

10.1 APPENDIX - INCIDENT COMMAND POSITION CHECKLIST

- Upon arrival, assess the situation and obtain incident briefing from IC.
- Establish priorities.
- Determine incident objectives and general direction for managing the incident.
- Establish an Incident Command Post (ICP).
- Brief the Command Staff and Section Chiefs.
- Ensure scene security.
- Establish an appropriate organization.
- If applicable, consider the incident as a potential crime scene; preserve evidence and coordinate with law enforcement.
- Ensure adherence to the operational planning cycle.
- Approve and authorize the implementation of an Incident Action Plan (IAP).
- Ensure that adequate safety measures are in place, including the assignment of a Safety Officer.
- Coordinate activities for all Command and General Staff.
- Coordinate with key stakeholders.
- Make appropriate notifications (e.g., hospitals, health department, etc.).
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator(s) informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Authorize release of information to the news media.
- Ensure Incident Status Summary (ICS 209) is completed and forwarded to the appropriate higher authority.
- Order the demobilization of the incident when appropriate.
- Ensure establishment and oversight of a Joint Information Center (JIC).
- Maintain a Unit Log (ICS 214).

10.2 APPENDIX - LIAISON OFFICER POSITION CHECKLIST

- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating Agency Representatives, including name and contact information.
- Monitor check-in sheets daily to ensure that all Agency Representatives are identified.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies supporting the incident aware of the incident's status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in Planning meetings and provide current resource status, including limitations and capability of assisting agency resources.
- Coordinate response resource needs for incident investigation activities with the OSC.
- Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
- Brief the IC on agency issues and concerns.
- Have debriefing session with the IC prior to demobilization.
- Maintain a Unit Log (ICS 214).

10.3 APPENDIX - SAFETY OFFICER POSITION CHECKLIST

- Participate in tactics and planning meetings, as well as other meetings and briefings as required.
- Identify hazardous situations associated with the incident.
- Dedicate Emergency Medical Services (EMS) personnel needed for responders (ICS 206).
- Develop the Risk/Hazard Analysis (ICS 215a) with the Operations Section Chief (OSC).
- Coordinate with law enforcement to provide security and control of perimeters.
- Confirm control zones have been established and monitored.
- Ensure the selection of Personal Protective Equipment (PPE) and other equipment meets the needs of the incident.
- Ensure that personnel accountability system is in place for all personnel.
- Ensure that working conditions are monitored and work/rest guidelines are adhered to.
- Designate emergency evacuation guidelines.
- Review the IAP for safety implications.
- Provide safety advice in the IAP for assigned responders.
- Ensure identified resources are in place to meet the mental health needs of responders.
- Exercise emergency authority to stop and prevent unsafe acts and notify IC.
- Investigate accidents that have occurred within the incident area.
- Assign assistants, as needed.
- Review and approve the Medical Plan (ICS 206).
- Develop the Site Safety Plan as required.
- Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
- Brief the IC on safety issues and concerns.
- Have a debriefing session with the IC prior to demobilization.
- Maintain a Unit Log (ICS 214).

10.4 APPENDIX - PUBLIC INFORMATION OFFICER POSITION CHECKLIST

- Determine from the IC the limits on information release.
- Develop material for use in media briefings.
- Obtain IC approval of media releases.
- Inform the media and conduct media briefings.
- Arrange for tours and other interviews or briefings as required.
- Establish a JIC to coordinate and disseminate accurate and timely incident related information as necessary.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
- Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
- Brief Command on PIO issues and concerns.
- Advise Incident Command or Unified Command (IC/UC) on all public information matters.
- Manage media and public inquiries.
- Coordinate emergency public information and mass community warnings.
- Conduct rumor monitoring and control.
- Conduct media monitoring.
- Have debriefing session with the IC prior to demobilization.
- Maintain a Unit Log (ICS 214).

10.5 APPENDIX - OPERATIONS SECTION CHIEF POSITION CHECKLIST

- Obtain a briefing from Incident Command or Unified Command (IC/UC).
- Evaluate and request sufficient Section supervisory staffing for both Operational and planning activities.
- Supervise Operations Section field personnel.
- Implement the IAP for the Operations Section.
- Evaluate on-scene operations and make adjustments to organization, strategies, tactics, and resources (e.g., additional manpower, equipment, etc.) as necessary.
- Ensure the Resources Unit is advised of changes in the status of resources assigned to the section.
- Ensure that Operations Section personnel execute work assignments following approved safety practices.
- Monitor the need for additional resources and request them as necessary to support operations.
- Assemble/disassemble Task Force/Strike Teams as appropriate.
- Identify/utilize staging areas.
- Evaluate and monitor the current situation for use in next Operational Period Planning.
- Convert operational incident objectives into strategic and tactical options.
- Coordinate and consult with the Planning Section Chief (PSC), Safety Officer (SO), Technical Specialist, modeling scenarios, trajectories, etc., on selection of appropriate strategies and tactics to accomplish objectives.
- Identify kind and number of resources required to support selected strategies.
- Subdivide work areas into manageable branches, divisions, and groups.
- Develop work assignment and allocate tactical resources based on strategic requirements on Operational Planning Worksheet (ICS 215).
- Provides input for the risk/hazard analysis (ICS 215a) to the Safety Officer.
- Coordinate planned activities with the SO to ensure compliance with safety practices.
- Identify appropriate Personal Protective Equipment (PPE) options prior to committing personnel.
- Participate in the planning process and the development of the tactical portion (ICS 204) of the IAP.
- Assist with development of advanced strategic, contingency, and demobilization plans.
- Develop a recommended list of Section resources to be demobilized and initiate recommendation for release when appropriate.
- Receive and implement applicable portions of the Incident Demobilization Plan.
- Participate in operational briefings as well as briefings to media, and visiting dignitaries.
- Maintain a Unit Log (ICS 214)

