INCIDENT COMMAND SYSTEM

NATIONAL TRAINING CURRICULUM

COMMON RESPONSIBILITIES

MODULE 6
I-200

REFERENCE
TEXT
OCTOBER 1994

NFES 2450

CERTIFICATION STATEMENT

on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

The following training material attains the standards prescribed for courses developed under the interagency curriculum established and coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:

Common Responsibilities

Member NWCG and Training Working Team Liaison

Date 11/7/94

Chair, Training Working Team

Date 10/24/94

Description of the Performance Based System

The Wildland Fire Qualifications System is a "performance based" qualifications system. In this system, the primary criteria for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualifications systems which have been "training based." Training based systems use the completion of training courses or a passing score on an examination as a primary criteria for qualification.

A performance based system has two advantages over a training based system:

- Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.
- Personnel who have learned skills from sources outside wildfire suppression, such as agency specific training programs or training and work in prescribed fire, structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a wildfire position.

1. The components of the wildland fire qualifications system are as follows:

   a. Position Task Books (PTB) contain all critical tasks which are required to perform the job. PTB's have been designed in a format which will allow documentation of a trainee's ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator, will be the basis for recommending certification.

      IMPORTANT NOTE: Training requirements include completion of all required training courses prior to obtaining a PTB. Use of the suggested training courses or job aids is recommended to prepare the employee to perform in the position.

   b. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.

   c. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

2. Responsibilities

   The local office is responsible for selecting trainees, proper use of task books, and certification of trainees, see the Task Book Administrators Guide 330-1 for further information.

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PREFACE

This module is one of seventeen modules which comprise the Incident Command System (ICS) National Training Curriculum. The entire curriculum has been developed by an interagency steering group and a contract consultant. The curriculum was sponsored by the National Wildfire Coordinating Group, and development was directed and supported by the National Interagency Fire Center, Division of Training. The Steering Group was represented by several application areas (Search & Rescue, Law Enforcement, Structural Fire, Wildfire, etc.) which guided the work of the contractor in the development of this package.

The Steering Group was:

David P. Anderson - USDA, Forest Service
Mike Colgan - Orange County Fire Department
Dave Engle - USDI, Bureau of Land Management
Dan Francis - California Department of Forestry
Ken Mallette - New Jersey State Police
Mike Munkres - USDI, Bureau of Land Management
Gary Nelson - Los Angeles County Fire Department
Bill Vargas - State of New Mexico Department of Public Safety

The Contract Consultant was:

The Terence Haney Company
Woodland Hills, California

Subjects covered in this module include:

Actions:

- Prior to leaving for assignment
- At incident check-in
- While working on the incident
- During demobilization

Objectives:

1. List actions to be accomplished prior to leaving for an incident or event.

2. List the steps involved at incident check-in.

3. List (or select from a list) major personal responsibilities at an incident or event.

4. List the major steps necessary in the incident or event demobilization process.

I. General Guidelines

Most incidents will be of short duration, and will not require traveling out of jurisdiction.

The following are general guidelines covering your actions for those situations which will require an extended stay or out-of-jurisdiction travel:

- Assemble or update a travel kit containing any special technical information, e.g., maps, manuals, contact lists, and other reference materials.

- Prepare personal items that you will need for your estimated length of stay.

- Review your emergency assignment. Know to whom you will report and what your responsibility will be.

- Have a clear understanding of the decision-making authority you hold for your agency while at the incident. Determine this as soon as you realize you may be assigned to an incident.

- Determine what communications procedures should be followed so you can contact your headquarters or home office if necessary.

- Ensure that family members know your destination and how to contact you in the event of a family emergency.

- Familiarize yourself with travel and pick-up arrangements that have been established for you.

- Determine what your return mode of transportation will be if possible.

II. Actions Prior to Departure

- Personnel will be notified of an incident assignment by established agency procedures.

- Information that should be known includes, but is not limited to, the following:

