



SACRAMENTO STATE

INCIDENT COMMAND SYSTEM CHECKLISTS

July 2004

INCIDENT COMMANDER CHECKLIST

Instructions: The checklist below presents the minimum requirements for all Incident Commanders. Note that some activities are one-time actions, while others are ongoing or repetitive for the duration of an incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain an incident briefing and Incident Briefing Form (ICS Form 201) from the prior Incident Commander.</p> <p>Assess the incident situation.</p> <p>Determine incident goals and strategic objectives.</p> <p>Establish the immediate priorities.</p> <p>Establish an Incident Command Post.</p> <p>Conduct the initial briefing.</p> <p>Activate elements of the Incident Command System, as required.</p> <p>Brief the command staff and section chiefs.</p> <p>Ensure that planning meetings are conducted.</p> <p>Approve and authorize the implementation of the incident action plan.</p> <p>Ensure that adequate safety measures are in place.</p> <p>Determine information needs and inform command personnel.</p> <p>Coordinate staff activity.</p> <p>Coordinate with key people and officials.</p> <p>Manage incident operations.</p> <p>Approve requests for additional resources and requests for release of resources.</p> <p>Approve the use of trainees at the incident.</p> <p>Authorize release of information to the news media.</p> <p>Ensure that the Incident Status Summary (ICS Form 209 or local form) is completed and forwarded to the dispatch center(s).</p> <p>Approve a plan for demobilization.</p> <p>Release resources and supplies.</p>

INCIDENT COMMANDER
MAJOR RESPONSIBILITIES AND TASKS

The major responsibilities of the Incident Commander are listed below. Following each are tasks for implementing the responsibility.

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Conduct Initial Briefing	<p>Obtain and review the Incident Briefing Form (ICS Form 201 or local form) with the Incident Commander.</p> <p>Meet with the prior Incident Commander (as appropriate) and selected staff available at that time.</p> <p>Review and/or prepare plans for the use of on-scene and allocated resources scheduled to arrive before the next planning meeting.</p>
Set Up Required Organization Elements	<p>Confirm the dispatch and/or arrival of requested organizational elements.</p> <p>Hold a briefing and assign work tasks to general and command staffs. This briefing should include:</p> <ul style="list-style-type: none"> ◆ The contents of the Incident Briefing Form. ◆ A summary of the incident organization. ◆ A review of current incident activities. ◆ A summary of resources already dispatched. ◆ The time and location of the first planning meeting. ◆ Special instructions, including specific delegation of authority to carry out particular functions. <p>Reassign the prior Incident Commander to a position within the incident organization (as appropriate).</p> <p>Request required additional resources through normal dispatch channels.</p> <p>Notify the Resources Unit of the command and general staff organizational elements activated, including the name of the person assigned to each position.</p>

INCIDENT COMMANDER
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
Ensure Planning Meetings are Conducted	<p>Schedule a meeting time and location.</p> <p>Notify the attendees, including:</p> <ul style="list-style-type: none"> ◆ Prior Incident Commander (required at first general planning meeting). ◆ Command and general staffs. ◆ Others as desired (e.g., communications, resources, and Situation Unit and Operations Branch Directors). <p>Develop the general objectives for the incident action plan.</p> <p>Participate in the development of the incident action plan for the next operational period.</p> <p>Participate in the preparation of logistics services and support requirements associated with the incident action plan (e.g., the communications plan).</p> <p>Review safety considerations with the Safety Officer.</p> <p>Summarize the decisions made about the:</p> <ul style="list-style-type: none"> ◆ General strategy selected. ◆ Control objectives selected for the next operational period. ◆ Resources required. ◆ Service and support requirements.
Approve and Authorize Implementation of the Incident action plan	<p>Note: In some instances, these tasks may be done orally.</p> <p>Review the incident action plan for completeness and accuracy.</p> <p>Make any required changes and authorize the release of the plan.</p>
Determine Information Needs from Staff	<p>Identify any special information desired from each section chief.</p> <p>Prepare information item lists for each section and command staff element (as appropriate).</p> <p>Provide lists to appropriate personnel or facility. (Note: This may be done orally in some situations.)</p>

INCIDENT COMMANDER
MAJOR RESPONSIBILITIES AND TASKS

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Manage Incident Operations	<p>Review information concerning significant changes in the status of the situation, predicted incident behavior, weather, or status of resources.</p> <p>Review modification to the current incident action plan received from the Operations Section Chief.</p> <p>Identify any major changes to incident operations which are required immediately.</p>
Approve Requests for Additional Resources	<p>Review requests for additional resources.</p> <p>Determine the condition and advisability of activating out-of-service resources.</p> <p>Have the Planning Section Chief provide a list of resources for reassignment if out-of-service resources are to be activated. Include the time needed, reporting location, and to whom to report.</p> <p>To obtain additional resources from off the incident, direct the Logistics Section Chief to forward the request through normal channels.</p>
Authorize Information Release	<p>Review materials submitted by the Information Officer for release to the news media.</p> <p>Check information release policies and constraints with involved jurisdiction officials.</p> <p>Authorize the release of the final copy.</p>
Report Incident Status	<p>Have the Incident Status Summary Report (ICS Form 209 or local form) prepared.</p> <p>Ensure that the incident status summary is submitted to local agency dispatch centers, as required.</p>
Approve Demobilization Planning	<p>Review recommendations for the release of resources and supplies from the Demobilization Unit.</p> <p>Schedule a demobilization planning meeting.</p> <p>Ensure that current and future resource and supply requirements have been closely estimated.</p> <p>Establish general service and support requirements.</p> <p>Modify specific work assignments for general and command staff, as required.</p> <p>Summarize the actions to be taken.</p> <p>Have the Planning Section Chief document the demobilization plan.</p>

INCIDENT COMMANDER
MAJOR RESPONSIBILITIES AND TASKS

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Coordinate Staff Activity	<p>Periodically check the progress on assigned tasks of Logistics, Planning, Operations, and Finance/Administration Sections, as well as command staff personnel.</p> <p>Ensure that the general welfare and safety of personnel is adequate.</p> <p>Notify the Resources Unit of changes to the command or general staff organization, including the name of the person assigned to each position.</p>
Release Resources and Supplies	<p>Review recommendations for any release of resources and supplies from the general staff.</p> <p>Approve release recommendations.</p> <p>Ensure that local agency dispatch centers are notified of the intended release.</p> <p>Direct the Planning Section Chief to prepare an assignment list for the release of resources.</p> <p>Direct the Logistics Section Chief to release supplies.</p>

PUBLIC INFORMATION OFFICER CHECKLIST

RESPONSIBILITIES

The Public Information Officer, PIO, a member of the command staff, is responsible for the collection and release of information about the incident to the news media and other appropriate agencies and organizations. The Information Officer reports to the Incident Commander.

Instructions: The checklist below presents the minimum requirements for Information Officers. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Contact the jurisdictional agency to coordinate public information activities.</p> <p>Establish a Joint Information Center (JIC), whenever possible.</p> <p>Determine from the Incident Commander if there are any limits on information release.</p> <p>Arrange for necessary work space, materials, telephones, and staffing.</p> <p>Obtain copies of the Incident Commander’s Situation Status Summary Report (ICS Form 209 or local form).</p> <p>Prepare an initial information summary as soon as possible after arrival.</p> <p>Observe constraints on the release of information imposed by the Incident Commander.</p> <p>Obtain approval for information release from the Incident Commander.</p> <p>Release news to the media and post information at the Incident Command Post and other appropriate location(s).</p> <p>Attend meetings between the media and incident personnel.</p> <p>Arrange for meetings between the media and incident personnel.</p> <p>Provide escort service to the media and VIPs.</p> <p>Provide protective clothing for the media and VIPs (as appropriate).</p> <p>Respond to special requests for information.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

PUBLIC INFORMATION OFFICER MAJOR RESPONSIBILITIES AND TASKS

The major responsibilities of the Information Officer are listed below. Following each are tasks for implementing the responsibility.

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Identify Information Officer Activities	<p>Contact the jurisdiction's responsible agency to determine what other external public information activities are being performed for this incident.</p> <p>Establish the coordination of information acquisition and dissemination.</p> <p>Compile the information, and maintain records.</p>
Establish an Information Center as Required	<p>Establish an information center adjacent to the Incident Command Post area where it will not interfere with Incident Command Post activities.</p> <p>Contact the Facilities Unit for any support required to set up the information center.</p>
Prepare a Press Briefing	<p>Obtain from the Incident Commander any constraints on the release of information.</p> <p>Select the information to be released (e.g., the size of the incident, the agencies involved, etc.).</p> <p>Prepare the material for release (obtained from the Incident Briefing [ICS Form 201 or local form], Situation Unit status reports, etc.).</p> <p>Obtain the Incident Commander's approval for release. (Note: The Incident Commander may give blanket release authority.)</p> <p>Release the information for distribution to the news media.</p> <p>Release the information to press representatives at the joint information center (JIC).</p> <p>Post a copy of all information summaries in the Incident Command Post area and at other appropriate incident locations (e.g., base, camps, etc.).</p>

