicating names of personnel assigned and a listing of major activities during an Operational Period.

V. Incident Records Keeping

All incidents require some form of records keeping. Requirements will vary depending upon the agencies involved, and the kind and size of incident.

Detailed information on how to use several of the ICS forms will be covered in other modules, or may be found in the Forms Manual.

Five general considerations relative to incident records keeping are as follows:

- Print or type all entries.
- Enter dates by month/day/year format.
- Enter date and time on all forms and records.
- Fill in all blanks, use N/A as appropriate.
- Use military 24-hour clock time.

Fill in all blanks on forms. If information is not available or not applicable enter N/A to let the recipient know that the information was not overlooked.

VI. Communications Discipline

Important considerations related to communications include the following:

- All incident personnel must observe strict radio/telephone procedures.

- Use clear text or plain english. Codes should not be used in radio transmissions.
- Limit radio and telephone traffic to essential information only. Pre-plan what you are going to say.

VII. Incident Demobilization

Agency requirements for demobilization at an incident will vary considerably.

Large incidents may require the establishment of a Demobilization Unit within the Planning Section.

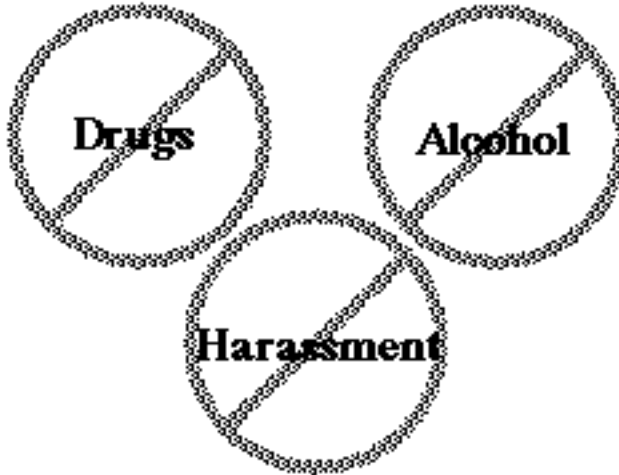
General demobilization considerations for all personnel are to:

- Complete all work assignments.
- Brief subordinates regarding demobilization.
- Complete and file required forms and reports.
- Follow incident and agency check-out procedures.
- Evaluate performance of subordinates prior to release from the incident.
- Return any incident-issued communications equipment or other non-expendable supplies.
- Report to assigned departure points on time or slightly ahead of schedule.
- As appropriate, stay with your group until you arrive at your final destination.

VIII. Other Considerations Related to Incident Operations

Sexual harassment, discrimination (age, racial, sexual, etc.), the use of illegal drugs or alcohol are all prohibited and illegal activities. Correct and/or report all such activities to your supervisor.

Represent your agency in a professional and friendly manner at all times.



MODULE 6

**COMMON RESPONSIBILITIES ASSOCIATED
WITH ICS ASSIGNMENTS**

ICS Form 211
ICS Form 214

Module 6 Responsibilities Associated with ICS Assignments

Subjects covered in this module include:

Actions:

- Prior to leaving for assignment
- At incident check-in
- While working on the incident
- During Demobilization

Module 6 Objectives:

1. List actions to be accomplished prior to leaving for an incident or event.
2. List the steps involved in incident check-in.
3. List (or select from a list) major personal responsibilities at an incident or event.
4. List the major steps necessary in the incident or event demobilization process.

General Guidelines

- Assemble or update a travel kit.
- Prepare personal items that you will need.
- Review your emergency assignment.
- Know to whom you will report and what your responsibility will be.
- Have a clear understanding of the decision-making authority you hold for your agency while at the incident.

General Guidelines (cont.)

- Determine what communications procedures should be followed.
- Ensure that family members know your destination and how to contact you.
- Familiarize yourself with travel and pick-up arrangements.
- Determine what your return mode of transportation will be if possible.

Information Needed Prior to Departure for Incident Assignment

- Incident type and name or designation
- Incident check-in location
- Reporting time
- Travel instructions
- Communication instructions
- Resource order number or request number (if applicable)
- Your unit's radio designation

Uses of Incident Check-in Information

- Personnel accountability
- Resources Unit status keeping
- Preparation of assignments and reassignments
- Locating personnel for emergency notifications
- Establishing personnel time records
- Release planning
- Demobilization

Incident Check-in Locations

Incident Command Post - Resources Unit

Base or Camp(s)

Staging Areas

Helibase

For direct tactical assignments report to:

Division/Group Supervisor or
Operations Section Chief or
Incident Commander

(At the end of first operational period,
ensure that you have checked in at the
appropriate check-in location.)

Incoming Personnel Briefing

- Current situation assessment
- Your job responsibilities
- Identification of co-workers
- Location of work area
- Eating/sleeping arrangements
- Instructions on obtaining support
- Operational period work shifts

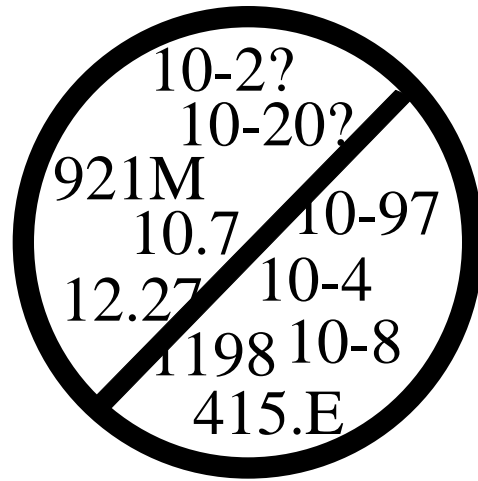
Forms Keeping Procedures

- Print or type all entries
- Enter dates by month/day/year
- Enter date and time on all forms
- Fill in all blanks, use N/A as appropriate
- Use 24-hour clock time

Good Communications Discipline Involves the Following:

- All incident personnel must observe strict radio/telephone procedures.
- Use clear text or plain English. Codes should not be used in radio transmissions.
- Limit radio and telephone traffic to essential information only. Pre-plan what you are going to say.

Transfer Information by Clear Text Transmissions



Clear
Text

Prior to Demobilization, do the following:

- Complete all work assignments.
- Brief subordinates regarding demobilization.
- Complete and file required forms and reports.
- Follow incident and agency check-out procedures.
- Evaluate performance of subordinates prior to release from the incident. (As required by agency policy.)

Prior to Demobilization, do the following (cont):

- Return any incident-issued communications equipment or other non-expendable supplies.
- Report to assigned departure points on time or slightly ahead of schedule.
- As appropriate, stay with your group until you arrive at your final destination.

Summary Considerations

- Correct/report harassment or discrimination
- Do not use alcohol or drugs
- Represent agency & self professionally