

**FIRELINE HANDBOOK**

**CHAPTER 8—COMMAND**

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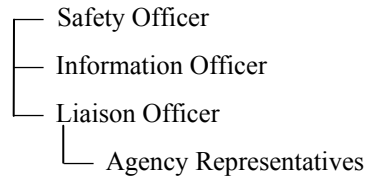
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**SAFETY FIRST—NO EXCEPTIONS**

**ORGANIZATION CHART****INCIDENT COMMANDER****POSITION CHECKLISTS****Incident Commander (ICT1/2/3/4/5)**

The Incident Commander is responsible for all incident activities.

**Critical Safety Responsibilities:**

- Ensure that safety receives priority consideration in the analysis of strategic alternatives, the development of the Incident Action Plan, and in all incident activities.
- Assess incident situation, both immediate and potential.
- Conduct risk assessment for all strategic alternatives.
- Maintain command and control of the incident management organization.
- Ensure safety and welfare of all incident personnel and the public is maintained.

- Ensure transfer of command is announced to host unit dispatch and to all incident personnel.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Obtain briefings from Agency Administrator and/or prior Incident Commander.
- Obtain Delegation of Authority from Agency Administrator.
- Set incident objectives.
- Brief Command and General Staff.
- Approve the Incident Action Plan.
- Determine information needs.
- Approve requests for additional resources and requests for release of resources.
- Approve the use of trainees on the incident.
- Authorize release of information to news media, if delegated by Agency Administrator.
- Ensure Incident Status Summary (ICS Form 209) is completed and forwarded to agency dispatch center(s) on schedule.
- Approve Demobilization Plan.

- Conduct strategy meetings, reviewing/validating/revising the Wildland Fire Situation Analysis, incident objectives, strategies, and tactics.
- Determine effects of control actions on environmental and ecological processes.
- Ensure that strategic/tactical options consider all resource values.
- Foster an atmosphere free of discrimination, sexual harassment, and other forms of inappropriate behavior.
- Supervise staff activities; ensure functional performance is maintained; take corrective action.
- Participate in external incident affairs as required.
- Ensure incident financial accountability and expenditures are maintained to agency standards.
- Ensure incident documentation package is complete.
- Debrief with Agency Administrator.

## **Safety Officer (SOF1/2/3)**

The Safety Officer, a member of the Command Staff, is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although they (Safety Officer) may exercise emergency authority, to stop or prevent unsafe acts when immediate action is required.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistant Safety Officers as necessary, and the assistant Safety Officer may represent assisting agencies or jurisdictions. Assistant Safety Officers may have specific responsibilities such as air operations, hazardous materials, etc.

### **Critical Safety Responsibilities:**

- Analyze proposed and selected strategic alternatives from a safety perspective, ensuring that risk management is a priority consideration in the selection process.
- **DIRECT INTERVENTION WILL BE USED TO IMMEDIATELY CORRECT A DANGEROUS SITUATION.**
- Prepare the safety message included in the Incident Action Plan.
- Develop the Incident Safety Analysis (ICS Form 215A) planning matrix with the Operations Section Chief.

- Present safety briefing to overhead. Safety briefing should emphasize hazards and risks involved in action plan components.

**Other Duties:**

- Review Common Responsibilities (Chapter 7, Page 158).
- Obtain briefing and operating procedures from the Incident Commander.
- Participate in planning meetings.
- Establish systems to monitor fire activities for hazards and risks. Take appropriate preventive action.
- Priority of recommendations will start with risks having the highest potential for death or serious injury and follow through to those of lesser degree.
- Establish operating procedures for assistant Safety Officers.
- Evaluate operating procedures. Update or modify procedures to meet the safety needs on the fire.
- Review and approve Medical Plan (ICS Form 206).
- Review Incident Action Plans to ensure that safety issues have been identified and mitigated.
- Analyze observations from staff and other personnel.