**PUBLIC INFORMATION OFFICER
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Collect and Assemble Incident Information	<p>Obtain the latest situation status and fire behavior prediction information from the appropriate Situation Unit Leader.</p> <p>Observe incident operations.</p> <p>Hold discussions with incident personnel.</p> <p>Identify special event information (e.g., evacuations, injuries, etc.).</p> <p>Contact external agencies for additional information.</p> <p>Review the current incident action plan (ICS Form 202 or local form).</p> <p>Repeat the above procedures as necessary to satisfy media needs.</p>
Provide Liaison between Media and Incident Personnel	<p>Receive requests from the media to meet with incident personnel and vice versa.</p> <p>Identify the parties involved in the request (e.g., the Incident Commander for TV interviewers, etc.).</p> <p>Determine if policies have been established to handle requests, and, if so, proceed accordingly.</p> <p>Obtain any required permission to satisfy a request (i.e., the Incident Commander's).</p> <p>Fulfill the request or advise the requesting party of the inability to do so, as the case may be.</p> <p>Coordinate as necessary with the Incident Commander for news media flights into the incident area.</p>
Respond to Special Requests for Information	<p>Receive request for information.</p> <p>Determine if the requested information is currently available, and, if so, provide it to the requesting party.</p> <p>Determine if currently unavailable information can be reasonably obtained by contacting incident personnel.</p> <p>Assemble the desired and/or available information, and provide it to the requesting party.</p>
Maintain the Unit Log	<p>Record the Information Officer's actions on the unit log (ICS Form 214 or local form).</p> <p>Collect and transmit information summaries and unit logs to the Documentation Unit at the end of each operational period.</p>

SAFETY OFFICER CHECKLIST

RESPONSIBILITIES

The Safety Officer, a member of the command staff, is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although he or she may exercise emergency authority to stop or prevent unsafe acts when immediate action is required. The Safety Officer maintains an awareness of active and developing situations, approves the medical plan, and includes safety messages in each incident action plan. The Safety Officer reports to the Incident Commander.

Instructions: The checklist below presents the minimum requirements for Safety Officers. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	Obtain an incoming briefing from the Incident Commander. Identify hazardous situations associated with the incident. Participate in planning meetings. Review the incident action plan. Identify potentially unsafe situations. Exercise emergency authority to stop and prevent unsafe acts. Investigate accidents that have occurred within the incident area. Assign assistants as needed. Review and approve the medical plan (ICS Form 206 or local form). Maintain the unit log (ICS Form 214 or local form).

**SAFETY OFFICER
MAJOR RESPONSIBILITIES AND TASKS**

The major responsibilities of the Safety Officer are listed below. Following each are tasks for implementing the responsibility.

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Obtain a Briefing from the Incident Commander	Receive a briefing from the Incident Commander to obtain: <ul style="list-style-type: none"> ◆ Relieved Incident Commander’s Incident Briefing (ICS Form 201 or local form). ◆ Summary of the incident organization. ◆ Special instructions. Obtain a copy of the incident action plan from the Incident Commander.
Identify Hazardous Situations Associated with the Incident Environment Prior to First Planning Meeting	Identify and resolve unsafe situations in the incident area (e.g., unsafe sleeping areas, absence of protective clothing etc.). Compile and record hazardous and potentially hazardous situations for presentation at the planning meeting.
Attend the Planning Meeting to Advise on Safety Matters	Review the suggested strategy and control operations as presented at the planning meeting. Identify potentially hazardous situations associated with the proposed plans and/or strategies. Advise the general staff of such situations.
Identify Potentially Unsafe Situations	Review the incident action plan. Receive reports from incident personnel concerning safety matters. Review reports to identify hazardous environmental and operational situations. Personally survey the incident environment and operations, as appropriate. Obtain and review Situation Unit information to identify unsafe situations.

**SAFETY OFFICER
MAJOR RESPONSIBILITIES AND TASKS**

RESPONSIBILITY	<i>TASKS</i>
Advise Incident Personnel in Matters Affecting Personnel Safety	<p>Identify potentially hazardous situations. (See previous tasks.)</p> <p>Determine the appropriate actions to ensure personnel safety.</p> <p>Coordinate with incident supervisory personnel, as required.</p> <p>Advise incident personnel as to the appropriate action.</p>
Exercise Emergency Authority to Prevent or Stop Unsafe Acts	<p>Identify potentially hazardous situations. (See previous tasks.)</p> <p>Determine the severity of the situation.</p> <p>Determine if the situation requires the use of emergency authority, and, if so, exercise that authority to prevent or stop the act.</p> <p>Coordinate with the appropriate supervisory personnel.</p>
Investigate (or Coordinate Investigation of) Accidents that Occur within the Incident Area	<p>Receive notification of the accident.</p> <p>Obtain information concerning the accident by:</p> <ul style="list-style-type: none"> ◆ Interviewing personnel. ◆ Visiting the scene of the accident. ◆ Photographing the scene (if appropriate). ◆ Collecting evidence (if appropriate). ◆ Collecting reports prepared by involved personnel. <p>Reconstruct the accident events.</p> <p>Identify the cause of the accident (if possible).</p> <p>Recommend corrective action.</p> <p>Prepare the accident report and submit it to the Incident Commander.</p>

**SAFETY OFFICER
MAJOR RESPONSIBILITIES AND TASKS**

RESPONSIBILITY	TASKS
Review the Medical Plan	<p>Coordinate with the Medical Unit Leader on the preparation of the medical plan (ICS Form 206 or local form).</p> <p>Review the plan for completeness.</p> <p>Discuss areas of concern with the Medical Unit Leader and provide instructions for correction.</p>
Maintain the Unit Log	<p>Record the Safety Officer's actions on the unit log (ICS Form 214 or local form).</p> <p>Collect and transmit required records and logs to the Documentation Unit at the end of each operational period.</p>

LIAISON OFFICER CHECKLIST

RESPONSIBILITIES

The Liaison Officer is responsible for interacting (by providing a point of contact) with the assisting and cooperating agencies, including fire agencies, the American Red Cross, law enforcement, public works and engineering organizations, and others. When agencies assign agency representatives to the incident, the Liaison Officer will coordinate their activities. As a member of the command staff, the Liaison Officer reports to the Incident Commander.

Instructions: The checklist below presents the minimum requirements for Liaison Officers. Note that some items are one-time actions, while others are ongoing throughout the incident.

COMPLETED/ NOT APPLICABLE	TASKS
	<p>Obtain a briefing from Incident Commander.</p> <p>Provide a point of contact for assisting and/or coordinating with agency representatives.</p> <p>Identify representatives from each involved agency, including a communications link and his or her location.</p> <p>Keep agencies supporting the incident aware of incident status.</p> <p>Respond to requests from incident personnel for interorganizational contacts.</p> <p>Monitor incident operations to identify current or potential inter-organizational contacts.</p> <p>Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

LIAISON OFFICER

MAJOR RESPONSIBILITIES AND TASKS

The major responsibilities of the Liaison Officer are listed below. Following each are tasks for implementing the responsibility.

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Obtain a Briefing	<p>Receive a briefing from the Incident Commander and obtain the:</p> <ul style="list-style-type: none">◆ Incident Briefing Report (ICS Form 201 or local form).◆ Summary of the incident organization.◆ Names of agencies currently involved in the incident.◆ Special instructions from the Incident Commander. <p>Obtain the incident action plan, when available.</p>
Provide Point of Contact for Assisting and/or Cooperating Agencies	<p>Identify assisting and cooperating agencies from:</p> <ul style="list-style-type: none">◆ The Incident Briefing Report (ICS Form 201 or local form).◆ Local dispatchers. <p>Determine if assisting and cooperating agencies have assigned agency representatives. If so, obtain their names, locations, and communication channels by contacting:</p> <ul style="list-style-type: none">◆ The agencies.◆ The Incident Commander.◆ The agencies' senior officers at the scene. <p>Receive requests for contacts between incident personnel and agency personnel.</p> <p>Identify the appropriate personnel to contact (either incident or agency personnel).</p> <p>Establish contact with the appropriate personnel.</p> <p>Take the necessary action to satisfy requests.</p> <p>Notify concerned personnel.</p>

**LIAISON OFFICER
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Identify Current or Potential Interagency Problems	<p>Receive complaints pertaining to matters such as a lack of logistics, inadequate communications, and personnel problems.</p> <p>Personally observe incident operations to identify current or potential interagency problems.</p> <p>Notify the appropriate personnel of current or potential problems.</p>
Maintain the Unit Log	<p>Record key actions on the unit log (ICS Form 201 or local form).</p> <p>Collect and transmit the required records and logs to the Documentation Unit at the end of each operational period.</p>

AGENCY REPRESENTATIVE CHECKLIST

RESPONSIBILITIES

An Agency Representative is assigned to an incident from an assisting or cooperating agency with full authority to make decisions on all matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer, if that position has been filled. If there is no Liaison Officer, Agency Representatives report to the Incident Commander. There will be only one Agency Representative from each agency assigned to the incident.

Instructions: The checklist below presents the minimum requirements for Agency Representatives. Note that some of the activities are one-time actions, while others are ongoing throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Check in at the Incident Command Post. Complete the check-in list (ICS Form 211 or local form). Ensure that all agency resources have completed check-in.</p> <p>Obtain a briefing from the Liaison Officer or Incident Commander.</p> <p>Establish a working location. Advise agency personnel at the incident that the agency representative position has been filled.</p> <p>Attend planning meetings, as required.</p> <p>Provide input on the use of agency resources if no resource technical specialists are assigned.</p> <p>Cooperate fully with the Incident Commander and general staff on the agency's involvement at the incident.</p> <p>Oversee the well-being and safety of agency personnel assigned to the incident.</p> <p>Advise the Liaison Officer of any special agency needs or requirements.</p> <p>Determine if any special reports or documents are required.</p> <p>Report to agency dispatch or headquarters on a prearranged schedule.</p> <p>Ensure that all agency personnel and/or equipment are properly accounted for and released prior to your departure.</p> <p>Ensure that all required agency forms, reports, and documents are complete prior to your departure.</p> <p>Hold a debriefing session with the Liaison Officer or Incident Commander prior to departure.</p>

PLANNING / INTELLIGENCE SECTION CHIEF CHECKLIST

RESPONSIBILITIES

The Planning / Intelligence Section Chief, a member of the Incident Commander’s general staff, is responsible for the collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources. Information is needed to:

- ◆ Gather Intelligence to understand the current situation.
- ◆ Predict the probable course of incident events.
- ◆ Prepare alternative strategies and future planning for the incident.

