
UNIT XI: ROLES AND RESPONSIBILITIES IN A TERRORIST INCIDENT

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**LAW ENFORCEMENT
CHECKLIST OF CONSIDERATIONS**

List all those items the Law Enforcement Representative should consider during a terrorist incident. The Law Enforcement Representative and Emergency Management Coordinator should determine what level of detail should be included in this annex. Examples of possible tasks include:

- Maintain the integrity of the crime scene.
- Provide security at the following:

<ul style="list-style-type: none"> <input type="checkbox"/> Shelters <input type="checkbox"/> Emergency Operations Center (EOC) <input type="checkbox"/> Command Post <input type="checkbox"/> Disaster Site <input type="checkbox"/> Hospitals 	<ul style="list-style-type: none"> <input type="checkbox"/> Temporary Morgue <input type="checkbox"/> Jail <input type="checkbox"/> Joint Information Center (JIC) <input type="checkbox"/> Joint Operations Center (JOC) <input type="checkbox"/> Other Medical Care Centers
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- Secure impassable roads. Fire Services and Public Works may provide support for this task.
- Request necessary assistance from Public Works to identify routes that need barricades and signs.
- Coordinate with the Road Commission or Department of Public Works in rerouting traffic and putting the appropriate signs in place.
- Ensure that security passes are issued to appropriate personnel who have authority to enter secured areas.
- Implement any curfews ordered by the Governor or Chief Executive Official. Describe how curfew will be enforced (through citations or arrest, etc.)
- Enforce quarantine controls, if applicable.
- Develop a method and a location for a "lost and found" service. Inform the Public Information Officer (PIO) of the details of how the public can access this service.
- Ensure that vehicles blocking evacuation routes and routes to health care centers are removed. If necessary, request that Public Works or Road Commission trucks move vehicles off the road.
- Maintain records of where vehicles are being taken. Inform the PIO of the details of how the public can reclaim their vehicles.

LAW ENFORCEMENT
CHECKLIST OF CONSIDERATIONS (CONTINUED)

- Ensure that prisons and jails are notified of the potential threat, and determine whether proper safety and security precautions are being taken.
 - Ensure that staff are not working more than X hours.
 - Activate, or request activation of, mutual aid agreements.
 - Assist the warning agency, as needed, in notifying the public of an impending emergency.
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FIRE SERVICES

CHECKLIST OF CONSIDERATIONS

List all those items that the Fire Service agencies should consider in a terrorist incident. The Fire Services Representative and Emergency Management Coordinator should determine what level of detail should be included in this annex. Examples of possible tasks include:

- Maintain incident site safety.
 - Decontaminate victims/rescuers (in consultation with public health officials).
 - Activate, or request activation of, search and rescue teams, as needed.
 - Provide communications and other logistical supplies, as needed.
 - Assist building inspectors in performing fire safety inspections at facilities designated as shelters.
 - Provide trained personnel to inspect damaged buildings before occupancy, after repairs have been done.
 - Notify Public Works of the gas valves turned off so that the return of gas service can be coordinated.
 - Activate Radiological Monitoring Teams, as needed.
 - Coordinate the fire department's role in providing emergency medical services, if appropriate.
 - Report disaster-related damage information to the Emergency Management Coordinator, Damage Assessment Representative, etc. as it is encountered.
 - Assist in traffic control by providing personnel to direct traffic at certain intersections, as requested by the law enforcement organization.
 - Assist in warning the population, if assigned.
 - Participate in the Joint Information Center at the scene. Coordinate the release of information with the Public Information Officer.
 - Determine the locations of the different staging areas. Notify appropriate EOC staff of their locations.
 - Keep emergency service organizations informed of existing dangers associated with the incident.
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PUBLIC WORKS
CHECKLIST OF CONSIDERATIONS

List all those items that the Public Works Director should consider during a terrorist incident. The Public Works Director and Emergency Management Coordinator should determine what level of detail should be included in this annex. The Public Works Representative will need to work closely with all of the listed agencies on how to contact them and request equipment and expertise. Examples of possible tasks include:

- Provide barricades and signs for road closures and boundary identification. Ensure that there are adequate barricades and activate, or request activation of, appropriate mutual aid agreements, if necessary.
 - Assist in identifying boundaries of areas in which access must be controlled.
 - Provide vehicles and personnel to transport essential goods such as food, medical supplies, and other needed items.
 - Notify law enforcement of the location(s) of vehicles being towed.
 - Contact the appropriate Department of Transportation official to request travel restrictions on State highways, if necessary.
 - Determine the extent and cause(s) of damage and outages faced by local utilities. Report this information to EOC staff.
 - Coordinate with utility companies in the restoration of essential services. Provide appropriate assistance, such as debris clearance, to expedite restoration.
 - Provide engineering expertise to inspect public structures to determine whether they are safe to use. Develop teams to inspect roads, bridges, buildings, infrastructure, etc. (These teams may be called upon to assist in assessing damage for public assistance grants from the Federal government, if applicable.)
 - Ensure that Public Works crews report damage information to the Emergency Management Coordinator, supervisor, damage assessment representative, etc. Note: This includes damage to public facilities, debris clearance requirements, emergency protective measures, and other damage information, as appropriate.
 - Prioritize and coordinate the use of generators and fuel supplies.
 - Prioritize and coordinate the use of emergency lighting.
 - Assist in identifying and obtaining the appropriate construction equipment to support response and recovery within the jurisdiction.
 - Determine where debris should be piled initially, then determine a permanent location for debris. If necessary, coordinate security of debris sites with law enforcement personnel.
 - Determine what support Public Works crews can provide during a terrorist incident.
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EMERGENCY MEDICAL SERVICES CHECKLIST OF CONSIDERATIONS

