

Incident Commander Pre-Response 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.

Date: ___/___/20___ Time: _____ hrs.
Agency: _____ Incident Name: _____

1. Obtain/Provide Briefing from Woodacre:

- Agency requesting NBIMT: _____.
- Type of Incident: _____.
- Agency Contact and Phone Number: _____.

2. Contact Agency Contact and Obtain Following Information:

- Type of Deployment Requested: _____.
- Date/Time Initial Team Needed: _____.
- Location Needed: _____.
- Special Equipment Needed: _____.
- Number of Op Periods Anticipated for NBIMT: _____.
- Reimbursement Category: ___ Master Mutual Aid ___ Assistance by Hire

3. Positions Requested for NB IMT Assignment (Enter # requested):

A. MANAGEMENT SECTION

- ___ Incident Commander / Deputy Incident Commander
- ___ PIO
- ___ Liaison Officer
- ___ Safety Officer
- ___ Agency Rep for NB IMT if no IC/Deputy IC requested (NB IMT Decision)

B. PLANS SECTION

- ___ Plans Section Chief / Deputy Plans Section Chief
- ___ Situation Status
- ___ GIS and Mapping
- ___ Field Observers
- ___ Resource Unit Leader
- ___ Check-In
- ___ Documentation
- ___ Demobilization

C. LOGISTICS SECTION

- ___ Logistics Section Chief / Deputy Logistics Section Chief
- ___ Service Branch Director
- ___ Communications Unit: Details - _____
- ___ Food Unit
- ___ Medical Unit
- ___ Support Branch Director
- ___ Supply Unit: Details - _____
- ___ Facilities Unit
- ___ Security Manager
- ___ Base / Camp Managers & Staff: _____
- ___ Ground Support & Transportation: _____

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D. FINANCE SECTION

- ___ Finance Section Chief
- ___ Time Unit Leader
- ___ Procurement Unit Leader
- ___ Cost Unit Leader
- ___ Compensation / Claims Unit Leader

E. OPERATIONS SECTION

- ___ Operations Section Chief / Deputy Operations Section Chief
- ___ Staging Manager
- ___ Fire Branch Director
- ___ Law Branch Director
- ___ Other Branch Directors: _____
- ___ Division Supervisors – Fire
- ___ Division Supervisors – Law
- ___ Division Supervisors – Other: _____

F. OTHER NEEDS

- ___ Other Needs: Details - _____

4. **Expectation:** Email Expectation form, if possible; otherwise obtain a verbal with understanding that NB IMT will bring a Expectation form for signature.

5. **IMT Request Notification:** If NB IMT will be responding, initiate IAR.

- Brief text & pager message advising of request with email to follow.
- Prepare and send IAR email with details of positions requested, date /time needed, length of deployment, personal equipment needed, etc.
- Email MUST include the following paragraph: **Using the phone application or by calling 1-866-702-0343, please select one of the following response options: 1 – Scene (Available for this response); 2 – Unavailable; 3- Delayed (Not available for the initial response, but will be later in the deployment).**

6. **IMT Command:** Identify responding IC/Agency Rep. If you are responding, arrange for second IC/AR to help coordinate response. Email them a copy of this form, if possible.

7. **IMT Assignment Notification:** Notify all members of those chosen to respond.

- Remind them to, individually or in groups, notify Woodacre of their arrival at scene.
- Identify those responsible for bringing needed equipment caches.
- Identify meet up locations for carpooling/convoys if appropriate.

8. **Dispatch Update:** NB IMT Agency Rep or designate Team Leader to notify Woodacre of those responding and who is coordinating response.

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9. Names Assigned AND Confirmed to Positions:

A. MANAGEMENT SECTION

- ___ Incident Commander / Deputy _____
- ___ PIO _____
- ___ Liaison Officer _____
- ___ Safety Officer _____
- ___ Agency Rep _____

B. PLANS SECTION

- ___ Plans Section Chief / Deputy _____
- ___ Situation Status _____
- ___ GIS and Mapping _____
- ___ Field Observers _____
- ___ Resource Unit Leader _____
- ___ Check-In _____
- ___ Documentation _____
- ___ Demobilization _____

C. LOGISTICS SECTION

- ___ Logistics Section Chief / Deputy _____
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- ___ Finance Section Chief _____
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E. OPERATIONS SECTION

- ___ Operations Section Chief / Deputy _____
- ___ Staging Manager _____
- ___ Fire Branch Director _____
- ___ Law Branch Director _____
- ___ Other Branch Directors _____
- ___ Division Chiefs – Fire _____
- ___ Division Chiefs – Law _____
- ___ Division Chiefs – Other _____

F. OTHER NEEDS

- ___ Other Needs: _____
- _____
- _____
- _____

Checklist Initiated by: _____ Completed by: _____