The Planning / Intelligence Section Chief reports directly to the Incident Commander. The Planning / Intelligence Section Chief may have a deputy. The deputy’s responsibilities will be as delegated by the Planning / Intelligence Section Chief. Unit functions may be combined if workload permits.

Instructions: The checklist below presents the minimum requirements for Planning / Intelligence Section Chiefs. Note that some activities are one-time actions, while others are ongoing and repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	Obtain a briefing from the Incident Commander. Activate Planning / Intelligence Section units. Collect and process situation information about the incident. Reassign initial response personnel to incident positions, as appropriate. Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident action plan. Notify the Resources Unit of the Planning Section units which have been activated, including the names and locations of assigned personnel. Establish a weather data collection system, when necessary. Supervise the preparation of the Incident action plan (see planning process checklist). Assemble information on alternative strategies. Assemble and disassemble strike teams not assigned to operations. Identify the need for use of specialized resource(s). Perform operational planning for the Planning Section. Provide periodic predictions on incident potential. Compile and display the staff incident status summary information. Advise the general staff of any significant changes in incident status.

PLANNING / INTELLIGENCE SECTION CHIEF CHECKLIST

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Provide the incident traffic plan.</p> <p>If requested, assemble and disassemble strike teams and task forces not assigned to operations.</p> <p>Supervise the Planning Section units.</p> <p>Prepare and distribute the Incident Commander's orders.</p> <p>Instruct the Planning Section units on how to distribute incident information.</p> <p>Ensure that normal agency information collection and reporting requirements are being met.</p> <p>Oversee preparation of incident demobilization plan.</p> <p>Prepare recommendations for the release of resources (to be submitted to the Incident Commander).</p>

**PLANNING / INTELLIGENCE SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

The major responsibilities of the Planning / Intelligence section chief are stated below. Following each responsibility are procedures for implementing the activity.

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Obtain Briefing from Incident Commander	Receive briefing from the Incident Commander and obtain: <ul style="list-style-type: none"> ◆ Incident Commander’s Incident Briefing (ICS Form 201 or local form). ◆ Summary of resources dispatched to the incident. ◆ Initial restrictions concerning work activities.
Activate Planning Section Units	Determine from the Incident Commander’s briefing what Planning / Intelligence Section personnel have been dispatched. Confirm dispatch of Planning / Intelligence Section personnel. Plan preliminary organization of Planning / Intelligence Section. Identify units to be activated. Estimate personnel required. Compare preliminary plan with personnel dispatched, as appropriate. Establish time intervals at which data are to be supplied by Planning Section units. Assign work locations and work tasks to Planning / Intelligence Section personnel. Request additional personnel as required. Notify Resources Unit of Section units activated, including names and locations of assigned personnel.
Reassign Initial Attack Personnel to Incident Positions	Review the situation to identify the need for personnel familiar with the incident area. Identify personnel who are most familiar with the incident area. Arrange for reassignment of these personnel to incident positions. Ensure adequate Section personnel are available to complete the Operational Planning Worksheet (ICS Form 215 or local form).

**PLANNING / INTELLIGENCE SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
<p>Supervise Preparation of Incident Action Plan</p>	<p>Establish information requirements and reporting schedules for all ICS organizational elements to use in preparing the incident action plan and attachments.</p> <p>Present general incident control objectives, including alternatives.</p> <p>Participate in a discussion of specific operations being considered, and provide detailed information concerning:</p> <ul style="list-style-type: none"> ◆ Resource availability. ◆ Situation status. ◆ Situation predictions. ◆ Weather. ◆ Communication capabilities. ◆ Environmental impact and cost of resources use information. <p>Participate in selection of operational objectives for the next operational period.</p> <p>Assemble appropriate material for inclusion in the incident action plan.</p> <p>Ensure that all operations support and service needs are coordinated with the Logistics Section prior to release of the incident action plan.</p> <p>Document and distribute the incident action plan to the Incident Commander, section chiefs, branch directors, unit leaders, division/group supervisors, incident command staff, and strike team/task force leaders.</p> <p>Receive notification of incident action plan changes from the Operations Section Chief.</p> <p>Distribute incident action plan changes to recipients of the plan.</p> <p>Note: The Section Chief may include in the meeting those Planning / Intelligence Section technical specialists deemed necessary.</p>

**PLANNING / INTELLIGENCE SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
<p>Assemble Information on Alternative Strategies</p>	<p>Review the current situation status, resource status, weather, and prediction reports for the current incident status.</p> <p>Develop alternative strategies using technical specialists and operations personnel, as appropriate.</p> <p>Identify resources required to implement the alternative operational objectives.</p> <p>Contact the involved agency dispatch center to identify resource availability for the incident.</p> <p>Document alternatives for presentation to the Incident Commander and his or her staff.</p>
<p>Assemble Strike Teams/Task Forces not Assigned to Operations</p>	<p>Prior to each planning meeting, identify individual resources not assigned to the Operations Section.</p> <p>Periodically review operations activity to determine the need to assemble additional strike teams/task forces from individual resources.</p> <p>Determine strike teams/task forces to be assembled by type, location, and strike team leader.</p> <p>Request the Resources Unit to select specific resources to assign to each strike team/task force and assign a designator.</p> <p>Request the Resources Unit to notify strike team/task force leaders and resources to assemble into assigned strike teams/task forces by preparing a list of assignments and submitting the assignment list to the communications center for assignment.</p> <p>Note: The specifications for each kind/type of strike team/task force must be followed and all units must have a common communications link. If needed, arrange for additional radios through the Communications Unit.</p>

**PLANNING / INTELLIGENCE SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Disassembling Strike Teams	<p>Note: Strike teams are not disassembled unless there is a need for a specific resource or fewer resources than in a strike team and/or it would be inappropriate to use a full strike team. When strike teams are disassembled at the incident, the individual units must be identified and carried by the resources unit.</p> <p>Disassemble strike teams (or task forces) for demobilization.</p> <p>Reassemble strike teams that have been disassembled for purposes other than demobilization at the earliest possible time.</p> <p>Review alternative operational objectives to determine the need for the use of individual resources versus task forces.</p> <p>Identify individual resources and strike teams that are not assigned to the Operations Section (including their leaders).</p> <p>Determine if there is an adequate number of individual resources to meet the needs of the incident.</p> <p>Determine the strike teams that can be disassembled.</p> <p>Request the Resources Unit to prepare reassignment of strike team leaders to manage task forces.</p> <p>Request the Resources Unit to reassign resources by designating resources to a specific mission or to other units in staging areas, the base, or camps.</p> <p>Request the Resources Unit to notify strike team/task force leaders of disassembly and reassignment of resources (as required).</p>
Identify Need for use of Specialized Resources	<p>As part of the planning function, identify the need for technical specialists.</p> <p>Request personnel with required special knowledge/ experience to be assigned to the Planning / Intelligence Section.</p> <p>Note: Some specialists may be assigned temporarily or for a short duration.</p>

**PLANNING / INTELLIGENCE SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
<p>Perform Operational Planning for Planning Section</p>	<p>Review the incident action plan with the Planning / Intelligence Section Chief.</p> <p>Plan the organization of the Planning / Intelligence Section by identifying units to be activated and estimating the number of personnel required.</p> <p>Request needed additional personnel from the Resources Unit.</p> <p>If personnel are not available from the Resources Unit, request them directly from the Logistics Section Chief.</p> <p>Give specific work tasks including work locations to the Planning / Intelligence Section staff.</p>
<p>Provide Periodic Predictions on Incident Potential</p>	<p>Obtain the latest incident prediction information and incident action plan.</p> <p>Obtain the current situation status summary from the Situation Unit.</p> <p>Identify risks and possible hazards.</p> <p>Estimate work accomplishment for the prediction period.</p> <p>Document predictions on the course of the incident.</p> <p>Present predictions at the planning meeting and display in the Incident Command Post area.</p> <p>Repeat procedures at the intervals specified by the Incident Commander or upon occurrence of significant events.</p> <p>If the prediction indicates a significant change in the course of the incident, immediately notify the Incident Commander and the Operations Section Chief.</p>
<p>Compile and Display Incident Status Information</p>	<p>Display incident status summary information at a common location in the Incident Command Post area, including multiple overlays, if needed.</p> <p>Receive information from the Situation Unit, Resources Unit, and the incident prediction and review information for completeness. Specify location and method of display.</p> <p>Ensure that all reports are displayed.</p> <p>Repeat these procedures at intervals specified by the Incident Commander or upon occurrence of significant events.</p>

