

INCIDENT COMMANDER (IC) JOB AID

OVERVIEW

Position: Incident Commander

The Incident Commander position is extremely complex and requires personnel with extensive experience and the ability to think holistically (non-linearly). The IC must have the ability to communicate effectively with the public and to bring a cohesive and effective local response organization to bear on an incident in a high-risk environment. Training in Risk Communication techniques and everyday public affairs should be considered a must. A critical skill is the IC's ability to bring together the membership of a local response community (over some of whom he/she has no authority) and to form a consensus-building organization.

Section: Command Section

Mission:

To manage the ICS organization in pursuing an effective, coordinated, and cooperative emergency response. Key goals include:

- Establish incident response objectives and strategies
 - Acquire and apply the most accurate, up-to-date assessments of the situation
 - Supervise an effective, safe, and efficient ICS organization
 - Deploy and monitor resources
 - Keep stakeholders and staff well-informed
 - Demobilize Incident Command
-

Duties:

- ❑ Review information on situation from relevant and reliable sources and complete an incident briefing form (ICS 201).
- ❑ Conduct initial briefing with field response personnel and with marine oil spill response team.
- ❑ Liaise with key ("lead") agencies regarding their assets and level of deployment.
- ❑ Schedule planning meeting with command staff and section chiefs.
- ❑ Contact other responding agencies and/or responsible party to establish unified command and operational cooperation.
- ❑ Ensure lines-of-communications are developed among response staff and among other responding agencies, the responsible party, and their response organization.
- ❑ Brief command staff and section chiefs.
- ❑ Initiate review and approval of action plans, media releases, and contracts.
- ❑ Establish a schedule for executive briefings according
- ❑ Ensure incident summary status (ICS 209) is completed.

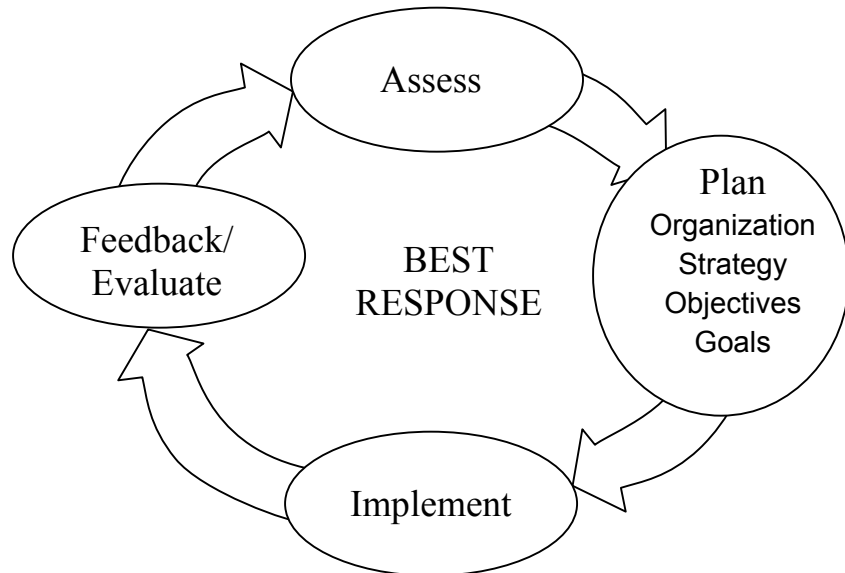
Continued on Next Page

Overview (Cont'd)

What is Best Response?

Best response is achieved when:

- Response objectives established/communicated
- Accurate/timely info assembled on impact to people, property, environment, economy
- Positive media coverage of response
- Positive meetings with stakeholders
- Economic impact to stakeholders minimized
- Prompt, correct handling of damage claims
- Stakeholders well informed of rights/issues
- Response Management System employed
- Sufficient/efficient resources brought to bear
- Leadership and responsibility is clear (minimal duplication)
- No response worker deaths, injuries, or mishaps
- No incident-related public injuries, illness, or deaths
- Impacts on the surrounding economy minimized



Continued on Next Page

Overview (Cont'd)

References

Below is a list of references that may be required while using this job aid; they should be provided by other ICS staff.

