



## Incident Commander Checklist

The following checklist should be considered as the minimum requirements for this task. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate staff.



**1. Obtain Briefing from the Initial Incident Commander using the ICS 201:**

**Determine the Following:**

- Size and Complexity of the Incident.
- Initial Objectives.
- Current Organization
- Agencies / Organizations / Stakeholders Involved.
- Special Concerns



**2. Assess Operational Implications of Information Provided in the Initial Brief:**

- SAR
- Salvage
- Fire Fighting
- Security and Perimeters
- Navigation
- Population Safety
- Response Operations



**3. Determine other Critical Information Needed from Staff.**



**4. Obtain Letter of Expectation, if not Already Completed.**



**5. Brief Agency Administrator when Required by Agency Policy.**



**6. Identify the Sources of Incident Funding and Anticipate Daily Expenditures:**

- Manage Costs
- Identify Approval Authorities and Means for Assessing Funds
- Determine Limits / Ceiling for Response Operations
- Consider Cost-Benefit Implications in Resource Selection / Use



**7. Assess Legal Issues:**

- Documentation of Response Activities (Legal Record)
- Investigation Interaction: State/Local/DOJ/USCG/NTSB/Attorneys



**8. Identify Best Response Drivers:**

- Human Health and Safety
- The Natural Environment
- The Economy
- Public Communication
- Stakeholder Support
- Organization

## Incident Commander Checklist

### 9. Assume Command

- Complete Transfer of Command and Relieve the Initial Incident Commander
- Establish Management Objectives
- Develop your Strategies and Immediate Objectives
- Determine the Need for Unified Command

### 10. Negotiate Participation in Unified Command

- Note: Those Stakeholders who are Sorted OUT of UC are Likely Candidates for Agency Representatives Under the Purview of the Liaison Officer

### 11. If Using Unified Command:

- Ensure PSC Identifies and Contacts Unified Command Members
  - Agency Representatives
  - Responsible Party(ies)
  - Other Representatives with Jurisdictional Authority AND Functional Responsibilities
- Hold Initial UC Meeting / Clarify Roles of UC Members
  - Agree on Basic Organization (CMD and GEN Staff Positions)
  - Agree on Media Procedures
  - Agree on Safety Procedures
  - Considerations, Concerns, Issues
  - Develop Initial Objectives
  - Adopt an Overall Strategy
- Make Decisions about Space/Support Needs Based on UC Organization

### 12. Incident Command:

- Make Decisions about Space/Support Needs Based on IC Organization

### 13. Identify Operational Situation Changes that Require Augmenting/Demobilizing Resources

### 14. Identify any Technical Specialists Needed to Assist the Incident Commander and Unified Command

- Note: Technical Specialists are Defined as Personnel with Special Skills that can be use Anywhere Within the ICS Organization

### 15. Evaluate Location of Command Post for Possible Relocation

- If Necessary, Have LSC Obtain/Set Up Work Space for Relocated Incident Command Post

### 16. Evaluate Staffing Needs for the Following ICS Functions:

- Deputy Incident Commander
- Operations Section
- Planning Section
- Logistics Section
- Finance/Admin Section
- Safety
- Information
- Liaison

## Incident Commander Checklist

### **17. Set Up and Conduct Briefing for Section Chiefs and Command Staff:**

- Size and Complexity of the Incident
- Incident Objectives
- IC's Expectations
- Policy on Outside Information Dissemination (Media and Agency)
- Agencies/Organizations/Stakeholders/Business Community
- Incident Activities/Situation
- Special Concerns

### **18. Provide Regular Briefings to Agency Administrator(s):**

### **19. Determine Need for Additional Support from Incident Specific Sources:**

- SAR, USAR, HazMat, etc.
- Establish Briefing Protocol