List all those items that emergency medical services should consider during a terrorist incident. The Emergency Medical Representative and Emergency Management Coordinator should determine what level of detail should be included in this annex. Examples of possible tasks include the following:

- Ensure that responding emergency medical teams coordinate with the unified command.
 - Ensure that personal protection protocols have been implemented.
 - If necessary, establish a triage area in close proximity to but outside of the hot zone.
 - Ensure that the triage areas has adequate medical supplies.
 - Provide for a medical supply inventory to determine what, if any, supplies are needed, including appropriate antidotes and antibiotics, and the number of ambulances needed and being used.
 - Prepare to augment medical supplies and resources. (Augmenting emergency medical supplies and equipment is a critical pre-disaster planning consideration!)
 - Ensure that each ambulance unit, as well as paramedic units, are tracking resources used during the response.
 - Determine what, if any, medical resources and systems need augmenting on the scene. (How would you utilize mutual aid, hospital staff, etc.?)
 - Augment universal precaution supplies.
 - Ensure that a casualty tracking system is established.
 - Direct on-scene volunteers to a volunteer registration area.
 - Maintain a liaison with the Human Services Representative to request additional medical personnel, when necessary.
 - Coordinate security at triage centers, CCPs, etc. with law enforcement personnel.
 - Establish and maintain field communications and coordination with the command post and other responding emergency teams, as well as telephone or radio communications with hospitals.
 - Appoint someone to serve as a liaison to the unified command and the EOC.
 - Implement hazardous materials procedures, as needed.
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PUBLIC HEALTH SERVICES
CHECKLIST OF CONSIDERATIONS

List all those items that the Public Health Service agencies should consider during a terrorist incident. The Public Health Service Representative and the Emergency Management Coordinator should decide what level of detail should be included in this annex. Examples of possible tasks include:

- Coordinate with hospitals and other health/medical care facilities in the investigation of a bioterrorist event.
 - Implement assessment and surveillance procedures to assess the numbers of persons and area affected to determine the potential public health impact.
 - Provide technical assistance and guidance for the monitoring of private citizens and emergency workers for exposure to chemical, radiological, or biological contaminants. (Note: Most local public health or emergency management groups will not have the capability to monitor for all chemical, radiological, and biological agents.)
 - Provide for administration of preventive measures, such as vaccines and antibiotics.
 - Coordinate information sharing with all Federal, State, and local public health and medical officials, and with EOC personnel.
 - Provide advice and guidance on the monitoring of public and private water sources, and request the issuance of appropriate public health warnings, if necessary.
 - Provide advice and guidance on the monitoring of public and private sewage disposal systems. Request issuance of appropriate public health warnings, if necessary.
 - Provide for the inspection of food service establishments or those temporarily established for emergency workers or disaster victims to ensure the safety of food products prior to distribution and consumption.
 - Work with the PIO to issue advisories on food preservation, disposal of contaminated or spoiled products, or consumption of homegrown and other potentially contaminated products.
 - Work with waste haulers to arrange for special pickup and disposal of waste items to minimize prolonged exposure of potential health and safety hazards.
 - Prioritize and coordinate enforcement of nuisance abatement ordinances to keep debris from becoming a health hazard. Advise the EOC of the need for such emergency ordinances, if necessary. (The Section Representative may wish to list existing local ordinances.)
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PUBLIC HEALTH SERVICES
CHECKLIST OF CONSIDERATIONS (CONTINUED)

- Ensure that proper vector control and pest management activities are in place. (The Section Representative may want to list possible measures that may be ordered and implemented.)
 - Provide advice and guidance to the local animal control unit to protect public health.
 - Ensure that emergency workers are aware of the availability of crisis counseling.
 - Ensure that medical care facilities are capable of relocating patients in the event that an evacuation is ordered.
 - Provide appropriate protection, prophylaxis and treatment for citizens and emergency workers.
 - Provide advice and guidance for monitoring exposed individuals for health concerns.
 - Provide for injury and illness assessment and surveillance activities.
 - Establish a registry system to provide for the ongoing monitoring and follow up of exposed persons, including emergency workers.
 - Notify health service institutions of special mass casualty treatment requirements.
 - Monitor patient care capacity of casualty-receiving hospitals, and provide for forward transportation of overflow patients to surrounding regions, using the NDMS structure.
 - Provide supervision for decontamination and other exposure reduction methods. (Refer to the appropriate SOP for specific information according to the type of incident.)
 - Work with the Medical Examiner in providing for a mass fatality mortuary service.
 - Assist with site identification for a temporary morgue.
 - Implement Mass Casualty Standard Operating Procedures detailing the identification of the deceased, release of remains to next of kin, collection and storage of personal property, etc.
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UNIFIED COMMAND 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.