Oil Spill Field Operations Guide (ICS OS-420-1)	NIIMS ICS Position Manual, Incident Commander (NFES 1985)
Communications Plan	NIIMS Task Book for Incident Commander (NFES 2300)
Incident Command System (COMTINST 3120.14)	Area Contingency Plan
	Charts and maps

Materials

Ensure these materials are available to the Incident Commander during an incident.

- Complete set of ICS job aids
 - ICS Forms Catalog
-

General Information

All radio communications to Incident Communications Center will be addressed: "(Incident Name) Communications".

Use clear text and ICS terminology (no codes) in all radio transmissions.

Initial Actions

General Tasks

Below are the initial actions to take for a person assigned as and/or assuming the responsibilities of Incident Commander.

STEP	ACTION	✓
1.	Obtain a brief from the initial Incident Commander using the ICS 201. Determine the following: Size and complexity of incident Initial objectives Current organization Agencies/organizations/stakeholders involved Special concerns	<input type="checkbox"/>
2.	Assess operational implications of information provided in initial report SAR Salvage Fire fighting Navigation Population safety Response operations	<input type="checkbox"/>
3.	Determine other critical information needed from staff	<input type="checkbox"/>
4.	Brief Agency Administrator when required by Agency policy.	<input type="checkbox"/>
5.	Identify the sources of incident funding and anticipate daily expenditures. <ul style="list-style-type: none"><input type="checkbox"/> Manage costs<input type="checkbox"/> Identify approval authorities<input type="checkbox"/> Determine ceiling for response operations<input type="checkbox"/> Consider cost-benefit implications in resource selection/use	<input type="checkbox"/>

Continued on Next Page

Initial Actions (Cont'd)

General Tasks (Cont'd)

The initial actions to take for a person assigned as and/or assuming the responsibilities of Incident Commander are continued below.

STEP	ACTION	✓
6.	<p>Use the flowchart below to assess incident command organization needs</p> <pre> graph TD Q1[Can the responding resource handle the incident?] -- No --> A1[Activate initial ICS functions and continue with Step 7] Q1 -- Yes --> Q2[Will the duration of the incident exceed resource endurance?] Q2 -- Yes --> A1 Q2 -- No --> Q3[Are there potential: political, economic, or environmental implications?] Q3 -- Yes --> A1 Q3 -- No --> A2[Ensure proper completion of incident] </pre>	<input type="checkbox"/>
7.	Complete transfer of command and relieve the initial Incident Commander	<input type="checkbox"/>
8.	Develop your strategies and immediate objectives	<input type="checkbox"/>
9.	Determine the need for Unified Command	<input type="checkbox"/>

Continued on Next Page

Initial Actions (Cont'd)

General Tasks (Cont'd)

The initial actions to take for a person assigned as and/or assuming the responsibilities of Incident Commander are continued below.

STEP	ACTION	✓						
10.	Negotiate participation in Unified Command NOTE: Those stakeholders who are sorted OUT of UC are likely candidates for agency representatives under the purview of the Liaison Officer	<input type="checkbox"/>						
11.	Use the decision table below to determine actions to take	<input type="checkbox"/>						
	<table border="1"> <thead> <tr> <th>IF:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Unified Command</td> <td> 1. Ensure PSC identifies and contacts unified command members <ul style="list-style-type: none"> -State representatives -Responsible party(ies) -Other representatives with jurisdictional authority AND functional responsibilities 2. Hold Initial UC Meeting Clarify roles of UC members <ul style="list-style-type: none"> -Agree on basic Organization (CMD and GEN Staff positions) -Agree on media procedures -Agree on Safety procedures -Considerations, concerns, issues -Develop Initial Objectives -Adopt an overall strategy 3. Make decisions about space/support needs based on UC organization </td> </tr> <tr> <td>Incident Command</td> <td>Make decisions about space/support needs based on IC organization</td> </tr> </tbody> </table>	IF:	THEN:	Unified Command	1. Ensure PSC identifies and contacts unified command members <ul style="list-style-type: none"> -State representatives -Responsible party(ies) -Other representatives with jurisdictional authority AND functional responsibilities 2. Hold Initial UC Meeting Clarify roles of UC members <ul style="list-style-type: none"> -Agree on basic Organization (CMD and GEN Staff positions) -Agree on media procedures -Agree on Safety procedures -Considerations, concerns, issues -Develop Initial Objectives -Adopt an overall strategy 3. Make decisions about space/support needs based on UC organization	Incident Command	Make decisions about space/support needs based on IC organization	
IF:	THEN:							
Unified Command	1. Ensure PSC identifies and contacts unified command members <ul style="list-style-type: none"> -State representatives -Responsible party(ies) -Other representatives with jurisdictional authority AND functional responsibilities 2. Hold Initial UC Meeting Clarify roles of UC members <ul style="list-style-type: none"> -Agree on basic Organization (CMD and GEN Staff positions) -Agree on media procedures -Agree on Safety procedures -Considerations, concerns, issues -Develop Initial Objectives -Adopt an overall strategy 3. Make decisions about space/support needs based on UC organization							
Incident Command	Make decisions about space/support needs based on IC organization							