10.6 APPENDIX - STAGING AREA MANAGER POSITION CHECKLIST

- Proceed to Staging Area.
- Obtain a briefing from person relieving.
- Establish Staging Area layout.
- Determine any support needs for equipment, food distribution, sanitation, and security.
- Establish check-in function as appropriate (ICS Form 211).
- Ensure security of staged resources.
- Post areas for identification and traffic control.
- Request maintenance service for equipment at Staging Area as appropriate.
- Respond to requests for resource assignments. (Note: This may be direct from the OSC or via the Incident Communications Center.)
- Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- Determine required resource levels from the OSC.
- Form Strike Teams and Task forces as requested by the IC or OSC.
- Advise the OSC or IC/UC (if no OSC designated) when reserve levels reach minimums.
- Maintain and provide status to Resource Unit of all resources in Staging Area.
- Maintain the Staging Area in orderly condition.
- Demobilize the Staging Area in accordance with the Incident Demobilization Plan.
- Debrief with OSC or as directed at the end of each Operational Period.
- Maintain a Unit Log (ICS 214).

10.7 APPENDIX - PLANNING SECTION CHIEF POSITION CHECKLIST

- Collect, process, and display incident information.
- Assist Operation Section Chief (OSC) in the development of response strategies.
- Supervise preparation of the Incident Action Plan (IAP).
- Facilitate planning meetings and briefings.
- Supervise the tracking of incident personnel and resources through the Resources Unit.
- Assign personnel already on-site to Incident Command System (ICS) organizational positions as appropriate.
- Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources, Situation).
- Determine the need for any specialized resources in support of the incident.
- Establish special information collection activities as necessary (e.g., weather, environmental, toxics, etc.).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation and implementation of the Incident Demobilization Plan.
- Incorporate plans (e.g., Traffic, Medical, Communications, and Site Safety) into the IAP.
- Develop other incident supporting plans (e.g., salvage, transition, and security).
- Maintain a Unit Log (ICS 214).

10.8 APPENDIX - SITUATION UNIT LEADER POSITION CHECKLIST

- Begin collection and analysis of incident data as soon as possible.
- Prepare, post, or disseminate resource and situation status information as required, including special requests.
- Prepare periodic predictions or as requested by the PSC.
- Prepare the Incident Status Summary Form (ICS 209).
- Provide photographic services and maps if required.
- Conduct situation briefings at meetings and briefings as required by the PSC.
- Develop and maintain master chart(s)/map(s) of the incident.
- Maintain chart/map of incident in the common area of the Incident Command Post (ICP) for all responders to view.
- Maintain a Unit Log (ICS 214).

10.9 APPENDIX - RESOURCE UNIT LEADER POSITION CHECKLIST

- Review assignments.
- Obtain a briefing from person relieving.
- Obtain necessary equipment and supplies.
- Review weather/environmental conditions for assignment area.
- Brief subordinates on safety measures.
- Monitor work progress.
- Ensure adequate communications with supervisor and subordinates.
- Keep supervisor informed of progress and any changes.
- Inform supervisor of problems with assigned resources.
- Brief relief personnel, and advise them of any change in conditions.
- Return equipment and supplies to appropriate unit.
- Complete and turn in all time and use records on personnel and equipment.
- Debrief as directed at the end of each operational period.
- Maintain a Unit Log (ICS 214)

10.10 APPENDIX - DOCUMENTATION UNIT LEADER POSITION CHECKLIST

- Set up work area; begin organization of incident files.
- Establish duplication service; respond to requests.
- File all official forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- Provide incident documentation as requested.
- Organize files for submitting final incident documentation package.
- Maintain a Unit Log (ICS 214).

