

# COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

- a. Receive assignment from your agency, including:
  1. Incident name.
  2. Job assignment, e.g., Strike Team designation, overhead position, etc.
  3. Resource order number and request number.
  4. Reporting location/Incident location.
  5. Reporting time/Check-in point.
  6. Travel instructions.
  7. Any special communications instructions, e.g., travel frequency.
  8. Unit designator (if applicable).
- b. Upon arrival at the incident, check in at designated Check-in location, Check-in may be found at:
  1. Incident Command Post.
  2. Base or camps.
  3. Staging Areas.
  4. Helibases.

If you are instructed to report directly to an operational assignment, check in with the Division/Group Supervisor.
- c. Receive briefing from immediate supervisor.
- d. Acquire work materials.
- e. Supervisors shall maintain accountability of their assigned personnel as to exact location(s), personal safety, and welfare at all times, especially when working in or around incident operations.
- f. Organize and brief subordinates on:
  1. Identification of specific job responsibilities expected of you for satisfactory performance.
  2. Identification of co-workers within your job function.
  3. Define functional work areas.
  4. Eating and sleeping arrangements.
  5. Procedural instructions for obtaining additional supplies, services and personnel.
  6. Identification of operational period work shifts.
  7. Clarification of any important points pertaining to assignments that may be questionable.
  8. Provisions for specific debriefing at the end of an operational period.
  9. A copy of the current Incident Action Plan.
- g. Use available "waiting time" to refresh training, improve organization and communications and check equipment.
- h. Know your assigned frequency(s) for your area of responsibility and ensure that communication equipment is operating properly.
- i. Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" e.g., "Webb Communications."

- j. Complete forms and reports required of the assigned position and send through supervisor to the Documentation Unit. Most large incidents rely heavily on the use of ICS forms to manage information and resources. Detailed information concerning forms will be found in the ICS Forms Manual (ICS 230-2). Some general instructions are listed below:
  - 1. It is important to have legible forms. Print or type all entries.
  - 2. When entering dates, use a mm/dd/yy format (02/19/04).
  - 3. Use military 24-hour clock time when entering times.
  - 4. In most cases, times must be associated with dates to avoid any possible confusion, therefore enter the date and time on all forms and notes.
  - 5. Fill in all blanks on the form. If information is not available or not applicable, enter N/A to let the recipient know that the information was not overlooked.
- k. All Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, Unit Leaders and Strike Team/Task Force Leaders are required to complete a Unit Log (ICS Form 214) for each operational period on large incidents under ICS management. A copy of this log must be filed with the Documentation Unit at the end of each operational period. The Unit Log contains facts relative to your activities on the incident. Supervisors should review their subordinates' Unit Logs each day.
- l. Respond to demobilization orders and brief subordinates regarding demobilization. Preparation for demobilization begins with mobilization. The following checklist identifies some of the key responsibilities regarding demobilization:
  - 1. Verify demobilization schedule with supervisor.
  - 2. Ensure that your base/camp sleeping area is clean.
  - 3. Clean and ready gear for another assignment and travel.
  - 4. File required forms and reports with the Documentation Unit and/or Finance/Administration Section.
  - 5. Return incident issued communications equipment to the Communications Unit.
  - 6. Return incident issued work materials to the Supply Unit.
  - 7. Follow approved checkout procedures (ICS Form 221).
  - 8. Report to departure points ahead of schedule.
  - 9. Stay with your group unit you arrive at your final destination.
  - 10. Evaluate performance of subordinates prior to release from the incident.
  - 11. Get feedback on overhead performance suggestions for improvement.
- m. Demobilization is an important function of each Command and General Staff position. Demobilization must be given adequate attention such as:
  - 1. Actively participate in the planning, development, and implementation of the demobilization plan and schedule.
  - 2. Provide for a minimum advance notice of 24 hours when identifying resources that will be available for demobilization.
  - 3. Ensure that there is no room for interpretation in identifying actual versus tentative demobilization information.

- n. Inappropriate behavior must be recognized and dealt with promptly. Inappropriate behavior is all forms of harassment including sexual and racial harassment and shall not be tolerated. When you observe or hear of inappropriate behavior you should:
  - 1. Inform and educate subordinates of their rights and responsibilities.
  - 2. Provide support to the victim.
  - 3. Develop appropriate corrective measures.
  - 4. Report the incident to your supervisor if the behavior continues. Disciplinary action may be necessary.
  - 5. Document inappropriate behavior and report it to the employee's home agency.
  - 6. While working in and around private property, recognize and respect all private property.
- o. Drugs and Alcohol.
  - 1. Non-prescription unlawful drugs and alcohol are not permitted at the incident. Possession or use of these substances will result in disciplinary action.
  - 2. During off incident rest and recuperation periods, personnel are responsible for proper conduct and maintenance of fitness for duty. Drug or alcohol abuse resulting in unfitness for duty will normally result in disciplinary action.
  - 3. Be a positive role model. Do not be involved with drug or alcohol abuse.
  - 4. Report any observed drug or alcohol abuse to your supervisor.

**UNIT LEADER RESPONSIBILITIES:** In ICS, a number of the Unit Leader's responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position Checklists in subsequent chapters.

- a. Participate in incident planning meetings, as required.
- b. Determine current status of unit activities.
- c. Confirm dispatch and estimated time of arrival of staff and supplies.
- d. Assign specific duties to staff; supervise staff.
- e. Develop and implement accountability, safety and security measures for personnel and resources.
- f. Supervise demobilization of unit, including storage of supplies.
- g. Provide Supply Unit Leader with a list of supplies to be replenished.
- h. Maintain unit records, including Unit Log (ICS Form 214).