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

UNIFIED COMMAND CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

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

RESPONSIBILITY	TASKS
Conduct Initial Briefing	<input type="checkbox"/> Obtain and review the Incident Briefing Form (ICS Form 201 or local form) with the Incident Commander. <input type="checkbox"/> Meet with the prior Incident Commander (as appropriate) and selected staff available at that time. <input type="checkbox"/> Review and/or prepare plans for the use of on-scene and allocated resources scheduled to arrive before the next planning meeting.
Set Up Required Organization Elements	<input type="checkbox"/> Confirm the dispatch and/or arrival of requested organizational elements. <input type="checkbox"/> Hold a briefing and assign work tasks to general and command staffs. This briefing should include: <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. <input type="checkbox"/> Reassign the prior Incident Commander to a position within the incident organization (as appropriate). <input type="checkbox"/> Request required additional resources through normal dispatch channels. <input type="checkbox"/> Notify the Resources Unit of the command and general staff organizational elements activated, including the name of the person assigned to each position.

UNIFIED COMMAND CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
Ensure Planning Meetings are Conducted	<input type="checkbox"/> Schedule a meeting time and location. <input type="checkbox"/> Notify the attendees, including: <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). <input type="checkbox"/> Develop the general objectives for the incident action plan. <input type="checkbox"/> Participate in the development of the incident action plan for the next operational period. <input type="checkbox"/> Participate in the preparation of logistics services and support requirements associated with the incident action plan (e.g., the communications plan). <input type="checkbox"/> Review safety considerations with the Safety Officer. <input type="checkbox"/> Summarize the decisions made about the: <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	Note: In some instances, these tasks may be done orally. <input type="checkbox"/> Review the incident action plan for completeness and accuracy. <input type="checkbox"/> Make any required changes and authorize the release of the plan.
Determine Information Needs from Staff	<input type="checkbox"/> Identify any special information desired from each section chief. <input type="checkbox"/> Prepare information item lists for each section and command staff element (as appropriate). <input type="checkbox"/> Provide lists to appropriate personnel or facility. (Note: This may be done orally in some situations.)

UNIFIED COMMAND CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
Manage Incident Operations	<input type="checkbox"/> Review information concerning significant changes in the status of the situation, predicted incident behavior, weather, or status of resources. <input type="checkbox"/> Review modification to the current incident action plan received from the Operations Section Chief. <input type="checkbox"/> Identify any major changes to incident operations which are required immediately.
Approve Requests for Additional Resources	<input type="checkbox"/> Review requests for additional resources. <input type="checkbox"/> Determine the condition and advisability of activating out-of-service resources. <input type="checkbox"/> 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. <input type="checkbox"/> To obtain additional resources from off the incident, direct the Logistics Section Chief to forward the request through normal channels.
Authorize Information Release	<input type="checkbox"/> Review materials submitted by the Information Officer for release to the news media. <input type="checkbox"/> Check information release policies and constraints with involved jurisdiction officials. <input type="checkbox"/> Authorize the release of the final copy.
Report Incident Status	<input type="checkbox"/> Have the Incident Status Summary Report (ICS Form 209 or local form) prepared. <input type="checkbox"/> Ensure that the incident status summary is submitted to local agency dispatch centers, as required.

UNIFIED COMMAND CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
<p>Approve Demobilization Planning</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review recommendations for the release of resources and supplies from the Demobilization Unit. <input type="checkbox"/> Schedule a demobilization planning meeting. <input type="checkbox"/> Ensure that current and future resource and supply requirements have been closely estimated. <input type="checkbox"/> Establish general service and support requirements. <input type="checkbox"/> Modify specific work assignments for general and command staff, as required. <input type="checkbox"/> Summarize the actions to be taken. <input type="checkbox"/> Have the Planning Section Chief document the demobilization plan.
<p>Coordinate Staff Activity</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Periodically check the progress on assigned tasks of Logistics, Planning, Operations, and Finance/Administration Sections, as well as command staff personnel. <input type="checkbox"/> Ensure that the general welfare and safety of personnel is adequate. <input type="checkbox"/> 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>	<ul style="list-style-type: none"> <input type="checkbox"/> Review recommendations for any release of resources and supplies from the general staff. <input type="checkbox"/> Approve release recommendations. <input type="checkbox"/> Ensure that local agency dispatch centers are notified of the intended release. <input type="checkbox"/> Direct the Planning Section Chief to prepare an assignment list for the release of resources. <input type="checkbox"/> Direct the Logistics Section Chief to release supplies.

INFORMATION OFFICER CHECKLIST

RESPONSIBILITIES

The Information Officer, 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.