**PLANNING / INTELLIGENCE SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Advise General Staff of any Significant Changes in Incident Status	<p>Reported significant changes in incident status to the general staff immediately.</p> <p>Receive requests for incident status information from the general staff.</p> <p>Obtain incident status information from appropriate sources.</p> <p>Assemble and summarize the requested information in an appropriate form.</p> <p>Supply the information to the general staff.</p>
Prepare and Provide Incident Traffic Plan	<p>Note: The traffic plan will include the following information:</p> <ul style="list-style-type: none"> ◆ Specified routes to reporting locations for resources dispatched to the incident. ◆ Specified routes inside general incident area. ◆ Traffic flow inside ICS facilities. <p>To prepare the traffic plan:</p> <p>Review control operations to determine the locations of planned operations activities and the locations of all incident facilities.</p> <p>Review the information obtained from the Situation Unit and/or agency dispatch center(s) to determine existing roadways and their characteristics and capabilities.</p> <p>Establish traffic routing factors and coordinate traffic flow plans with appropriate agency representatives.</p> <p>Document the traffic plan and attach in to the incident action plan.</p> <p>Ensure that Ground Support Unit receives a copy of the traffic plan.</p>
Supervise Planning / Intelligence Section Units	<p>Maintain communications with Planning / Intelligence Section personnel.</p> <p>Coordinate the activities of all Planning / Intelligence Section units.</p> <p>Ensure the general safety and welfare of Planning / Intelligence Section personnel.</p>

**PLANNING / INTELLIGENCE SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Prepare and Distribute Incident Commander's Orders	<p>Identify orders being issued in the name of the Incident Commander.</p> <p>Document all formal operational orders given by the Incident Commander.</p> <p>Identify the organizational elements responsible for executing the orders.</p> <p>Distribute the orders in accordance with local policy.</p>
Instruct Planning / Intelligence Section Units on Distribution of Incident Information	<p>Contact section chiefs and command staff to determine major information categories they want to receive automatically from the Planning / Intelligence Section.</p> <p>Consolidate the information and prepare a list for each unit.</p>
Prepare Recommendations for Release of Resources	<p>Identify the number of out-of-service resources and/or individuals by reviewing the current resource status information.</p> <p>Review the latest situation status and incident prediction information.</p> <p>Estimate current and future requirements for resources.</p> <p>Identify and list any potentially surplus resources.</p> <p>Review the surplus resource list with Operations Section personnel and the Logistics Section Chief.</p> <p>Modify the surplus resource list as necessary.</p> <p>Upon approval of the Operations Section Chief and the Logistics Chief, present the list of resources recommended for release to the Incident Commander.</p> <p>Document the approved demobilization plan.</p> <p>Prepare an assignment list specifying resources to be released and submit it to the Logistics Section Chief for notification of the involved resources.</p> <p>Distribute the demobilization plan to the general staff, incident command staff, and agency dispatch centers.</p>
Submit Documentation to Documentation Unit	<p>Submit all documentation to Documentation Unit at the end of each operational period.</p>

SITUATION UNIT LEADER CHECKLIST

RESPONSIBILITIES

The Situation Unit is primarily responsible for the collection and organization of incident status and situation information, and the evaluation, analysis, and display of that information for use by ICS personnel.

Instructions: The checklist below presents the minimum requirements for Situation Unit Leaders. Note that some items are one-time actions, while others are ongoing and repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Report to and receive a briefing and special instructions from the person in charge of planning / Intelligence activities when you arrive.</p> <p>Prepare and maintain the Incident Command Post display.</p> <p>Assign duties to situation status personnel.</p> <p>Confirm the dispatch and estimated time of arrival of requested Situation Unit personnel and request additional personnel (or release excess personnel).</p> <p>Collect all incident-related data at the earliest possible opportunity, and continue to do so throughout incident.</p> <p>Post data on unit work displays and Incident Command Post displays at scheduled intervals or as requested by command post personnel.</p> <p>Participate in incident planning meetings, as required by the Incident Commander.</p> <p>Develop and implement accountability, safety and security measures for personnel and resources.</p> <p>Prepare the Incident Summary Form (ICS Form 209 or local form) before each planning meeting.</p> <p>Provide photographic services and maps, as necessary.</p> <p>Provide resources and situation status information in response to specific requests.</p> <p>Maintain the Situation Unit records.</p> <p>Receive the order to demobilize the Situation Unit.</p> <p>Dismantle the Situation Unit displays and place them in storage.</p> <p>List the expendable supplies that need replenishing and file the list with the Supply Unit.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

RESOURCES UNIT LEADER CHECKLIST

RESPONSIBILITIES

The Resources Unit is primarily responsible for:

- ◆ Seeing that incident resources are properly checked in.
- ◆ The preparation and processing of resource status change information.
- ◆ The preparation and maintenance of displays, charts, and lists which reflect the current status and location of operational resources, transportation, and support vehicles.
- ◆ Maintaining a file or check-in list of resources assigned to the incident.

Instructions: The checklist below presents the minimum requirements for Resources Unit Leaders. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Report to and obtain a briefing and special instructions from the Planning / Intelligence Section Chief.</p> <p>Establish check-in procedures at specified incident locations.</p> <p>Using the Incident Briefing Form (ICS Form 201 or local form), prepare and maintain the Incident Command Post display (organizational chart and resource allocation and deployment sections).</p> <p>Assign duties to resource unit personnel.</p> <p>Confirm the dispatch of and estimated time of arrival for ordered Resources Unit personnel. (Request additional personnel or release excess personnel.)</p> <p>Establish contacts with incident facilities by telephone or through the communications center, and begin maintenance of resource status.</p> <p>Participate in Planning Section meetings, as required by the Planning Section Chief.</p> <p>Gather, post, and maintain incident resource status.</p> <p>Gather, post, and maintain resources status of transportation and support vehicles and personnel.</p> <p>Maintain a master list of all resources checked at the incident.</p> <p>Prepare the organization Assignment List (ICS Form 203 or local form) and Organization Chart (ICS Form 204 or local form).</p>

RESOURCES UNIT LEADER CHECKLIST

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Prepare the appropriate parts of Division Assignment Lists (ICS Form 204 or local form).</p> <p>Provide resource summary information to the Situation Unit, as requested.</p> <p>Receive the order to demobilize the Resources Unit.</p> <p>List the expendable supplies that need replenishing and file with the Supply Unit Leader.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

DOCUMENTATION UNIT LEADER CHECKLIST

RESPONSIBILITIES

The Documentation Unit is responsible for:

- ◆ Maintaining accurate and complete incident files.
- ◆ Providing duplication service to incident personnel.
- ◆ Pack and store incident files for legal, analytical, and historical purposes.

Instructions: The checklist below presents the minimum requirements for Documentation Unit Leaders. Note that some activities are one-time actions, while others are ongoing throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Planning / Intelligence Section Chief.</p> <p>Establish a work area.</p> <p>Establish and organize incident files.</p> <p>Establish a duplication service and respond to requests.</p> <p>Retain and file duplicate copies of official forms and reports.</p> <p>Accept and file reports and forms submitted by ICS units.</p> <p>Check on the accuracy and completeness of records submitted for files.</p> <p>Correct errors or omissions by contacting the appropriate ICS units.</p> <p>Provide duplicates of forms and reports to authorized requestors.</p> <p>Prepare incident documentation for the Planning Section Chief when requested.</p> <p>Maintain, retain, and store incident files for after incident use.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

DEMOBILIZATION UNIT LEADER CHECKLIST

RESPONSIBILITIES

The demobilization of the resources and personnel from a major incident is a team effort involving all elements of the incident command organization. The Demobilization Unit develops the demobilization plan and coordinates and supports the implementation of that plan throughout the incident command organization. Several units of the incident command organization—primarily in logistics—are responsible for assisting in the demobilization effort. These units also should participate in the preparation of the plan.

The Demobilization Unit Leader is responsible for the preparation of the demobilization plan and assisting sections and/or units in ensuring that an orderly, safe, and cost-effective movement of personnel and equipment is accomplished from the incident.

Individual agencies and/or contractors may have additional specific procedures to follow in the process of incident demobilization.

Instructions: The checklist below presents the minimum requirements for Demobilization Unit Leaders. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Follow ICS general instructions.</p> <p>Obtain a briefing from the Planning / Intelligence Section Chief.</p> <p>Review the incident resource records (ICS Forms 201, 211, 219 or local forms) to determine the probable size of the demobilization effort.</p> <p>Assess and fill unit needs for additional personnel, workspace, and supplies.</p> <p>Obtain objectives, priorities, and constraints on demobilization from the Planning Section Chief, agency representatives, and contractors, as applicable.</p> <p>Meet with agency representatives to determine:</p> <ul style="list-style-type: none"> ◆ Personnel rest and safety issues. ◆ Coordination procedure with cooperating and/or assisting agencies. <p>Be aware of ongoing Operations Section resource needs.</p>

DEMOBILIZATION UNIT LEADER CHECKLIST

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain identification and description of surplus resources and probable release times.</p> <p>Coordinate with the Planning / Intelligence Section to arrange shifts to assure priority resources are available for release.</p> <p>Develop release procedures in coordination with other sections and/or units and agency dispatch center(s).</p> <p>Coordinate with sections and/or units to determine their capabilities to support the demobilization effort.</p> <p>Establish a communications link with appropriate off-incident facilities.</p> <p>Prepare the demobilization plan, including following sections:</p> <ul style="list-style-type: none"> ◆ <i>General</i> – Discussion of the demobilization procedure. ◆ <i>Responsibilities</i> – Specific implementation responsibility and activity. ◆ <i>Release Priority</i> – Take into account the assisting agency requirements and kinds and types of resources. ◆ <i>Release Procedures</i> – Detailed steps and processes to be followed. ◆ <i>Travel Restrictions</i> – Restrictions and instructions for travel. <p>Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.</p> <p>Obtain approval of the demobilization plan.</p> <p>Distribute the plan to each section and processing point (on-and off-incident).</p> <p>Ensure that all sections and/or units understand their responsibilities within the demobilization plan.</p> <p>Ensure that all personnel receive a critical incident stress debriefing.</p> <p>Coordinate and closely supervise the demobilization process.</p> <p>Brief the Planning / Intelligence Section Chief on the progress of demobilization.</p> <p>Complete all records prior to departure.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

OPERATIONS SECTION CHIEF CHECKLIST

RESPONSIBILITIES

The Operations Section Chief, a member of the general staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises operations, organizational elements, and staging areas in accordance with the incident action plan. The Operations Section Chief also assists in the formulation of the incident action plan and directs its execution. The Operations Section Chief also directs the formulation and execution of subordinate unit operational plans and requests or releases resources and recommends these to the incident commander. He or she also makes expedient changes to the incident action plan (as necessary) and reports such to the Incident Commander.