10.11 APPENDIX - LOGISTICS SECTION CHIEF POSITION CHECKLIST

- Plan the organization of the Logistics Section.
- Assign work locations and preliminary work tasks to Section personnel.
- Notify the Resources Unit of the Logistics Section Units activated, including names and locations of assigned personnel.
- Assemble and brief Logistics Branch Directors and Unit Leaders.
- Determine and supply immediate incident resource and facility needs.
- In conjunction with Incident Command, develop and advise all Sections of the Incident Management Team (IMT) resource approval and requesting process.
- Review Operational Planning worksheet (ICS 215) and estimate section needs for upcoming Operational Period.
- Identify long-term service and support requirements for planned and expected operations.
- Advise Incident Command and other Section Chiefs on resource availability to support incident needs.
- Provide input to and review the Communications Plan, Medical Plan and Traffic Plan.
- Identify resource needs for incident contingencies.
- Coordinate and process requests for additional resources.
- Track resource effectiveness and make necessary adjustments.
- Advise on current service and support capabilities.
- Request and/or set up expanded ordering processes as appropriate to support incident.
- Develop recommended list of Section resources to be demobilized and initiate recommendation for release when appropriate.
- Receive and implement applicable portions of the incident Demobilization Plan.
- Ensure the general welfare and safety of Logistics Section personnel.
- Maintain a Unit Log (ICS 214).

10.12 APPENDIX - SUPPORT BRANCH DIRECTOR POSITION CHECKLIST

- Obtain work materials.
- Identify Support Branch personnel dispatched to the incident.
- Determine initial support operations in coordination with the LSC and Service Branch Director.
- Prepare initial organization and assignments for support operations.
- Assemble and brief Support Branch personnel.
- Determine if assigned Branch resources are sufficient.
- Oversee work progress of assigned units and inform the LSC of their activities.
- Resolve problems associated with requests from the Operations Section.
- Develop and implement Traffic Plan.
- Maintain a Unit Log (ICS 214).

Additional Responsibilities:

- Obtain necessary agency(ies) order forms.
- Establish ordering procedures.
- Establish name and telephone numbers of agency personnel receiving orders.
- Get names of incident personnel who have ordering authority.
- Check on what has already been ordered.
- Ensure order forms are filled out correctly.
- Place orders in a timely manner.
- Consolidate orders when possible.
- Identify times and locations for delivery of supplies and equipment.
- Order required personnel to operate supply area.
- Organize physical layout of supply area.
- Set up filing system for receiving and distribution of supplies and equipment.
- Maintain inventory of supplies and equipment.
- Develop security requirement for supply area.
- Establish procedures for receiving supplies and equipment.
- Develop Security Plan for incident facilities.
- Adjust Security Plan for personnel and equipment changes and releases.
- Coordinate security activities with appropriate incident personnel.
- Prevent theft of all organizational and personal property.
- Document all complaints and suspicious occurrences.
- Support out-of-service resources.
- Arrange for and activate fueling, maintenance, and repair of ground resources.
- Provide transportation services.
- Collect use information on rented equipment.

10.13 APPENDIX - SERVICE BRANCH DIRECTOR POSITION CHECKLIST

- Obtain working materials.
- Determine the level of service required to support operations.
- Confirm dispatch of Branch personnel.
- Participate in planning meetings of Logistics Section personnel.
- Review the IAP.
- Organize and prepare assignments for Service Branch personnel.
- Coordinate activities of Branch Units.
- Inform the LSC of Branch activities.
- Resolve Service Branch problems.
- Maintain a Unit Log (ICS 214).

Additional Responsibilities:

- Developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment.
- Determine unit personnel needs.
- Prepare and implement the Incident Radio Communications Plan (ICS 205).
- Ensure the Incident Communications Center and Message Center are established.
- Ensure an equipment accountability system is established.
- Ensure personal portable radio equipment from cache is distributed per the Incident Radio Communications Plan.
- Provide technical information as required.
- Maintain records on all communications equipment as appropriate.
- Recover equipment from relieved or released units.
- Receive and transmit radio and telephone messages among and between personnel and to provide dispatch services at the incident.
- Maintain a record of unusual incident occurrences.
- Establish and staff Medical Unit.
- Prepare the Medical Plan (ICS 206).
- Prepare procedures for major medical emergency.
- Respond to requests for medical aid, medical transportation, and medical supplies.
- Establish responder rehabilitation.
- Designate responder rehabilitation location and have location announced on radio with radio designation "Rehab."
- Request necessary medical personnel to evaluate medical condition of personnel being rehabilitated.
- Request necessary resources for rehabilitation of personnel, e.g., water, juice, food, personnel.

10.14 APPENDIX - FINANCE SECTION CHIEF POSITION CHECKLIST

- Participate in Incident Planning meetings and briefings as required.
- Review Operational Plans and provide alternatives where financially appropriate.
- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Meet with Area Representatives (AREP), as needed.
- Maintain daily contact with agency(ies) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
- Develop recommended list of Section resources to be demobilized and initial recommendation for release when appropriate.
- Receive and implement applicable portions of the incident Demobilization Plan.
- Maintain a Unit Log (ICS 214).

10.15 APPENDIX - INTELLIGENCE SECTION CHIEF POSITION CHECKLIST

- Identify critical intelligence needs and develop intelligence flow plan and brief the Incident Commander.
- Ensure that all Requests for Information (RFI) are investigated and sent to the Incident Commander.
- Act as central point of coordination for all interagency intelligence organizations.
- Screen intelligence information for Security Sensitive Information (SSI) classification.

Note: Intelligence Officer & PSC should be located in close proximity and work closely together to maximize the efficiency of both. This position may also function as a General Staff or Command Staff member.