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

INFORMATION OFFICER CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

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

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

INFORMATION OFFICER CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
Collect and Assemble Incident Information	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain the latest situation status and fire behavior prediction information from the appropriate Situation Unit Leader. <input type="checkbox"/> Observe incident operations. <input type="checkbox"/> Hold discussions with incident personnel. <input type="checkbox"/> Identify special event information (e.g., evacuations, injuries, etc.). <input type="checkbox"/> Contact external agencies for additional information. <input type="checkbox"/> Review the current incident action plan (ICS Form 202 or local form). <input type="checkbox"/> Repeat the above procedures as necessary to satisfy media needs.
Provide Liaison between Media and Incident Personnel	<ul style="list-style-type: none"> <input type="checkbox"/> Receive requests from the media to meet with incident personnel and vice versa. <input type="checkbox"/> Identify the parties involved in the request (e.g., the Incident Commander for TV interviewers, etc.). <input type="checkbox"/> Determine if policies have been established to handle requests, and, if so, proceed accordingly. <input type="checkbox"/> Obtain any required permission to satisfy a request (i.e., the Incident Commander's). <input type="checkbox"/> Fulfill the request or advise the requesting party of the inability to do so, as the case may be. <input type="checkbox"/> Coordinate as necessary with the Incident Commander for news media flights into the incident area.
Respond to Special Requests for Information	<ul style="list-style-type: none"> <input type="checkbox"/> Receive request for information. <input type="checkbox"/> Determine if the requested information is currently available, and, if so, provide it to the requesting party. <input type="checkbox"/> Determine if currently unavailable information can be reasonably obtained by contacting incident personnel. <input type="checkbox"/> Assemble the desired and/or available information, and provide it to the requesting party.

INFORMATION OFFICER CHECKLIST (CONTINUED)**MAJOR RESPONSIBILITIES AND TASKS**

RESPONSIBILITY	TASKS
Maintain the Unit Log	<input type="checkbox"/> Record the Information Officer's actions on the unit log (ICS Form 214 or local form). <input type="checkbox"/> Collect and transmit information summaries and unit logs to the Documentation Unit at the end of each operational period.

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.

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

SAFETY OFFICER CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

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

RESPONSIBILITY	TASKS
Obtain a Briefing from the Incident Commander	<input type="checkbox"/> 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. <input type="checkbox"/> 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	<input type="checkbox"/> Identify and resolve unsafe situations in the incident area (e.g., unsafe sleeping areas, absence of protective clothing etc.). <input type="checkbox"/> Compile and record hazardous and potentially hazardous situations for presentation at the planning meeting.
Attend the Planning Meeting to Advise on Safety Matters	<input type="checkbox"/> Review the suggested strategy and control operations as presented at the planning meeting. <input type="checkbox"/> Identify potentially hazardous situations associated with the proposed plans and/or strategies. <input type="checkbox"/> Advise the general staff of such situations.
Identify Potentially Unsafe Situations	<input type="checkbox"/> Review the incident action plan. <input type="checkbox"/> Receive reports from incident personnel concerning safety matters. <input type="checkbox"/> Review reports to identify hazardous environmental and operational situations. <input type="checkbox"/> Personally survey the incident environment and operations, as appropriate. <input type="checkbox"/> Obtain and review Situation Unit information to identify unsafe situations.

SAFETY OFFICER CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
Advise Incident Personnel in Matters Affecting Personnel Safety	<input type="checkbox"/> Identify potentially hazardous situations. (See previous tasks.) <input type="checkbox"/> Determine the appropriate actions to ensure personnel safety. <input type="checkbox"/> Coordinate with incident supervisory personnel, as required. <input type="checkbox"/> Advise incident personnel as to the appropriate action.
Exercise Emergency Authority to Prevent or Stop Unsafe Acts	<input type="checkbox"/> Identify potentially hazardous situations. (See previous tasks.) <input type="checkbox"/> Determine the severity of the situation. <input type="checkbox"/> Determine if the situation requires the use of emergency authority, and, if so, exercise that authority to prevent or stop the act. <input type="checkbox"/> Coordinate with the appropriate supervisory personnel.
Investigate (or Coordinate Investigation of) Accidents that Occur within the Incident Area	<input type="checkbox"/> Receive notification of the accident. <input type="checkbox"/> Obtain information concerning the accident by: <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. <input type="checkbox"/> Reconstruct the accident events. <input type="checkbox"/> Identify the cause of the accident (if possible). <input type="checkbox"/> Recommend corrective action. <input type="checkbox"/> Prepare the accident report and submit it to the Incident Commander.

SAFETY OFFICER CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

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

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
<input type="checkbox"/>	Obtain a briefing from Incident Commander.
<input type="checkbox"/>	Provide a point of contact for assisting and/or coordinating with agency representatives.
<input type="checkbox"/>	Identify representatives from each involved agency, including a communications link and his or her location.
<input type="checkbox"/>	Keep agencies supporting the incident aware of incident status.
<input type="checkbox"/>	Respond to requests from incident personnel for interorganizational contacts.
<input type="checkbox"/>	Monitor incident operations to identify current or potential inter-organizational contacts.
<input type="checkbox"/>	Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

LIAISON OFFICER CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

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

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

LIAISON OFFICER CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

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

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.

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

PLANNING SECTION CHIEF CHECKLIST

RESPONSIBILITIES

The Planning 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:

- Understand the current situation.
- Predict the probable course of incident events.
- Prepare alternative strategies and control operations for the incident.