Continued on Next Page

Initial Actions (Cont'd)

General Tasks (Cont'd)

The initial actions to take for a person assigned as and/or assuming the responsibilities of Incident Commander are continued below.

STEP	ACTION	✓
12.	Identify any technical specialists needed to assist Incident Commander and Unified Command NOTE: Technical Specialists are defined as personnel with special skills that can be used <u>anywhere</u> within the ICS organization. <i>Examples of Technical Specialists: Critical Incident Stress Debrief (CISD) teams, CG Strike Teams, District Legal Officer, Navy Supervisor of Salvage, State Historic Preservation Officer (SHPO), Marine Safety Center, DOD Explosive Ordnance Disposal (EOD) teams, Agency for Toxic Substances and Disease Registry, Scientific Support Coordinator, National Pollution Funds Center, Historian</i>	<input type="checkbox"/>
13.	Evaluate location of command post for possible relocation	<input type="checkbox"/>
14.	If necessary, have LSC obtain/set up work space for relocated incident command post	<input type="checkbox"/>

Continued on Next Page

Initial Actions (Cont'd)

General Tasks (Cont'd)

The initial actions to take for a person assigned as and/or assuming the responsibilities of Incident Commander are continued below.

STEP	ACTION	✓
15.	Evaluate Staffing needs for the following ICS functions: Deputy Incident Commander Operations Section Planning Section Logistics Section Finance/Admin Section Safety Information Liaison NOTE: The size of the incident will dictate how many people will be needed to effectively respond. Use span of control rule, page 13.	<input type="checkbox"/>
16.	Set up and conduct briefing for Section Chiefs and Command Staff Size and complexity of the incident Incident objectives IC's expectations Policy on outside information dissemination (media and agency) Agencies/organizations/stakeholders/business community Incident activities/situation Special concerns	<input type="checkbox"/>
17.	Provide regular briefings to Agency Administrator(s)	<input type="checkbox"/>
18.	Determine need for additional support from incident specific sources (Regional Response Team, SAR Mission Coordinator, DOD elements, etc). Establish briefing protocol.	<input type="checkbox"/>

Situation Accurately Assessed

Situation Assessment

Below is a checklist to assist in the ongoing assessment of the situation.

STEP	ACTION	✓									
1.	Determine critical information needed from staff	<input type="checkbox"/>									
2.	Assess operational implications of information provided in initial report SAR Salvage Fire fighting Navigation Population safety Response operations Inspection waivers	<input type="checkbox"/>									
3.	Personally observe incident NOTE: In company with other Unified Command representatives if using Unified Command organization	<input type="checkbox"/>									
4.	Review/approve Incident Action Plans	<input type="checkbox"/>									
5.	Determine when to shift from ICS 201 to IAP <table border="1" style="margin: 10px auto; width: 80%;"> <thead> <tr> <th colspan="2">This Operational Period</th> <th>Next Operational Period</th> </tr> </thead> <tbody> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> <tr> <td>Updated Incident Briefing ICS 201</td> <td>Updated Incident Briefing ICS 201</td> <td>Incident Action Plan</td> </tr> </tbody> </table>	This Operational Period		Next Operational Period				Updated Incident Briefing ICS 201	Updated Incident Briefing ICS 201	Incident Action Plan	<input type="checkbox"/>
This Operational Period		Next Operational Period									
Updated Incident Briefing ICS 201	Updated Incident Briefing ICS 201	Incident Action Plan									

Continued on Next Page

Situation Accurately Assessed (Cont'd)

Situation Assessment Cont'd) The checklist to assist in the ongoing assessment of the situation is continued below.