The Operations Section Chief reports directly to the Incident Commander. The Operations Section Chief may have a deputy. The deputy's responsibilities will be as delegated by the Operations Section Chief, and the deputy must serve in the same operational period.

Instructions: The checklist below presents the minimum requirements for Operations Section Chiefs. Note that some activities are one-time actions, while others are ongoing throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Incident Commander.</p> <p>Develop the operations portion of the incident action plan.</p> <p>Brief and assign operations personnel in accordance with the incident action plan.</p> <p>Supervise operations.</p> <p>Establish staging areas.</p> <p>Determine need and request additional resources.</p> <p>Review the suggested list of resources to be released and initiate recommendations for the release of resources.</p> <p>Assemble and disassemble strike teams assigned to the Operations Section.</p> <p>Report information about activities, events, and occurrences to the Incident Commander.</p>

**OPERATIONS SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

The major responsibilities of the Operations Section Chief are stated below. Following each are tasks for implementing the activity.

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Obtain Briefing from Incident Commander	Receive briefing from Incident Commander and obtain: <ul style="list-style-type: none"> ◆ Incident Briefing (ICS Form 201 or local form). ◆ Summary of resources dispatched to the incident. ◆ Initial instructions concerning work activities.
Develop Operations Portion of Incident Action Plan	Discuss incident situation with immediate subordinates and obtain control actions planned for each operational period. Review control operations based on information provided by the Planning Section relating to: <ul style="list-style-type: none"> ◆ Resource availability. ◆ Situation status. ◆ Fire behavior prediction. ◆ Weather. ◆ Communications capability. ◆ Environmental impact and cost/resources use information. Develop planned control operations for each division/group. Make resource assignments for each division/group in conjunction with the Resources Unit.
Brief Operations Personnel on Incident Action Plan	Contact the Resources Unit to identify branch directors and division/group supervisors who have been dispatched to the incident. Conduct a briefing meeting for branch directors and division/group supervisors on the incident action plan and attachments. Make sure subordinates have the incident action plan. Establish reporting requirements concerning execution of the operations portion of the incident action plan. Provide additional information as requested by subordinates.

**OPERATIONS SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Supervise Operations	<p>Receive information routinely or as requested about operations activities from Situation Unit field observers and operations personnel.</p> <p>Determine the adequacy of operations progress by:</p> <ul style="list-style-type: none"> ◆ Approving changes to incident action plan as necessary. ◆ Providing information on the above changes to the Incident Commander and Planning Section Chief. <p>Implement necessary changes in operations.</p> <p>Handle unresolved problems within the Operations Section.</p> <p>Provide for the general welfare and safety of operations personnel.</p>
Establish and Maintain Staging Areas	<p>Identify appropriate location(s) for staging area(s).</p> <p>Identify expected number and type of resources to be assembled in each area.</p> <p>Identify anticipated duration for use of each area.</p> <p>Determine if there is any need for temporary assignment of logistics service and support to staging areas.</p> <p>Make arrangements for temporary logistics, if required, by notifying the Logistics Section Chief.</p> <p>Assign a Staging Area Manager to each staging area, as appropriate.</p>
Determine Need for Additional Resources	<p>Evaluate the progress of operations by obtaining the latest situation report, and the latest fire behavior prediction, and receive and evaluate reports from operations personnel.</p> <p>Determine the reason(s) for inadequacies in operations, if they exist.</p> <p>Request any additional required resources from the Resources Unit and provide the type and quantity, time and location of need, and supervisor and communications channel to use.</p>

**OPERATIONS SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Review Suggested List of Resources to be Released	<p>Review the list of potential resources to be released provided by the Planning Section Chief.</p> <p>Evaluate the adequacy of operations by reviewing the latest situation status information, the latest fire behavior prediction information, and reports from field personnel.</p> <p>Estimate current and future resource requirements.</p> <p>Submit a list of resource requirements to the Resource Unit.</p>
Assemble Strike Team from Resources Assigned to Operations Section	<p>Periodically review operations control activity to determine need for assembling strike teams from individual resources.</p> <p>Determine strike teams to be assembled by type, location, and strike team leader.</p> <p>Select specific resources to assign to each strike team.</p> <p>Notify strike team leaders and resources to assemble into assigned strike teams by preparing a list of assignments and submitting the list to Resources Unit which will assign strike team identification numbers and change the status of the assigned resources.</p> <p>Note: The specifications for each type of strike team must be followed, and all units within a strike team must have a common communications link.</p>

**OPERATIONS SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
<p>Disassemble Strike Teams Assigned to Operations Section</p>	<p>Note: Strike teams are not disassembled unless there is a need for a specific resource or a need for fewer resources than in a strike team. When strike teams are disassembled at the incident, the individual units are identified and status maintained by the Resources Unit. A strike team assembled at the incident may be disassembled for demobilization. Strike teams disassembled for purposes other than demobilization will reassemble at the earliest possible time.</p> <p>Review alternative control actions to determine anticipated need for types of resources other than strike teams such as single resources and task forces.</p> <p>Review resource status.</p> <p>Determine if there are an adequate number of single resources to fill needs at the incident.</p> <p>Determine strike teams to be disassembled.</p> <p>Reassign or release strike team leader.</p> <p>Reassign resources to specific missions as applicable.</p> <p>Notify strike team leaders of disassembly and reassignment of single resources within their strike teams by:</p> <ul style="list-style-type: none"> ◆ Preparing a list of assignments. ◆ Submitting the list to the communications center for transmitting assignments. ◆ Submitting the list to the Resources Unit for changes to status of resources.
<p>Initiate Recommendation for Release of Resources</p>	<p>Designate resources recommended for release by type, quantity, location, and time.</p> <p>Present recommendations to the Incident Commander with supporting information.</p>

**OPERATIONS SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
<p>Report Special Incidents/Accidents</p>	<p>Obtain information about special events, personal observations, and operations personnel from subordinates. This information should include the nature of the event, location, magnitude, personnel involved, initial action(s) taken, and appropriate subsequent action(s).</p> <p>Request needed assistance.</p> <p>Submit the report to the Incident Commander.</p> <p>Maintain the unit log (ICS Form 214 or local form) and give it to the Documentation Unit at the end of each operational period.</p>

STAGING AREA MANAGER CHECKLIST

RESPONSIBILITIES

The Staging Area Manager is responsible for overseeing the staging area. The Staging Area Manager reports to the Operations Section Chief.

Instructions: The Staging Area Manager will accomplish the following checklist of activities. Note that some activities are one-time only actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Operations Section Chief.</p> <p>Proceed to a staging area.</p> <p>Establish a staging area layout.</p> <p>Determine any support needs for equipment, feeding, sanitation, and security.</p> <p>Establish check-in procedures, as appropriate.</p> <p>Determine required resource reserve levels from the Operations Section Chief or Incident Commander.</p> <p>Advise the Operations Section Chief or Incident Commander when reserve levels reach minimums.</p> <p>Post areas for identification and traffic control.</p> <p>Request maintenance service for equipment at staging areas, as appropriate.</p> <p>Respond to request for resource assignments.</p> <p>Obtain and issue receipts for radio equipment and other supplies distributed and received at the staging area.</p> <p>Report resource status changes as required.</p> <p>Maintain the staging area in orderly condition.</p> <p>Demobilize the staging area in accordance with the incident demobilization plan.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

BRANCH DIRECTOR (OPERATIONS SECTION) CHECKLIST

RESPONSIBILITIES

The Operations Branch Director is responsible for the implementation of the incident action plan within the branch. This includes the direction and execution of branch planning for the assignment of resources within the branch. Branch directors will be activated only when and as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the Incident Commander and Operations Section Chief. The deputy, if activated, must serve in the same operational period as the director. The Operations Branch Director reports to the Operations Section Chief.

Instructions: The checklist below presents the minimum requirements for Operations Branch Directors. Note that some activities are one-time actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Operations Section Chief.</p> <p>Develop with subordinates alternatives for branch control operations.</p> <p>Interact with the Operations Section Chief and other Branch Directors to develop tactics to implement incident strategies.</p> <p>Attend planning meetings at the request of the Operations Section Chief.</p> <p>Review the Division/Group Assignment List (ICS Form 204 or local form) for divisions/groups within the branch. Modify lists based on the effectiveness of current operations.</p> <p>Assign specific work tasks to division/group supervisors.</p> <p>Resolve logistics problems reported by subordinates.</p> <p>Report to the Operations Section Chief when:</p> <ul style="list-style-type: none"> ◆ The incident action plan must be modified. ◆ Additional resources are needed. ◆ Surplus resources are available. ◆ Hazardous situations or significant events occur. <p>Approve accident and medical reports originating with the branch.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

DIVISION/GROUP SUPERVISOR (OPERATIONS SECTION) CHECKLIST

RESPONSIBILITIES

Divisions divide an incident into natural separations where resources can be effectively managed under span-of-control guidelines. Examples of divisions are floors of a building or segments of a line. Groups are functional and describe activity. Examples of groups are ventilation, salvage, or secondary line construction.