- Incident type and name or designation

- Incident check-in location

- Reporting time

- Travel instructions

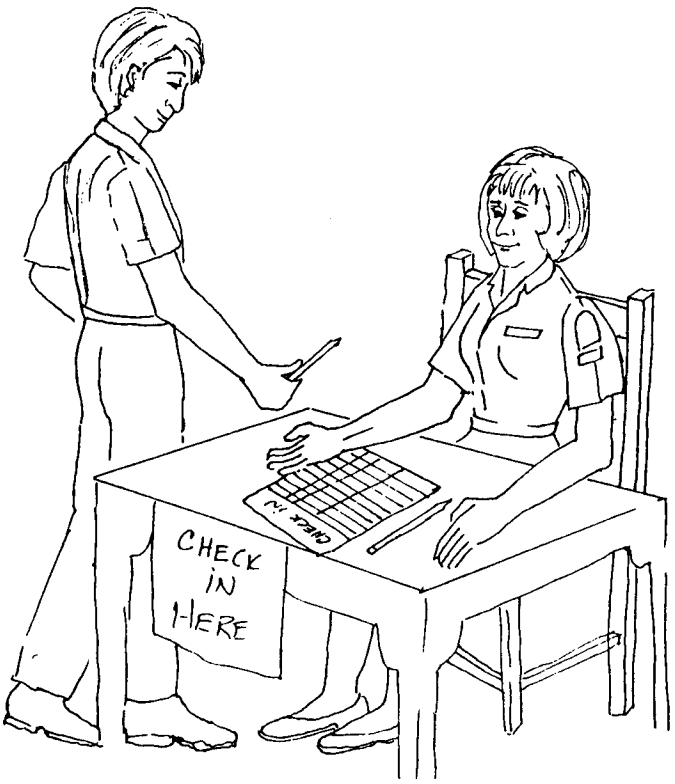
- Communication instructions
- Resource order number or request number (if applicable)

Resource Order	Date 6/23		
Incident Name	Remarkable		
Request Number	Name	Agency	Radio Designation
O-35	Bob Smith	county	GSUL

- Your unit's radio designation

III. Check-in at the Incident

Check-in officially logs you in at the incident and provides important basic information which will be used for status keeping and for release and demobilization.



Check-in information is used in several ways at the incident. The check-in process and information supports the following activities:

- Personnel accountability
- Resources Unit status keeping
- Preparation of assignments and reassignments
- Locating personnel for emergency notifications
- Establishing personnel time records
- Release planning
- Demobilization

Check-in only once. In ICS, check-in information is usually recorded on the ICS Check-In Form 211.

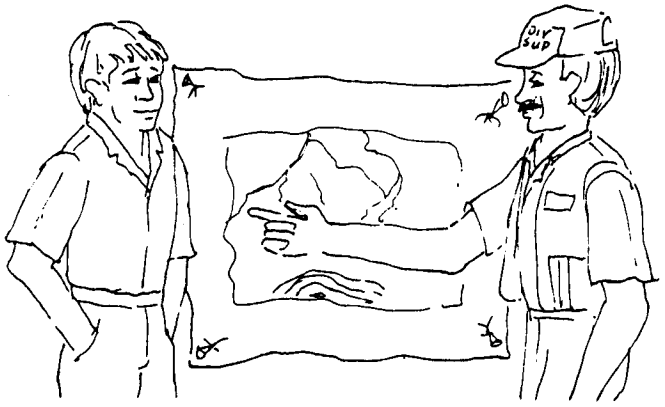
Check-in Recorders may be found at several incident locations. (These locations may not all be activated at every incident.)

- Incident Command Post (Resources Unit)
- Base or Camp(s)
- Staging Areas
- Helibase

In addition you may report directly to Division/Group Supervisors.

If instructed to report directly to a tactical assignment, you should report in to the designated Division or Group Supervisor or to the Operations Section Chief or Incident Commander depending upon the level of ICS activation.

After release from tactical assignment you will formally check-in at one of the above locations.



Agencies will often have different procedures associated with incident responsibilities. The checklists provided in this module will cover most of the major requirements. However, some agencies may need to augment the checklists.

IV. Common Responsibilities at the Incident

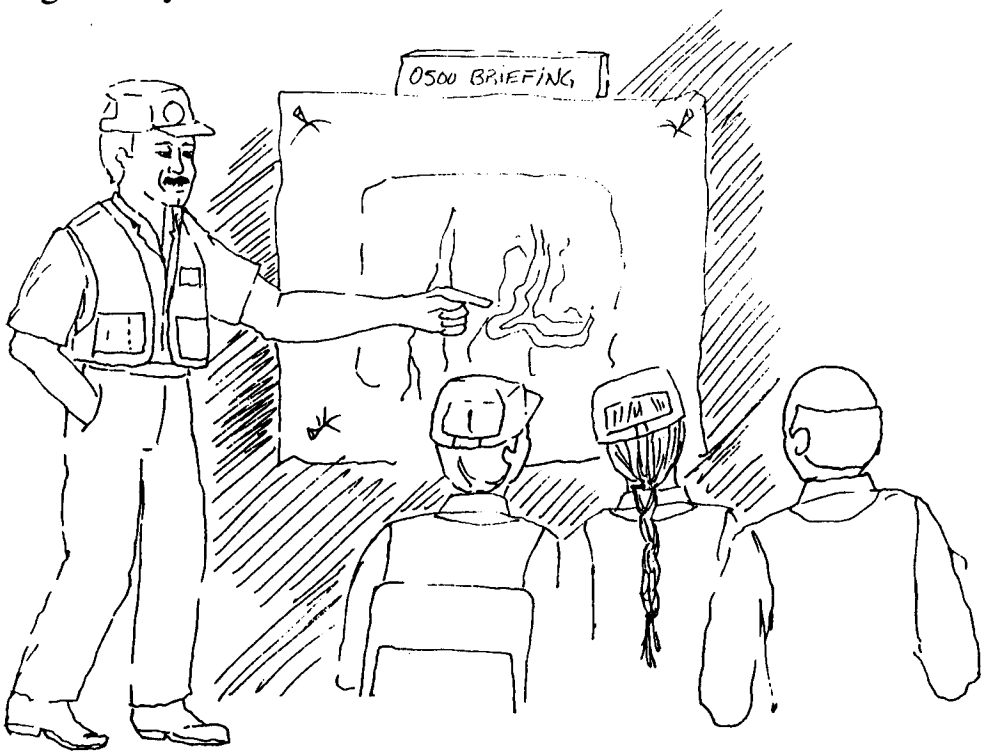
After check-in, locate your incident point of contact, and obtain your initial briefing. The information you receive in your briefing will be important for your own planning and for passing on accurate and up-to-date information to your subordinates.