STEP	ACTION	✓												
6.	<p>The staff will use the planning cycle illustrated below to develop the IAP:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">IF</th> <th style="width: 45%;">AND Event is:</th> <th style="width: 30%;">THEN</th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="text-align: center; vertical-align: middle;">Submission Deadline =X</td> <td style="text-align: center;">IC/UC command objectives</td> <td style="text-align: center;">X - 8</td> </tr> <tr> <td style="text-align: center;">Pre-planning meeting</td> <td style="text-align: center;">X - 6</td> </tr> <tr> <td style="text-align: center;">Planning meeting</td> <td style="text-align: center;">X - 3</td> </tr> <tr> <td style="text-align: center;">IAP preparation</td> <td style="text-align: center;">X - 2</td> </tr> </tbody> </table>	IF	AND Event is:	THEN	Submission Deadline =X	IC/UC command objectives	X - 8	Pre-planning meeting	X - 6	Planning meeting	X - 3	IAP preparation	X - 2	<input type="checkbox"/>
IF	AND Event is:	THEN												
Submission Deadline =X	IC/UC command objectives	X - 8												
	Pre-planning meeting	X - 6												
	Planning meeting	X - 3												
	IAP preparation	X - 2												
<p>This IAP development schedule should be used to negotiate the submission deadline for the first IAP. The PSC is responsible for ensuring the IC understands the development cycle and the time needed to produce the IAP.</p> <p>NOTE: For the IAP process to be successful, The IC/UC must set objectives early in the planning cycle.</p> <p>NOTE: These times are approximated for the first cycle and may vary significantly based on incident complexity and length of operational period.</p>														

Continued on Next Page

Situation Accurately Assessed (Cont'd)

Situation Assessment (Cont'd)

The checklist to assist in the ongoing assessment of the situation is continued below.

7.	Identify additional stakeholders – those individuals and groups who potentially are adversely affected by the incident	<input type="checkbox"/>
8.	Determine whether each stakeholder can contribute equipment, people, funds, or influence the best response NOTE: Liaison Officer is responsible for keeping IC informed of stakeholder concerns.	<input type="checkbox"/>
9.	Assess funding, legal, and best response implications Funding issues Source(s) Access Limits/Ceiling Legal issues Documentation of response activities (legal record) Investigation interaction State/local DOJ USCG/Marine Board/NTSB RP attorneys Best Response Drivers Human health and safety The natural environment The economy Public communication Stakeholder support Organization	<input type="checkbox"/>
10.	Ensure objectives adequately address all items in Step 9	<input type="checkbox"/>
11.	Identify operational situation changes that require augmenting/demobilizing resources	<input type="checkbox"/>

Continued on Next Page

Goals, Objectives, Strategies Determined

Developing Goals, Objectives, Strategies

ACTION

Use the matrix below to assist in developing objectives and priorities

Priorities are situation dependent and influenced by many factors

Safety of life is always the highest priority

Concerns may or may not be present

Concerns should be considered in every incident

Concerns	Issues	Criteria to Meet
People	General safety exposure Personal protective equipment Slips, trips, falls, drowning	Overall objectives must be: Attainable Measurable Flexible
Property	Fire Contamination Flooding Source Control	
Environment	Sensitive areas Special interests Resources at risk	Operational objectives must be: Specific Measurable Assignable Reasonable Time specific
Economic	Industry Tourism Stakeholders	
Public	Safety Reaction/ Perception	
Political	Stakeholders	

Continued on Next Page

Goals, Objectives, Strategies Determined (Cont'd)

Developing Goals, Objectives, Strategies (Cont'd)

The checklist for developing goals, strategies, and objectives is continued below