The Division or Group Supervisor is responsible for:

- ◆ The implementation of the assigned portion of the incident action plan.
- ◆ The assignment of resources within the division or group.
- ◆ Reporting on the progress of control operations.
- ◆ The status of resources within the division or group.

The Division/Group Supervisor reports to the Branch Director or, in the event that Branch Directors are not activated, to the Operations Section Chief.

Instructions: The checklist below presents the minimum requirements for Division or Group Supervisors. Note that some activities are one-time actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from a Branch Director or the Operations Section Chief.</p> <p>Implement the incident action plan for the division or group.</p> <p>Provide the incident action plan to Strike Team Leaders, when available.</p> <p>Identify the resources assigned to the division or group.</p> <p>Review the division or group assignments and incident activities with subordinates and assign tasks.</p> <p>Ensure that the Communications and/or Resources Unit are advised of all changes in status of resources assigned to the division or group.</p> <p>Coordinate activities with the adjacent division or group.</p> <p>Monitor and inspect progress and make changes as necessary.</p> <p>Determine the need for assistance on assigned tasks.</p> <p>Submit situation and resource status information to the Branch Director or Operations Section Chief.</p> <p>Report special occurrences or events (e.g., accidents, sickness, hazardous situations, etc.) to the immediate supervisor.</p>

OPERATIONS DIVISION/GROUP SUPERVISOR CHECKLIST

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Resolve logistics problems within the division or group.</p> <p>Ensure that assigned personnel and equipment get to and from their assignments in a timely and orderly manner.</p> <p>Participate in the development of branch plans for the next operational period.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

STRIKE TEAM/TASK FORCE LEADER CHECKLIST

RESPONSIBILITIES

The Strike Team or Task Force Leader is responsible for performing operations assigned to a strike team or task force. The leader reports work progress, resource status, and other important information to a division supervisor and maintains work records on assigned personnel. The Strike Team/Task Force Leader reports to a Division/Group Supervisor.

Instructions: The checklist below presents the minimum requirements for Strike Team or Task Force Leaders. Note that some activities are one-time actions, while others are ongoing and repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the division or group supervisor.</p> <p>Review strike team or task force assignments with subordinates and assign tasks.</p> <p>Travel to and from active assignment area with assigned resources.</p> <p>Monitor work progress and make changes when necessary.</p> <p>Determine the need for assistance on assigned tasks.</p> <p>Coordinate activities with adjacent strike teams or task forces and single resources.</p> <p>Submit situation and resource status information to the division or group supervisor.</p> <p>Retain control of assigned resources while in available or out-of-service status.</p> <p>Report special events.</p> <p>Request service and/or support.</p> <p>Report status and location changes.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

LOGISTICS SECTION CHIEF CHECKLIST

RESPONSIBILITIES

The Logistics Section Chief, a member of the general staff, is responsible for providing facilities, services, and materials in support of the incident. The Logistics Section Chief participates in the development of the incident action plan and activates and supervises the branches and units within the Logistics Section.

Instructions: The checklist below presents the minimum requirements for Logistics Section Chiefs. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Incident Commander.</p> <p>Plan the organization of the Logistics Section.</p> <p>Assign work locations and preliminary work tasks to section personnel.</p> <p>Notify the Resources Unit of the Logistics Section units which have been activated, including the names and locations of assigned personnel.</p> <p>Assemble and brief unit leaders and branch directors.</p> <p>Participate in the preparation of the incident action plan.</p> <p>Identify the service and support requirements for planned and expected operations.</p> <p>Provide input to and review the communications, medical, and traffic plans.</p> <p>Coordinate and process requests for additional resources.</p> <p>Review the incident action plan, and estimate section needs for the next operational period.</p> <p>Ensure that the incident communications plan is prepared.</p> <p>Advise on current service and support capabilities.</p> <p>Prepare the service and support elements of the incident action plan.</p> <p>Estimate future service and support requirements.</p> <p>Receive the demobilization plan from the Planning Section.</p> <p>Recommend the release of unit resources in conformity with the demobilization plan.</p> <p>Ensure the general welfare and safety of Logistics Section personnel.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

LOGISTICS SECTION CHIEF MAJOR RESPONSIBILITIES AND TASKS

The major responsibilities of the Logistics Section Chief are stated below. Following each are tasks for implementing the responsibility.

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Obtain Briefing from Incident Commander	<p>Receive an incident briefing, summary of resources dispatched to the incident, and initial instructions concerning work activities.</p> <p>Obtain a copy of the incident action plan, if available.</p>
Activate Logistics Section Units	<p>Determine from the incident briefing what Logistics Section personnel have been ordered.</p> <p>Confirm order of appropriate Logistics Section personnel.</p> <p>Plan preliminary organization of the Logistics Section.</p> <p>Compare the preliminary incident action plan with personnel ordered, as appropriate.</p> <p>Identify additional personnel needed.</p> <p>Request additional personnel.</p> <p>Assign work locations and work tasks to logistics section personnel.</p> <p>Notify the Resources Unit of Logistics Section units activated, including names and locations of assigned personnel.</p>
Organize Logistics Section	<p>Confirm arrival of dispatched Logistics Section personnel.</p> <p>Assemble and brief Logistics Section personnel.</p> <p>Review initial operations of Logistics Section with section personnel.</p> <p>Give instructions for initial operations to section personnel.</p>

**LOGISTICS SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Assist in Preparation of the Incident Action Plan	<p>Attend planning meeting.</p> <p>Review suggested strategy and operations for next operational period.</p> <p>Advise on current service and support capabilities.</p> <p>Estimate logistic capabilities with current capabilities.</p> <p>Compare required capabilities with current capabilities.</p> <p>Determine additional service and support requirements corresponding to the incident action plan.</p> <p>Prepare service and support elements of the incident action plan.</p> <p>Identify potential future control operations so as to anticipate logistics requirements.</p>
Request Additional Incident Resources	<p>Note: The Logistics Section Chief performs this function only if the Incident Commander has delegated the corresponding authority.</p> <p>Receive requests for resources to be ordered from outside of the incident from members of the general staff or the Resources Unit.</p> <p>Coordinate requests for additional resources so as to eliminate duplicate requests.</p> <p>Submit the request through the communications center for additional resources from outside the incident. The request goes through normal channels and includes a confirmation/denial of request and ETAs.</p>

**LOGISTICS SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
<p>Perform Operational Planning for Logistics Section</p>	<p>Obtain the incident action plan from the Planning Section Chief and review with section personnel as appropriate.</p> <p>Identify service and support requirements for planned and expected incident operations.</p> <p>Plan organization of the Logistics Section.</p> <p>Compare organization plan requirements with dispatched personnel.</p> <p>Identify needed or surplus personnel.</p> <p>Notify the Resources Unit of names of personnel available for assignment or reassignment.</p> <p>Notify personnel being reassigned.</p> <p>Request additional personnel needed.</p> <p>Request additional support from the Incident Commander if personnel are not available from incident sources.</p> <p>Notify the Resources Unit of resources assigned by Logistics Section for support and service needs.</p> <p>Assign work locations and specific work tasks to section personnel.</p>
<p>Update Logistics Section Planning</p>	<p>Review current situation status, resource status, and fire behavior prediction information.</p> <p>Obtain information concerning future operations through discussions with incident personnel.</p> <p>Estimate future service and support requirements.</p> <p>Compare estimated future requirements with expected logistics capabilities.</p> <p>Obtain changes to the incident action plan from the Planning Section Chief.</p> <p>Obtain the demobilization plan from the Planning Section Chief.</p> <p>Identify required modifications to Logistics Section planning. and modify planning as appropriate.</p> <p>Inform Logistics Section branch directors, Planning Section Chief, Resources Unit, and others as appropriate of planning modifications.</p>

**LOGISTICS SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Direct Operations of Organizational Elements	<p>Receive reports of significant events.</p> <p>Periodically check work progress on assigned tasks of support and service branches and units, as appropriate.</p> <p>Coordinate and supervise activities of Logistics Section units.</p> <p>Ensure general welfare and safety of logistics personnel.</p> <p>Provide input to and review communications, medical, and traffic plans.</p>
Recommend Release of Resources/Supplies	<p>List resources/supplies recommended for release by type, quantity, location, and time.</p> <p>Present recommendations to the Planning Section Chief.</p> <p>Coordinate with the Demobilization Unit on the demobilization plan.</p>
Maintain Logs and Records	<p>Record Logistics Section activities on the unit log (ICS Form 214 or local form).</p> <p>Maintain agency records and reports.</p> <p>Provide unit logs to the Documentation Unit at the end of each operational period.</p>

LOGISTICS SUPPORT BRANCH DIRECTOR CHECKLIST

RESPONSIBILITIES

The Support Branch Director is responsible for the management of all support activities at the incident.

The Support Branch Director position will be activated only as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the Incident Commander and Logistics Section Chief. The Support Branch Director reports to the Logistics Section Chief.