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

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

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

PLANNING SECTION CHIEF CHECKLIST (CONTINUED)

COMPLETED/NOT APPLICABLE	TASKS
<input type="checkbox"/>	Compile and display the staff incident status summary information.
<input type="checkbox"/>	Advise the general staff of any significant changes in incident status.
<input type="checkbox"/>	Provide the incident traffic plan.
<input type="checkbox"/>	If requested, assemble and disassemble strike teams and task forces not assigned to operations.
<input type="checkbox"/>	Supervise the Planning Section units.
<input type="checkbox"/>	Prepare and distribute the Incident Commander's orders.
<input type="checkbox"/>	Instruct the Planning Section units on how to distribute incident information.
<input type="checkbox"/>	Ensure that normal agency information collection and reporting requirements are being met.
<input type="checkbox"/>	Oversee preparation of incident demobilization plan.
<input type="checkbox"/>	Prepare recommendations for the release of resources (to be submitted to the Incident Commander).

PLANNING SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

The major responsibilities of the Planning Section Chief are stated below. Following each responsibility are procedures for implementing the activity.

RESPONSIBILITY	TASKS
Obtain Briefing from Incident Commander	<input type="checkbox"/> 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	<input type="checkbox"/> Determine from the Incident Commander’s briefing what Planning Section personnel have been dispatched. <input type="checkbox"/> Confirm dispatch of Planning Section personnel. <input type="checkbox"/> Plan preliminary organization of Planning Section. <input type="checkbox"/> Identify units to be activated. <input type="checkbox"/> Estimate personnel required. <input type="checkbox"/> Compare preliminary plan with personnel dispatched, as appropriate. <input type="checkbox"/> Establish time intervals at which data are to be supplied by Planning Section units. <input type="checkbox"/> Assign work locations and work tasks to Planning Section personnel. <input type="checkbox"/> Request additional personnel as required. <input type="checkbox"/> Notify Resources Unit of Planning Section units activated, including names and locations of assigned personnel.
Reassign Initial Attack Personnel to Incident Positions	<input type="checkbox"/> Review the situation to identify the need for personnel familiar with the incident area. <input type="checkbox"/> Identify personnel who are most familiar with the incident area. <input type="checkbox"/> Arrange for reassignment of these personnel to incident positions. <input type="checkbox"/> Ensure adequate Planning Section personnel are available to complete the Operational Planning Worksheet (ICS Form 215 or local form).

PLANNING SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

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

PLANNING SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
<p>Assemble Information on Alternative Strategies</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review the current situation status, resource status, weather, and prediction reports for the current incident status. <input type="checkbox"/> Develop alternative strategies using technical specialists and operations personnel, as appropriate. <input type="checkbox"/> Identify resources required to implement the alternative operational objectives. <input type="checkbox"/> Contact the involved agency dispatch center to identify resource availability for the incident. <input type="checkbox"/> Document alternatives for presentation to the Incident Commander and his or her staff.
<p>Assemble Strike Teams/Task Forces not Assigned to Operations</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Prior to each planning meeting, identify individual resources not assigned to the Operations Section. <input type="checkbox"/> Periodically review operations activity to determine the need to assemble additional strike teams/task forces from individual resources. <input type="checkbox"/> Determine strike teams/task forces to be assembled by type, location, and strike team leader. <input type="checkbox"/> Request the Resources Unit to select specific resources to assign to each strike team/task force and assign a designator. <input type="checkbox"/> 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>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 SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
<p>Disassembling Strike Teams</p>	<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> <ul style="list-style-type: none"> <input type="checkbox"/> Disassemble strike teams (or task forces) for demobilization. <input type="checkbox"/> Reassemble strike teams that have been disassembled for purposes other than demobilization at the earliest possible time. <input type="checkbox"/> Review alternative operational objectives to determine the need for the use of individual resources versus task forces. <input type="checkbox"/> Identify individual resources and strike teams that are not assigned to the Operations Section (including their leaders). <input type="checkbox"/> Determine if there is an adequate number of individual resources to meet the needs of the incident. <input type="checkbox"/> Determine the strike teams that can be disassembled. <input type="checkbox"/> Request the Resources Unit to prepare reassignment of strike team leaders to manage task forces. <input type="checkbox"/> 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. <input type="checkbox"/> 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>	<ul style="list-style-type: none"> <input type="checkbox"/> As part of the planning function, identify the need for technical specialists. <input type="checkbox"/> Request personnel with required special knowledge/experience to be assigned to the Planning Section. <p>Note: Some specialists may be assigned temporarily or for a short duration.</p>

PLANNING SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
<p>Perform Operational Planning for Planning Section</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review the incident action plan with the Planning Section Chief. <input type="checkbox"/> Plan the organization of the Planning Section by identifying units to be activated and estimating the number of personnel required. <input type="checkbox"/> Request needed additional personnel from the Resources Unit. <input type="checkbox"/> If personnel are not available from the Resources Unit, request them directly from the Logistics Section Chief. <input type="checkbox"/> Give specific work tasks including work locations to the Planning Section staff.
<p>Provide Periodic Predictions on Incident Potential</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain the latest incident prediction information and incident action plan. <input type="checkbox"/> Obtain the current situation status summary from the Situation Unit. <input type="checkbox"/> Identify risks and possible hazards. <input type="checkbox"/> Estimate work accomplishment for the prediction period. <input type="checkbox"/> Document predictions on the course of the incident. <input type="checkbox"/> Present predictions at the planning meeting and display in the Incident Command Post area. <input type="checkbox"/> Repeat procedures at the intervals specified by the Incident Commander or upon occurrence of significant events. <input type="checkbox"/> If the prediction indicates a significant change in the course of the incident, immediately notify the Incident Commander and the Operations Section Chief.
<p>Compile and Display Incident Status Information</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Display incident status summary information at a common location in the Incident Command Post area, including multiple overlays, if needed. <input type="checkbox"/> Receive information from the Situation Unit, Resources Unit, and the incident prediction and review information for completeness. Specify location and method of display. <input type="checkbox"/> Ensure that all reports are displayed. <input type="checkbox"/> Repeat these procedures at intervals specified by the Incident Commander or upon occurrence of significant events.

