

# **SECTION 4**

# **INCIDENT COMMAND**

## **INCIDENT COMMANDER'S CHECKLIST**

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

### **Incident Command Check List**

- Obtain incident briefing and Incident Briefing Form (ICS Form 201) from prior Incident Commander
- Assess incident situation
- Obtain Delegation of Authority if requesting agency desires OSFM IMT to assume operational control and/or under unified command to allow all affected jurisdictions shared responsibility
- Conduct initial briefing
- Brief command staff and Section Chiefs
- Ensure planning meetings are conducted
- Review information concerning significant changes in the status of the situation, predicted incident behavior, weather, or status of resources
- Approve and authorize implementation of Incident Action Plan
- Coordinate staff activity
- Manage incident operations
- Maintain situational awareness of the incident
- Implement specific strategy and tactics to meet the host agency's objectives for appropriate management response for incident(s) and other delegated responsibilities
- Maintain contact with State Fire Marshal and AOC
- Approve requests for additional resources and requests for release of resources
- Approve the use of Shadow Trainees on the incident
- Determine information needs and inform command personnel of needs
- Authorize release of information to news media
- Ensure Incident Status Summary (ICS Form 209) is completed and forwarded to appropriate agency center(s)
- Ensure that an evaluation is completed on all IMT members (see Incident Personnel Performance Rating form, page 5 under Team Mobilizations)
- Approve plan for demobilization
- Release resources and supplies

## **INCIDENT COMMAND RESPONSIBILITIES**

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## **ASSUMPTION OF COMMAND**

Taking over the command of the incident requires that the Incident Commander and IMT obtain a complete and up-to-date incident briefing. This can only be accomplished if the individual who is presently in command can bring the new commander up-to-date on what the situation is at the time of the briefing. Therefore, it is important that the commander being relieved prepares the incident briefing as completely as possible for the new commander.

The Incident Commander will assume command of an incident after the overall situation is reviewed, sufficient information is available to make logical decisions, and takeover coordination can be accomplished. This can be best accomplished through the Delegation of Authority document. The Incident Commander must make it known to the command and general staff when the IMT will assume command of the incident. Prior to the initial briefing, the initial attack Incident Commander must ensure that sufficient resources have been ordered.

## **MULTI-JURISDICTION INCIDENTS**

The Incident Management Team's goal when involved in an incident with multiple jurisdictions will be to utilize the ICS system to form a single organization to effectively manage all facets of the incident. All agencies involved in an incident will be integrated into the planning process and IAP, (including structural, law enforcement, county emergency management), as appropriate.

The actual incident management organization will depend upon the situation and the jurisdiction involved. The team will work closely with the host agency in determining the appropriate organizational structure. Unified command is the preferred organization. The following guidelines will be used to implement an effective unified command.

- Incident Command will be a single Incident Commander with Deputy ICs representing the other jurisdictions, (structural, law enforcement, etc.).
- Each jurisdiction will provide Deputy Section Chiefs as needed to assure efficient and effective operations.

- Operations will be assigned a Deputy Operations Section Chief for each jurisdiction. As complexity increases, branches may be established for each functional area, (wildland, structural, law), as needed for effective span of control.
- Designation of division breaks and creation of groups will be done in a manner that incorporates both wildland and structural tactical considerations, (i.e. avoid division boundaries that split structural groups).
- The IAP will integrate incident objectives, organization chart, and division/group assignments for all jurisdictions on the incident.

## **IC RESPONSIBILITY IN PREPARING FOR PLANNING MEETING**

### **Incident Commander**

1. Discuss sideboards with staff, use of locals, work/rest ratios, resource status, etc.
2. Coordinate with Ops Section Chief/Planning Section Chief to develop & change incident objectives.
3. Coordinate with any local agency officials and other key people.
4. Finalize team timeline with Planning Section Chief.
5. Monitor interaction within command and general staff.

## **PLANNING MEETING**

Meeting length 30 minutes

### **Objectives:**

1. Develop strategic and tactical plan for next shift.
2. Assess resource needs/surplus.
3. Share information needed by others.
4. Identify and discuss critical action items.

### **Attendance:**

Incident Commander	and/or	Deputy Incident Commander
Ops Section Chief	and/or	Deputy Ops Section Chief
Planning Section Chief	and	Deputy Planning Section Chief
Safety Officer		Logistics Section Chief
Information Officer		Finance Section Chief
Resource Unit Leader		
State Fire Marshal Agency Administrator or representative (if present)		
Liaisons (structural liaison, law enforcement, National Guard, etc.)		

## INCIDENT ACTION PLAN COMMUNICATION POLICY

It shall be the IMT policy that vital tactical and safety information be communicated to all personnel involved in the effort. To this effect, IMT personnel will observe the following practices:

- All Operations Section supervisors down through Task Force/Strike Team Leaders will attend the shift briefing for their assigned operational period.
- Division Supervisors will conduct briefings with their assigned personnel following the shift briefing.
- All Operations Section supervisors will conduct a separate briefing for all single resource supervisors and all single resources under their jurisdiction. In turn, each of these single resource supervisors will communicate the information to the firefighters under their supervision for the shift. The critical information contained in N.A.I.L.S. will be the minimum information communicated down to the individual firefighter.

### **N.A.I.L.S.**

**N** ame and means to contact immediate supervisor

**A** nticipated weather and fire behavior

**I** ncident and division objectives and individual assignment

**L** ocation of escape routes and established safety zones

**S** afety considerations for the shift

- A full copy of the current IAP will be posted and maintained at the base camp by the Planning Section Chief.