Instructions: The checklist below presents the minimum requirements for Support Branch Directors. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain working materials from the logistics kit.</p> <p>Identify the Support Branch personnel dispatched to the incident.</p> <p>Determine initial support operations in coordination with the Logistics Section Chief and Service Branch Director.</p> <p>Prepare the initial organization and assignments for the initial support operations.</p> <p>Assemble and brief Support Branch personnel.</p> <p>Determine if assigned branch resources are sufficient.</p> <p>Monitor the work progress of units, and keep the Logistics Section Chief informed of activities.</p> <p>Resolve problems associated with requests from the Operations Section.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

GROUND SUPPORT UNIT LEADER CHECKLIST

RESPONSIBILITIES

The Ground Support Unit Leader is primarily responsible for:

- ◆ Providing for the transportation of personnel, supplies, food, and equipment.
- ◆ Providing for the fueling, service, maintenance, and repair of vehicles and other ground support equipment.
- ◆ Collecting and recording information about the use of rental equipment and services initiated and requested.
- ◆ Implementing the traffic plan for the incident.

Instructions: The checklist below presents the minimum requirements for Ground Support Unit Leaders. Note that some activities are one-time actions and others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Support Branch Director or Logistics Section Chief.</p> <p>Participate in Support Branch and/or Logistics Section planning activities.</p> <p>Implement the traffic plan developed by the Planning Section.</p> <p>Support out-of-service resources.</p> <p>Notify the Resources Unit of all status changes on support and transportation vehicles.</p> <p>Arrange for and activate the fueling, maintenance, and repair of ground resources.</p> <p>Maintain an inventory of support and transportation vehicles (ICS Form 218 or local form).</p> <p>Provide transportation services.</p> <p>Collect information on rented equipment.</p> <p>Requisition maintenance and repair supplies (e.g., fuel and spare parts).</p> <p>Maintain incident roads.</p> <p>Submit reports to the Support Branch Director as directed.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

FOOD UNIT LEADER CHECKLIST

RESPONSIBILITIES

The Food Unit Leader is responsible for determining feeding and cooking facility requirements at all incident facilities, menu planning, food preparation, serving, providing potable water, and general maintenance of the food service areas.

The Food Unit Leader reports to the Service Branch Director (if activated) or the Logistics Section Chief.

Instructions: The checklist below presents the minimum requirements for Food Unit Leaders. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Service Branch Director or Logistics Section Chief.</p> <p>Determine the location of the working assignment and the number of personnel assigned to the base and camps.</p> <p>Determine the method of feeding the best fits each situation.</p> <p>Obtain the necessary equipment and supplies to operate the food service facilities at the base and camps.</p> <p>Ensure that sufficient potable water is available to meet all incident needs.</p> <p>Set up food unit equipment.</p> <p>Prepare menus to ensure incident personnel of well-balanced meals.</p> <p>Ensure that all appropriate health and safety measures are taken.</p> <p>Supervise cooks and other Food Unit personnel.</p> <p>Keep an inventory of food on hand, and check in food orders.</p> <p>Provide the Supply Unit Leader with food supply orders.</p> <p>Demobilize the Food Unit in accordance with the incident demobilization plan.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

COMMUNICATIONS UNIT LEADER CHECKLIST

RESPONSIBILITIES

The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities. These include:

- ◆ Installing and testing of communications equipment.
- ◆ Supervision of the incident communications center.
- ◆ Distribution of communications equipment to incident personnel.
- ◆ Maintenance and repair of communications equipment.

Instructions: The checklist below presents the minimum requirements for Communications Unit Leaders. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Service Branch Director or Logistics Section Chief.</p> <p>Determine the Communications Unit personnel needs.</p> <p>Advise on the communications capabilities and/or limitations during preparation of the incident action plan.</p> <p>Prepare and implement the incident radio communications plan (ICS Form 205).</p> <p>Ensure that the incident communications center and message center is established.</p> <p>Set up the telephone and public address system.</p> <p>Establish appropriate communications distribution and/or maintenance locations within the base and camp(s).</p> <p>Ensure that communications systems are installed and tested.</p> <p>Ensure that an equipment accountability system is established.</p> <p>Ensure that personal portable radio equipment from cache(s) is distributed per radio plan.</p>

COMMUNICATIONS UNIT LEADER CHECKLIST

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Provide technical information as required on:</p> <ul style="list-style-type: none"> ◆ Adequacy of communications systems currently in operation. ◆ Geographic limitations on communications systems. ◆ Equipment capabilities. ◆ Amount and types of equipment available. ◆ Anticipated problems in the use of communications equipment. <p>Supervise Communications Unit activities.</p> <p>Maintain records on all communications equipment as appropriate.</p> <p>Ensure that all equipment is tested and repaired.</p> <p>Recover equipment from relieved or released units.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

LOGISTICS SERVICE BRANCH DIRECTOR CHECKLIST

RESPONSIBILITIES

The Service Branch Director is responsible for the management of all service activities at the incident. The Service Branch Director position will be activated only as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the Incident Commander and Logistics Section Chief. The Service Branch Director reports to the Logistics Section Chief.

Instructions: The checklist below presents the minimum requirements for Service Branch Directors. Note that some items are one-time actions, and others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<ul style="list-style-type: none"> Obtain working materials from the logistics kit. Determine the level of service required to support operations. Confirm the dispatch of branch personnel. Participate in the planning meetings of Logistics Section personnel. Review the incident action plan. Organize and prepare assignments for Service Branch personnel. Coordinate the activities of branch units. Inform the Logistics Section Chief of branch activities. Resolve Service Branch problems. Maintain the unit log (ICS Form 214 or local form).

MEDICAL UNIT LEADER CHECKLIST

RESPONSIBILITIES

The Medical Unit Leader is primarily responsible for the development of the medical emergency plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records. The Medical Unit may also assist operations in supplying medical care and assistance to civilian casualties at the incident. The Medical Unit Leader reports to the Service Branch Director. The Medical Unit Leader may require the services of a Welfare Officer to assist in resolving personal matters or to support the general well-being of personnel assigned to the incident.

Instructions: The checklist below presents the minimum requirements for Medical Unit Leaders. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Service Branch Director or Logistics Section Chief.</p> <p>Participate in Logistics Section and/or Service Branch planning activities.</p> <p>Determine the level of emergency medical activities performed prior to activation of Medical Unit.</p> <p>Activate the Medical Unit.</p> <p>Prepare the medical emergency plan (ICS Form 206 or local form).</p> <p>Prepare procedures for a major medical emergency.</p> <p>Declare a major medical emergency, as appropriate.</p> <p>Respond to requests for medical aid.</p> <p>Respond to requests for medical transportation.</p> <p>Respond to requests for medical supplies.</p> <p>Prepare medical reports.</p> <p>Submit the reports, as directed.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

FACILITIES UNIT LEADER CHECKLIST

RESPONSIBILITIES

The Facilities Unit Leader is primarily responsible for the activation of incident facilities (i.e., the base, camp(s), and Incident Incident Command Post). The unit provides sleeping and sanitation facilities for incident personnel, and manages base and camp operations. Each facility is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the base and camp manager are to provide security service and facility maintenance. The Facilities Unit Leader reports to the Support Branch Director. Close liaison must be maintained with the Food Unit Leader, who is responsible for providing food for all incident facilities.

Instructions: The checklist below presents the minimum requirements for Facilities Unit Leaders. Note that some of the activities are one-time actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Receive the incident action plan.</p> <p>Participate in Logistics Section and/or Support Branch planning activities.</p> <p>Determine the requirement for each facility to be established.</p> <p>Prepare layouts of incident facilities.</p> <p>Notify unit leaders of facility layouts.</p> <p>Activate incident facilities.</p> <p>Obtain personnel to operate facilities.</p> <p>Provide sleeping facilities.</p> <p>Provide security services.</p> <p>Provide facility maintenance services (sanitation, lighting, clean up, etc.).</p> <p>Supervise out-of-service resources and unassigned personnel.</p> <p>Demobilize base and camp facilities.</p> <p>Maintain the Facilities Unit records.</p> <p>Maintain the unit log (ICS Form 214 of local form).</p>

SUPPLY UNIT LEADER CHECKLIST

RESPONSIBILITIES

The Supply Unit Leader is primarily responsible for:

- ◆ Ordering personnel.
- ◆ Ordering, receiving, and storing all supplies for the incident.
- ◆ Maintaining an inventory of supplies.
- ◆ Servicing non-expendable supplies and equipment.

The major functions of the unit are grouped into the ordering of equipment and supplies and the receiving and/or distribution of equipment, other than primary supplies. The Supply Unit Leader reports to the Support Branch Director.

Instructions: The checklist below presents the minimum requirements for Supply Unit Leaders. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Support Branch Director or Logistics Section Chief.</p> <p>Participate in the Logistics Section and/or Support Branch planning activities.</p> <p>Provide kits to Planning, Logistics, and Finance/Administration Sections.</p> <p>Determine the type and amount of supplies en-route.</p> <p>Arrange for receiving ordered supplies.</p> <p>Review the incident action plan for information on operations of the Supply Unit.</p> <p>Develop and implement safety and security requirements.</p> <p>Order, receive, distribute, and store supplies and equipment.</p> <p>Receive and respond to requests for personnel, supplies, and equipment.</p> <p>Maintain an inventory of supplies and equipment.</p> <p>Service reusable equipment.</p> <p>Demobilize the Supply Unit.</p> <p>Submit reports to the Support Branch Director.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST

RESPONSIBILITIES

The Finance/Administration Section Chief, a member of the general staff, is responsible to organize and operate the Finance/Administration Section within the guidelines, policy, and constraints established by the Incident Commander and the responsible agency. The Finance/Administration Section Chief participates in the development of the incident action plan and activates and supervises the units within the section.