PLANNING SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

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

PLANNING SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

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

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.

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

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.

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

RESOURCES UNIT LEADER CHECKLIST (CONTINUED)

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

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.

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

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.

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

DEMOBILIZATION UNIT LEADER CHECKLIST (CONTINUED)

COMPLETED/NOT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain identification and description of surplus resources and probable release times.
<input type="checkbox"/>	Coordinate with the Planning Section to arrange shifts to assure priority resources are available for release.
<input type="checkbox"/>	Develop release procedures in coordination with other sections and/or units and agency dispatch center(s).
<input type="checkbox"/>	Coordinate with sections and/or units to determine their capabilities to support the demobilization effort.
<input type="checkbox"/>	Establish a communications link with appropriate off-incident facilities.
<input type="checkbox"/>	Prepare the demobilization plan, including following sections: <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.
<input type="checkbox"/>	Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
<input type="checkbox"/>	Obtain approval of the demobilization plan.
<input type="checkbox"/>	Distribute the plan to each section and processing point (on-and off-incident).
<input type="checkbox"/>	Ensure that all sections and/or units understand their responsibilities within the demobilization plan.
<input type="checkbox"/>	Ensure that all personnel receive a critical incident stress debriefing.
<input type="checkbox"/>	Coordinate and closely supervise the demobilization process.
<input type="checkbox"/>	Brief the Planning Section Chief on the progress of demobilization.
<input type="checkbox"/>	Complete all records prior to departure.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

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.

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

OPERATIONS SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

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

RESPONSIBILITY	TASKS
Obtain Briefing from Incident Commander	<input type="checkbox"/> 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	<input type="checkbox"/> Discuss incident situation with immediate subordinates and obtain control actions planned for each operational period. <input type="checkbox"/> 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. <input type="checkbox"/> Develop planned control operations for each division/group. <input type="checkbox"/> Make resource assignments for each division/group in conjunction with the Resources Unit.
Brief Operations Personnel on Incident Action Plan	<input type="checkbox"/> Contact the Resources Unit to identify branch directors and division/group supervisors who have been dispatched to the incident. <input type="checkbox"/> Conduct a briefing meeting for branch directors and division/group supervisors on the incident action plan and attachments. <input type="checkbox"/> Make sure subordinates have the incident action plan. <input type="checkbox"/> Establish reporting requirements concerning execution of the operations portion of the incident action plan. <input type="checkbox"/> Provide additional information as requested by subordinates.

OPERATIONS SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
Supervise Operations	<input type="checkbox"/> Receive information routinely or as requested about operations activities from Situation Unit field observers and operations personnel. <input type="checkbox"/> Determine the adequacy of operations progress by: <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. <input type="checkbox"/> Implement necessary changes in operations. <input type="checkbox"/> Handle unresolved problems within the Operations Section. <input type="checkbox"/> Provide for the general welfare and safety of operations personnel.
Establish and Maintain Staging Areas	<input type="checkbox"/> Identify appropriate location(s) for staging area(s). <input type="checkbox"/> Identify expected number and type of resources to be assembled in each area. <input type="checkbox"/> Identify anticipated duration for use of each area. <input type="checkbox"/> Determine if there is any need for temporary assignment of logistics service and support to staging areas. <input type="checkbox"/> Make arrangements for temporary logistics, if required, by notifying the Logistics Section Chief. <input type="checkbox"/> Assign a Staging Area Manager to each staging area, as appropriate.
Determine Need for Additional Resources	<input type="checkbox"/> 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. <input type="checkbox"/> Determine the reason(s) for inadequacies in operations, if they exist. <input type="checkbox"/> 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.

OPERATIONS SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
<p>Review Suggested List of Resources to be Released</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review the list of potential resources to be released provided by the Planning Section Chief. <input type="checkbox"/> Evaluate the adequacy of operations by reviewing the latest situation status information, the latest fire behavior prediction information, and reports from field personnel. <input type="checkbox"/> Estimate current and future resource requirements. <input type="checkbox"/> Submit a list of resource requirements to the Resource Unit.
<p>Assemble Strike Team from Resources Assigned to Operations Section</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Periodically review operations control activity to determine need for assembling strike teams from individual resources. <input type="checkbox"/> Determine strike teams to be assembled by type, location, and strike team leader. <input type="checkbox"/> Select specific resources to assign to each strike team. <input type="checkbox"/> 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>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 CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
<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> <ul style="list-style-type: none"> <input type="checkbox"/> Review alternative control actions to determine anticipated need for types of resources other than strike teams such as single resources and task forces. <input type="checkbox"/> Review resource status. <input type="checkbox"/> Determine if there are an adequate number of single resources to fill needs at the incident. <input type="checkbox"/> Determine strike teams to be disassembled. <input type="checkbox"/> Reassign or release strike team leader. <input type="checkbox"/> Reassign resources to specific missions as applicable. <input type="checkbox"/> Notify strike team leaders of disassembly and reassignment of single resources within their strike teams by: <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>	<ul style="list-style-type: none"> <input type="checkbox"/> Designate resources recommended for release by type, quantity, location, and time. <input type="checkbox"/> Present recommendations to the Incident Commander with supporting information.

