

Chapter 2—Common Responsibilities

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Chapter 2

Common Responsibilities

GENERAL

Check-In

Upon arrival at an incident or work location, all resources are required to check in. Doing so enhances responder safety, supports the provision of logistical support for the resource, ensures that compensation is provided for, initiates the personnel accountability process, and maximizes the resource's effectiveness during the assignment. It is also an opportunity for the resource to be given an initial incident assignment. Check-In is typically documented on an Incident Check-In List (ICS 211).

Incident Action Plan (IAP)

Incident/event operations should be directed and coordinated as outlined in the IAP. Any significant deviation from a signed IAP should be approved by the Operations Section Chief, communicated to and approved by the Incident Commander (IC), and then communicated to the Planning Section Chief for documentation on the official version of the IAP. Personnel accountability procedures for operational resources should be documented in the IAP.

Unity of Command

In order to prevent accountability breakdowns, each individual assigned to an ICS incident position shall report to only one supervisor.

Span of Control

Supervisors should be able to adequately supervise, communicate with, manage, and control all personnel under their supervision. Span of control may vary between 3 and 7 personnel per supervisor, with a recommended ratio of 1 supervisor to 5 subordinates.

Resource Tracking

Supervisors should record resource status changes as they occur and report those changes to the Resources Unit. Accountability is dependent upon the incident management organization having a standard resource tracking method.

ICS Personnel Common Responsibilities

The following is a checklist of responsibilities that are applicable to all ICS personnel:

- a. Receive assignment from home agency, including:
 - Job assignment (designation, position, etc.)
 - Brief overview of the incident
 - Resource order number and incident number
 - Travel instructions including reporting location(s), time, and authorized travel methods
 - Any special communications instructions
 - Assess personal equipment readiness for specific incident and climate (e.g., medications, money, medical record, approved electronic devices such as cellular telephones and computers, etc.).
 - Assemble items for travel and personal support
 - Inform necessary individuals as to incident assignment and contact information
- b. Upon arrival at the incident, check in at one of the following designated check-in locations:

- Incident Command Post (ICP)
- Incident Base or Camp
- Staging Areas, or
- Helibases

Note: If instructed to report directly to a tactical/line assignment, check in with the Division/Group Supervisor or the Operations Section Chief. As soon as feasible, follow up with the Resources Unit or one of the other check-in locations.

- c. If instructed to report to an EOC or other administrative post, check in as directed.
- d. Receive briefing from immediate supervisor and document briefing on an Activity Log (ICS 214).
- e. Responders from assisting and mutual aid agencies and organizations are provided with tactical supervision as noted in the IAP. Acquire work materials.
- f. Participate in *Incident Management Team* meetings and briefings as appropriate.
- g. Ensure compliance with all safety practices and procedures. Report unsafe conditions to those potentially affected, through the chain of command, and/or to the Safety Officer.
- h. Supervisors: Maintain accountability for assigned personnel with regard to exact location(s), personal safety, and welfare at all times, especially when working in or around incident operations.
- i. Know the assigned communications frequencies, methods and procedures for the area of responsibility, and ensure that communications equipment is operating properly.
- j. Use plain language/clear text and ICS terminology (no codes) in all radio communications.
- k. Complete forms, reports, and Activity Logs (ICS 214) that are required of the assigned position and ensure proper

disposition of incident documentation as directed by the Documentation Unit.

- l. Report any signs/symptoms of extended incident stress, injury, fatigue, or illness to a supervisor.
- m. Brief/debrief replacement about ongoing operations when relieved.
- n. Complete demobilization checkout process before being released from the incident, including the return of all equipment.
- o. Participate in after-action activities as directed.

Leadership Responsibilities

A number of responsibilities are unique to each ICS Unit Leader position, but some are common to all ICS Unit Leaders in any part of the ICS organization. The common responsibilities of Unit Leaders are listed below. These responsibilities will not be repeated in any Unit Leader Position Checklists in subsequent chapters.

Unit Leader Responsibilities

- a. Review Common Responsibilities (page 2-18).
- b. Determine current status of Unit activities and personnel. Determine resource needs.
- c. Request additional resources, as needed. Confirm dispatch and estimated time of arrival of staff, equipment, and supplies.
- d. Assign specific duties to staff and supervise staff.
- e. Provide Supply Unit Leader with a list of supplies to be replenished and equipment to be repaired.
- f. Complete Incident Personnel Performance Rating (ICS 225), if required.
- g. Attend incident-planning meetings, as required.

- h. Develop and implement accountability, safety and security measures for personnel and resources.
- i. Supervise demobilization of unit, including storage of supplies.
- j. Maintain unit records, including Unit/Activity Log (ICS Form 214).

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