

CHAPTER 2

COMMON RESPONSIBILITIES

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The following is a checklist applicable to all personnel in an ICS organization:

- a. Receive assignment from your agency, including:
 - Job assignment (e.g., Strike Team designation, position, etc.).
 - Resource order number and request number.
 - Reporting location.
 - Reporting time.
 - Travel instructions.
 - Any special communications instructions (e.g., travel, radio frequency).
- b. Upon arrival at the incident, check-in at the designated check-in location. Check-in may be found at any of the following locations:
 - Incident Command Post (ICP)
 - Base or Camps
 - Staging Areas
 - Helibases

Note: If you are instructed to report directly to a line assignment, check-in with the Division/Group Supervisor.
- c. Receive briefing from immediate supervisor.
- d. Agency Representatives from assisting or cooperating agencies report to the Liaison Officer (LO) at the ICP after check-in.
- e. Acquire work materials.

- f. Supervisors shall maintain accountability for their assigned personnel with regard as to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.
- g. Organize and brief subordinates.
- h. Know your assigned radio frequency(s) for your area of responsibility and ensure that communication equipment is operating properly.
- i. Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" (e.g., "TWA 800 Communications").
- j. Complete forms and reports required of the assigned position and send through the supervisor to the Documentation Unit.
- k. Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

In ICS, a number of the Unit Leader's responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position Checklists in subsequent chapters.

- a. Review Common Responsibilities (Page 2-1).
- b. Upon check-in, receive briefing from Incident Commander, Section Leader, or Branch Director as appropriate.
- c. Participate in incident planning meetings, as required.
- d. Determine current status of unit activities.
- e. Order additional unit staff, as appropriate.

- f. Determine resource needs.
- g. Confirm dispatch and estimated time of arrival of staff and supplies.
- h. Assign specific duties to staff; supervise staff.
- i. Develop and implement accountability, safety and security measures for personnel and resources.
- j. Supervise demobilization of unit, including storage of supplies.
- k. Provide Supply Unit Leader with a list of supplies to be replenished.
- l. Maintain unit records, including Unit/Activity Log (ICS Form 214).