The finance/administration function within the Incident Command System is heavily tied to agency-specific policies and procedures. The Finance/Administration Section Chief will normally be assigned from the agency with incident jurisdictional responsibility. The organization and operation of the finance/administration function will require extensive use of agency-provided forms. The Finance/Administration Section Chief reports directly to the Incident Commander.

Instructions: The checklist below presents the minimum requirements for Finance/Administration Section Chiefs. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Incident Commander.</p> <p>Manage all financial aspects of an incident.</p> <p>Provide financial and cost analysis information as requested.</p> <p>Attend a briefing with the responsible agency to gather information.</p> <p>Attend a planning meeting to gather information on overall strategy.</p> <p>Identify and order supply and support needs for the Finance/Administration Section.</p> <p>Develop an operations plan for the finance/administration function at the incident.</p> <p>Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.</p> <p>Determine the need for a commissary operation.</p> <p>Inform the Incident Commander and general staff when the section is fully operational.</p> <p>Meet with assisting and cooperating agency representatives, as required.</p> <p>Provide input in all planning sessions on finance matters.</p> <p>Maintain daily contact with agency/ies' administrative headquarters on finance matters.</p>

FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Ensure that all personnel time records are transmitted to home agencies according to policy.</p> <p>Participate in all demobilization planning.</p> <p>Ensure that all obligation documents initiated at the incident are properly prepared and completed.</p> <p>Brief agency administration personnel on all incident-related business management issues needing attention and follow-up prior to leaving the incident.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

FINANCE/ADMINISTRATION SECTION CHIEF MAJOR RESPONSIBILITIES AND TASKS

The major responsibilities of the Finance/Administration Section Chief are stated below. Following each are tasks for implementing the responsibility.

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Obtain Briefing from Incident Commander	Obtain an Incident Briefing and a copy of the incident action plan, if available.
Attend Briefing With Responsible Agency to Gather Information	Note: This briefing may be held at an off-incident location prior to arrival at the incident. The purpose of the briefing is to obtain financial information and administrative guidelines and constraints.
Attend Planning Meeting	Gather information on overall strategy and resource use planning.
Identify and Order Supply and Support Needs for Finance Section	Arrange for personnel to support Finance Section's unit-level operations. Arrange for equipment facilities and supplies necessary to support finance operation.
Develop an Operating Plan for Finance Function	Consider the size and complexity of incident. Consider the role of the Finance Section in serving/assisting other agencies on incident. Consider guidelines and policy established by agency. Consider personnel assignments, work loads, and welfare.
Meet with Assisting and Cooperating Agency Representatives as Required	Establish contact with the Liaison Officer. Obtain list of assisting and cooperating agencies supporting incident. Ensure that the Liaison Officer is advised as to the Finance Section operation.
Provide Input in All Planning Sessions on Finance Matters	Provide cost analysis data on control operations as required. Provide financial summary information as required.

**FINANCE/ADMINISTRATION SECTION CHIEF
MAJOR RESPONSIBILITIES AND TASKS**

<i>RESPONSIBILITY</i>	<i>TASKS</i>
Participate in All Demobilization Planning	Provide input to demobilization planning. Ensure that all required documentation is available at time of demobilization.
Ensure that All Documents are Prepared and Completed	Maintain required agency records and reports. Transfer fiscal documents from incident to responsible agency.

TIME UNIT LEADER CHECKLIST

RESPONSIBILITIES

The Time Unit is responsible for establishing files, collecting employee time reports, and providing a commissary operation to meet incident needs. The Time Unit Leader reports directly to the Finance/Administration Section Chief.

Instructions: The checklist below presents the minimum requirements for Time Unit Leaders. Note that some of the activities are one-time actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Finance/Administration Section Chief.</p> <p>Determine the incident requirements for the time-recording function.</p> <p>Establish contact with appropriate agency personnel and/or representatives.</p> <p>Organize and establish the Time Unit.</p> <p>Establish unit objectives, make assignments, and evaluate performance.</p> <p>Ensure that daily personnel time recording documents are prepared and compliance to time policy is met.</p> <p>Establish a commissary operation as required.</p> <p>Submit cost-estimate data forms to the Cost Unit, as required.</p> <p>Provide for record security.</p> <p>Ensure that all records are current or complete prior to demobilization.</p> <p>Release time reports from assisting agencies to the respective agency representatives prior to demobilization.</p> <p>Brief the Finance/Administration Section Chief on current problems, recommendations, outstanding issues and follow-up requirements.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

COST UNIT LEADER CHECKLIST

RESPONSIBILITIES

The Cost Unit Leader is responsible to prepare summaries of actual and estimated incident costs. The unit also prepares information on costs of resource use and provides cost effectiveness recommendations. The Cost Unit Leader reports to the Finance/Administration Section Chief.

Instructions: The checklist below presents the minimum requirements for Cost Unit Leaders. Note that some of the activities are one-time actions, while others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<ul style="list-style-type: none"> Obtain a briefing from the Finance/Administration Section Chief. Coordinate with agency headquarters on cost-reporting procedures. Ensure that all equipment and/or personnel requiring payment are identified. Obtain and record all cost data. Prepare incident cost summaries. Prepare resource-use cost estimates for planning. Make recommendations for cost savings to the Finance/Administration Section Chief. Maintain cumulative incident cost records. Ensure that all cost documents are accurately prepared. Complete all records prior to demobilization. Provide reports to the Finance/Administration Section Chief. Maintain the unit log (ICS Form 214 or local form).

COMPENSATION / CLAIMS UNIT LEADER CHECKLIST

RESPONSIBILITIES

Compensation for injury and claims are handled together within one unit in ICS.

The Compensation/Claims Unit is responsible for:

- ◆ The prompt preparation and processing of all forms required in the event of injury or death to any person.
- ◆ Gathering evidence and preparing claims documentation for any event involving damage to public or private properties which could result in a claim against the agency. The Compensation/Claims Unit Leader must have firsthand knowledge of all required agency procedures on claims handling.

The unit leader and assigned specialist must work in close coordination with the Medical Unit, Safety Officer, and Agency Representatives. The Compensation/Claims Unit Leader reports to the Finance/Administration Section Chief.

Instructions: The checklist below presents the minimum requirements for Compensation/Claims Unit Leaders. Note that some activities may be one-time actions, and others are ongoing or repetitive for the duration of an incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Finance/Administration Section Chief.</p> <p>Establish contact with the Safety Officer and Liaison Officer or Agency Representatives if no Liaison Officer is assigned.</p> <p>Determine the need for injury and claims specialists and order personnel if needed.</p> <p>Determine with the Medical Unit if the injury took place in a work area, whenever feasible.</p> <p>Obtain a copy of the incident medical plan.</p> <p>Ensure that injury and claims specialists have adequate work space and supplies.</p> <p>Brief compensation or claims specialists on incident activity.</p> <p>Coordinate with the Procurement Unit on procedures for handling claims.</p>

COMPENSATION / CLAIMS UNIT LEADER CHECKLIST

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Periodically review all logs and forms produced by compensation/claims specialists to ensure that:</p> <ul style="list-style-type: none"> ◆ Work is complete. ◆ Entries are accurate and timely. ◆ Work is in compliance with agency requirements and policies. <p>Keep the Finance/Administration Section Chief briefed on unit status and activity.</p> <p>Obtain the demobilization plan and ensure that injury and claims specialists are adequately briefed on the demobilization plan.</p> <p>Ensure that all injury and claims logs and forms are up to date and routed to the proper agency for post-incident processing prior to demobilization.</p> <p>Demobilize the unit in accordance with the demobilization plan.</p> <p>Maintain the unit log (ICS Form 214).</p>

PROCUREMENT UNIT LEADER CHECKLIST

RESPONSIBILITIES

The Procurement Unit Leader is responsible to develop a procurement plan for the incident and to perform equipment time recording. The Procurement Unit Leader will ensure that goods and services are procured to meet the needs of the incident within his or her authority and the constraints of the Finance/Administration Section and the jurisdictional agency.

The Procurement Unit will work closely with the Supply Unit, which will implement the procurement plan and perform all incident ordering. The Procurement Unit Leader reports to the Finance/Administration Section Chief.

Instructions: The checklist below presents the minimum requirements for Procurement Unit Leaders. Note that some activities are one-time actions, and others are ongoing or repetitive throughout the incident.

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Obtain a briefing from the Finance/Administration Section Chief.</p> <p>Contact the appropriate unit leaders about incident needs and any special procedures.</p> <p>Coordinate with the local jurisdiction on plans and supply sources.</p> <p>Obtain the incident procurement plan.</p> <p>Prepare and sign contracts and land use agreements, as needed.</p> <p>Draft memorandums of understanding.</p> <p>Establish contracts with supply vendors, as required.</p> <p>Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.</p> <p>Ensure that a system is in place which meets agency property management requirements. Ensure proper accounting for all new property.</p> <p>Interpret contracts and/or agreements and resolve claims or disputes within delegated authority limits.</p> <p>Coordinate with the Compensation/Claims Unit on procedures for handling claims.</p> <p>Finalize all agreements and contracts.</p> <p>Coordinate the use of funds, as required.</p> <p>Organize and direct the equipment time-recording function.</p>

<i>COMPLETED/ NOT APPLICABLE</i>	<i>TASKS</i>
	<p>Complete final processing and send documents for payment.</p> <p>Coordinate the cost data in contracts with the Cost Unit Leader.</p> <p>Maintain the unit log (ICS Form 214 or local form).</p>

NOTES:

THE INCIDENT COMMAND SYSTEM: Overview