Briefings received and given should include:

- Current situation assessment.
- Identification of specific job responsibilities expected of you.
- Identification of co-workers within your job function and/or geographical assignment.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.

- Identification of operational period work shifts.

After receiving your briefing and activating your assignment, give a similar briefing to any personnel assigned to you.



Supervisors must maintain a Unit Log, ICS Form 214 indicating names of personnel assigned and a listing of major activities during an Operational Period.

V. Incident Records Keeping

All incidents require some form of records keeping. Requirements will vary depending upon the agencies involved, and the kind and size of incident.

Detailed information on how to use several of the ICS forms will be covered in other modules, or may be found in the Forms Manual.

Five general considerations relative to incident records keeping are as follows:

- Print or type all entries.
- Enter dates by month/day/year format.
- Enter date and time on all forms and records.
- Fill in all blanks, use N/A as appropriate.
- Use military 24-hour clock time.

Fill in all blanks on forms. If information is not available or not applicable enter N/A to let the recipient know that the information was not overlooked.

VI. Communications Discipline

Important considerations related to communications include the following:

- All incident personnel must observe strict radio/telephone procedures.

- Use clear text or plain english. Codes should not be used in radio transmissions.

- Limit radio and telephone traffic to essential information only. Pre-plan what you are going to say.

VII. Incident Demobilization

Agency requirements for demobilization at an incident will vary considerably.

Large incidents may require the establishment of a Demobilization Unit within the Planning Section.

General demobilization considerations for all personnel are to:

- Complete all work assignments.

- Brief subordinates regarding demobilization.

- Complete and file required forms and reports.

- Follow incident and agency check-out procedures.

- Evaluate performance of subordinates prior to release from the incident.

- Return any incident-issued communications equipment or other non-expendable supplies.

- Report to assigned departure points on time or slightly ahead of schedule.

- As appropriate, stay with your group until you arrive at your final destination.

VIII. Other Considerations Related to Incident Operations

Sexual harassment, discrimination (age, racial, sexual, etc.), the use of illegal drugs or alcohol are all prohibited and illegal activities. Correct and/or report all such activities to your supervisor.

Represent your agency in a professional and friendly manner at all times.

MODULE 6

COMMON RESPONSIBILITIES ASSOCIATED WITH ICS ASSIGNMENTS

ICS Form 211
ICS Form 214

CHECK-IN LIST	1. INCIDENT NAME	2. CHECK-IN LOCATION ☐ BASE ☐ CAMP _____ ☐ STAGING AREA ☐ ICP RESOURCES ☐ HELIBASE	3. DATE/TIME

CHECK-IN INFORMATION

4. LIST PERSONNEL (OVERHEAD) BY AGENCY & NAME - OR - LIST EQUIPMENT BY THE FOLLOWING FORMAT:					5.	6.	7.	8.	9.		10.	11.	12.	13.	14.	15.	16.
AGENCY	SINGLE T/F S/T	KIND	TYPE	I.D. NO./NAME	ORDER/ REQUEST NUMBER	DATE/TIME CHECK-IN	LEADER'S NAME	TOTAL NO. PERSONNEL	MANIFEST YES	MANIFEST NO	CREW WEIGHT OR INDIVIDUALS WEIGHT	HOME BASE	DEPARTURE POINT	METHOD OF TRAVEL	INCIDENT ASSIGNMENT	OTHER QUALIFICATION	SENT TO RESOURCES TIME/INT.
17. Page ____ of ____				18. PREPARED BY (NAME AND POSITION) USE BACK FOR REMARKS OR COMMENTS													

ICS 211 1-82
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UNIT LOG	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED

4. UNIT NAME/DESIGNATORS	5. UNIT LEADER (NAME AND POSITION)	6. OPERATIONAL PERIOD

7. **PERSONNEL ROSTER ASSIGNED**

NAME	ICS POSITION	HOME BASE

8. **ACTIVITY LOG** (CONTINUE ON REVERSE)

TIME	MAJOR EVENTS

NFES 1337