- Ensure accidents are investigated.
- Prepare accident report upon request of the Incident Commander.
- Monitor operational period lengths of incident personnel to ensure work/rest guidelines are followed; recommend corrective action to Incident Commander.
- Monitor food, potable water, and sanitation service inspections. Request assistance from health departments as needed.
- Monitor incident Personal Protective Equipment (PPE) needs.
- Inspect incident facilities, handtools, power equipment, vehicles, and mechanical equipment.
- Monitor driver/operator qualifications and operational periods.
- Monitor all air operations; review aircraft incidents/accident reports.
- Ensure appropriate accident/incident reports and other safety reports (such as SAFECOMS and SAFENETS) are completed and submitted.
- Prepare final Safety Report upon request of the Incident Commander.
- Maintain Unit Log (ICS Form 214).

**Information Officer (IOF1/2/3)**

The Information Officer, a member of the Command Staff, is responsible for the formulation and release of information about the Incident to the news media, local communities, incident personnel, other appropriate agencies and organizations, and for the management of all information officers assigned to the incident.

- Obtain briefing from Incident Commander.
- Contact the jurisdictional agency to coordinate public information activities.
- Obtain copies of current Incident Status Summaries (ICS Form 209).
- Develop policy with Incident Commander, Agency Administrator, agency Public Affairs Officer, incident management team members, and/or incident investigators regarding information gathering and sharing. Observe constraints on release of information.
- Develop and receive Incident Commander's approval of a comprehensive, proactive communications strategy that reflects both immediate and long-term goals.
- Prepare initial information summary as soon as possible after arrival.
- Obtain approval for release of information from Incident Commander.
- Attend meetings to update information releases.



- Arrange for meetings between media and incident personnel.
- Provide escort service to the media and VIPs; provide PPE as necessary.
- Respond to special requests for information.
- Organize and supervise an adequate staff, equipment, and facilities.
- Keep informed of incident developments and control progress through planning meetings and regular contacts with other incident staff, host unit, and cooperating agencies.
- Keep the Incident Commander informed of any potential issues involving the general public, news media, or other sources.
- Maintain Unit Log (ICS Form 214).
- Review Common Responsibilities (Chapter 7, Page 158).

### **Liaison Officer (LOFR)**

The Liaison Officer, a member of the Command Staff, is the point of contact for the assisting and cooperating Agency Representatives. This includes Agency Representatives from other fire agencies, Red Cross, law enforcement, public works, etc.

- Obtain briefing from Incident Commander.
- Provide a point of contact for assisting/cooperating Agency Representatives.

- Identify each Agency Representative including communications link and location.
- Maintain a current list of cooperating and assisting agencies assigned. Confirm resource list with Resource Unit Leader.
- Respond to requests from incident personnel for inter-organizational contacts.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Provide specific information on the incident relative to:
  - ✓ Type of assignments.
  - ✓ Anticipated duration on assignment or incident.
  - ✓ Operational period change information if crews are to be replaced.
  - ✓ Expected demobilization schedule.
- Remain visible on the incident to incoming cooperators and assisting agencies.
- Respond to requests for information and resolve problems.
- Participate in planning meetings providing current resource status, limitations, and capability of other agency resources.
- Keep cooperating and assisting agencies informed of planning actions.

- Maintain Unit Log (ICS 214).
- Review Common Responsibilities (Chapter 7, Page 158).

### **Agency Representative (AREP)**

An Agency Representative is an individual assigned to an incident from a cooperating or assisting agency or agencies. This individual may represent more than one agency.

- Obtain briefing from Liaison Officer or Incident Commander.
- Establish a working location. Advise agency resources that a representative is assigned to the incident.
- Attend planning meetings, as required.
- Provide input on the use and constraints of agency resources.
- Cooperate fully with Incident Commander, Command, and General Staff.
- Oversee the well-being and safety of agency personnel assigned to incident.
- Advise Liaison Officer of any special agency needs or requirements for resources assigned to the incident.
- Determine if any special reports or documents are needed and ensure the completion of those needs.

- Report to agency dispatch or headquarters on a regular and prearranged basis.
- Ensure contact with any agency personnel that may have been hospitalized or otherwise separated from their assignment or unit.
- Ensure that all agency personnel and/or equipment are properly accounted for prior to your departure.
- Ensure that all required agency forms, reports, and documents are completed prior to your departure from the incident.
- Have debriefing session with supervisor prior to departure.
- Review Common Responsibilities (Chapter 7, Page 158).

## COMMAND AND GENERAL STAFF PLANNING CYCLE

Additional Command and General staff meetings should be scheduled to address issues and resolve problems.