OPERATIONS SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
<p>Report Special Incidents/Accidents</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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). <input type="checkbox"/> Request needed assistance. <input type="checkbox"/> Submit the report to the Incident Commander. <input type="checkbox"/> Maintain the unit log (ICS Form 214 or local form) and give it to the Documentation Unit at the end of each operational period.

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.

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

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.

COMPLETED/NOT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain a briefing from the Operations Section Chief.
<input type="checkbox"/>	Develop with subordinates alternatives for branch control operations.
<input type="checkbox"/>	Interact with the Operations Section Chief and other Branch Directors to develop tactics to implement incident strategies.
<input type="checkbox"/>	Attend planning meetings at the request of the Operations Section Chief.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Assign specific work tasks to division/group supervisors.
<input type="checkbox"/>	Resolve logistics problems reported by subordinates.
<input type="checkbox"/>	Report to the Operations Section Chief when: <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.
<input type="checkbox"/>	Approve accident and medical reports originating with the branch.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

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.

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

DIVISION/GROUP SUPERVISOR (OPERATIONS SECTION) CHECKLIST (CONTINUED)

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

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.

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

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.

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

LOGISTICS SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

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

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

LOGISTICS SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
<p>Assist in Preparation of the Incident Action Plan</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Attend planning meeting. <input type="checkbox"/> Review suggested strategy and operations for next operational period. <input type="checkbox"/> Advise on current service and support capabilities. <input type="checkbox"/> Estimate logistic capabilities with current capabilities. <input type="checkbox"/> Compare required capabilities with current capabilities. <input type="checkbox"/> Determine additional service and support requirements corresponding to the incident action plan. <input type="checkbox"/> Prepare service and support elements of the incident action plan. <input type="checkbox"/> Identify potential future control operations so as to anticipate logistics requirements.
<p>Request Additional Incident Resources</p>	<p>Note: The Logistics Section Chief performs this function only if the Incident Commander has delegated the corresponding authority.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Receive requests for resources to be ordered from outside of the incident from members of the general staff or the Resources Unit. <input type="checkbox"/> Coordinate requests for additional resources so as to eliminate duplicate requests. <input type="checkbox"/> 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.

LOGISTICS SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

RESPONSIBILITY	TASKS
<p>Perform Operational Planning for Logistics Section</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain the incident action plan from the Planning Section Chief and review with section personnel as appropriate. <input type="checkbox"/> Identify service and support requirements for planned and expected incident operations. <input type="checkbox"/> Plan organization of the Logistics Section. <input type="checkbox"/> Compare organization plan requirements with dispatched personnel. <input type="checkbox"/> Identify needed or surplus personnel. <input type="checkbox"/> Notify the Resources Unit of names of personnel available for assignment or reassignment. <input type="checkbox"/> Notify personnel being reassigned. <input type="checkbox"/> Request additional personnel needed. <input type="checkbox"/> Request additional support from the Incident Commander if personnel are not available from incident sources. <input type="checkbox"/> Notify the Resources Unit of resources assigned by Logistics Section for support and service needs. <input type="checkbox"/> Assign work locations and specific work tasks to section personnel.
<p>Update Logistics Section Planning</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review current situation status, resource status, and fire behavior prediction information. <input type="checkbox"/> Obtain information concerning future operations through discussions with incident personnel. <input type="checkbox"/> Estimate future service and support requirements. <input type="checkbox"/> Compare estimated future requirements with expected logistics capabilities. <input type="checkbox"/> Obtain changes to the incident action plan from the Planning Section Chief. <input type="checkbox"/> Obtain the demobilization plan from the Planning Section Chief. <input type="checkbox"/> Identify required modifications to Logistics Section planning. and modify planning as appropriate. <input type="checkbox"/> Inform Logistics Section branch directors, Planning Section Chief, Resources Unit, and others as appropriate of planning modifications.

LOGISTICS SECTION CHIEF CHECKLIST (CONTINUED)
MAJOR RESPONSIBILITIES AND TASKS

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

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.

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

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.

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

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.

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

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.

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

COMMUNICATIONS UNIT LEADER CHECKLIST (CONTINUED)

COMPLETED/NOT APPLICABLE	TASKS
<input type="checkbox"/>	Provide technical information as required on: <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.
<input type="checkbox"/>	Supervise Communications Unit activities.
<input type="checkbox"/>	Maintain records on all communications equipment as appropriate.
<input type="checkbox"/>	Ensure that all equipment is tested and repaired.
<input type="checkbox"/>	Recover equipment from relieved or released units.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

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.

COMPLETED/NOT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain working materials from the logistics kit.
<input type="checkbox"/>	Determine the level of service required to support operations.
<input type="checkbox"/>	Confirm the dispatch of branch personnel.
<input type="checkbox"/>	Participate in the planning meetings of Logistics Section personnel.
<input type="checkbox"/>	Review the incident action plan.
<input type="checkbox"/>	Organize and prepare assignments for Service Branch personnel.
<input type="checkbox"/>	Coordinate the activities of branch units.
<input type="checkbox"/>	Inform the Logistics Section Chief of branch activities.
<input type="checkbox"/>	Resolve Service Branch problems.
<input type="checkbox"/>	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.

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

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 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.

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

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.

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

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.

COMPLETED/NOT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain a briefing from the Incident Commander.
<input type="checkbox"/>	Manage all financial aspects of an incident.
<input type="checkbox"/>	Provide financial and cost analysis information as requested.
<input type="checkbox"/>	Attend a briefing with the responsible agency to gather information.
<input type="checkbox"/>	Attend a planning meeting to gather information on overall strategy.
<input type="checkbox"/>	Identify and order supply and support needs for the Finance/Administration Section.
<input type="checkbox"/>	Develop an operations plan for the finance/administration function at the incident.
<input type="checkbox"/>	Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
<input type="checkbox"/>	Determine the need for a commissary operation.
<input type="checkbox"/>	Inform the Incident Commander and general staff when the section is fully operational.

FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST (CONTINUED)

COMPLETED/NOT APPLICABLE	TASKS
<input type="checkbox"/>	Meet with assisting and cooperating agency representatives, as required.
<input type="checkbox"/>	Provide input in all planning sessions on finance matters.
<input type="checkbox"/>	Ensure that all personnel time records are transmitted to home agencies according to policy.
<input type="checkbox"/>	Participate in all demobilization planning.
<input type="checkbox"/>	Ensure that all obligation documents initiated at the incident are properly prepared and completed.
<input type="checkbox"/>	Brief agency administration personnel on all incident-related business management issues needing attention and follow-up prior to leaving the incident.
<input type="checkbox"/>	Maintain the unit log (ICS Form 214 or local form).

FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST (CONTINUED)

MAJOR RESPONSIBILITIES AND TASKS

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

RESPONSIBILITY	TASKS
Obtain Briefing from Incident Commander	<input type="checkbox"/> 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	<input type="checkbox"/> Gather information on overall strategy and resource use planning.
Identify and Order Supply and Support Needs for Finance Section	<input type="checkbox"/> Arrange for personnel to support Finance Section's unit-level operations. <input type="checkbox"/> Arrange for equipment facilities and supplies necessary to support finance operation.
Develop an Operating Plan for Finance Function	<input type="checkbox"/> Consider the size and complexity of incident. <input type="checkbox"/> Consider the role of the Finance Section in serving/assisting other agencies on incident. <input type="checkbox"/> Consider guidelines and policy established by agency. <input type="checkbox"/> Consider personnel assignments, work loads, and welfare.
Meet with Assisting and Cooperating Agency Representatives as Required	<input type="checkbox"/> Establish contact with the Liaison Officer. <input type="checkbox"/> Obtain list of assisting and cooperating agencies supporting incident. <input type="checkbox"/> Ensure that the Liaison Officer is advised as to the Finance Section operation.
Provide Input in All Planning Sessions on Finance Matters	<input type="checkbox"/> Provide cost analysis data on control operations as required. <input type="checkbox"/> Provide financial summary information as required.

FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST (CONTINUED)**MAJOR RESPONSIBILITIES AND TASKS**

RESPONSIBILITY	TASKS
Participate in All Demobilization Planning	<input type="checkbox"/> Provide input to demobilization planning. <input type="checkbox"/> Ensure that all required documentation is available at time of demobilization.
Ensure that All Documents are Prepared and Completed	<input type="checkbox"/> Maintain required agency records and reports. <input type="checkbox"/> 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.

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

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.

COMPLETED/NOT APPLICABLE	TASKS
<input type="checkbox"/>	Obtain a briefing from the Finance/Administration Section Chief.
<input type="checkbox"/>	Coordinate with agency headquarters on cost-reporting procedures.
<input type="checkbox"/>	Ensure that all equipment and/or personnel requiring payment are identified.
<input type="checkbox"/>	Obtain and record all cost data.
<input type="checkbox"/>	Prepare incident cost summaries.
<input type="checkbox"/>	Prepare resource-use cost estimates for planning.
<input type="checkbox"/>	Make recommendations for cost savings to the Finance/Administration Section Chief.
<input type="checkbox"/>	Maintain cumulative incident cost records.
<input type="checkbox"/>	Ensure that all cost documents are accurately prepared.
<input type="checkbox"/>	Complete all records prior to demobilization.
<input type="checkbox"/>	Provide reports to the Finance/Administration Section Chief.
<input type="checkbox"/>	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.

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

COMPENSATION/CLAIMS UNIT LEADER CHECKLIST (CONTINUED)

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

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.

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

PROCUREMENT UNIT LEADER CHECKLIST (CONTINUED)

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