STEP	ACTION	✓
2.	Provide guidance to Command and General Staff on goals, objectives, and strategies	<input type="checkbox"/>
4.	Develop the general objectives of the IAP	<input type="checkbox"/>
5.	Approve and authorize implementation of the IAP for each operational period	<input type="checkbox"/>
6.	Approve the internal and external information dissemination strategy developed by the Information Officer <i>Examples: web pages, emails to media/other agencies/superiors/stakeholders</i> NOTE: The IC should emphasize the role that the IO plays in keeping members of the response organization as well as the press and stakeholders informed.	<input type="checkbox"/>

Effective and Efficient ICS Organization

Supervise Organization

Below is a brief checklist to assist in achieving overall effectiveness and efficiency of the organization

STEP	ACTION	✓
1.	Maintain effective span of control NOTE: Span of Control Rule states use between 3 and 7, optimally 5, direct subordinates NOTE: Consider the use of deputies and assistants	<input type="checkbox"/>
2.	Assess subordinates performance; provide feedback/mentor subordinates Ensure information is flowing to all response elements Be alert for log jams Verify timeliness of actions and quality of products Determine if resources are sufficient Ensure that feedback mechanism to IC is working properly	<input type="checkbox"/>
3.	Take action to correct problems identified during assessment (Step 2)	<input type="checkbox"/>
4.	Attend required coordination meetings Planning Pre-Ops brief Agency/Stakeholder/Non Government Organizations Os/Trustees (Initially and then when there are significant issues to be addressed; insist on a lead trustee.)	<input type="checkbox"/>

Well Informed and Satisfied Stakeholders and Staff

Press Conference Preparation

Prepare for holding a press conference by having the Information Officer prepare the necessary briefing materials or by personally completing the Speaker Preparation job aid below.

STEP	ACTION	✓
1.	<p>Using the worksheet on the next page; participate in the preparation of a statement of commitment, empathy or concern to use as an introduction.</p> <p>Put yourself into the shoes of your audience and address their greatest concern.</p> <p><i>Example: "As you know we are faced with a challenging safety, environmental, economic event. All the involved parties, under the coordination of the U.S. Coast Guard are committed to working together to resolve this incident expeditiously. Public safety for both the local citizens as well as the responders . . ."</i></p> <p>NOTE: From this point on, sentences should be short – 7 to 12 words in length.</p>	<input type="checkbox"/>
2.	<p>Prepare one to three key messages you want to address and incorporate them into a bridge between step one and the body of your statement.</p> <p><i>Example: "We are "rescuing the survivors" or "removing oil from the environment".</i></p>	<input type="checkbox"/>
3.	<p>Repeat your first key message and state two to four facts that support it.</p> <p><i>Example: "We are rescuing the survivors and to date we have brought 200 people safely to shore from the disabled vessel . . ."</i></p>	<input type="checkbox"/>
4.	Repeat Step 3 for other key messages you may have prepared	<input type="checkbox"/>
5.	Write a bridge between the body of your statement and your conclusion – repeat your one to three key messages again. They should be similar or exactly the same as the bridge in Step 2.	<input type="checkbox"/>
6.	State future actions as a conclusion	<input type="checkbox"/>

Continued on Next Page

Worksheet for Speaker Preparation

All written responses from previous page should be put on this sheet.

1. Statement _____

2. Key Message(s) _____

3. – 4. Key Message(s) with Supporting Facts _____

5. Repeat Key Message(s) _____

6. Future Actions _____

ICS Demobilized

Tasks

Below are demobilization responsibilities applicable to the Incident Commander.

STEP	ACTION	✓
1.	Receive/approve Demobilization Plan from Demobilization Unit Leader/Planning Section Chief	<input type="checkbox"/>
2.	Review and approve lists of major resources proposed for demobilization	<input type="checkbox"/>
3.	Brief subordinates regarding demobilization	<input type="checkbox"/>
4.	Supervise demobilization of ICS NOTE: Expect demobilization to occur incrementally	<input type="checkbox"/>
5.	Ensure all Section/Unit documentation is forwarded to the Documentation Unit	<input type="checkbox"/>
6.	Brief relieving IC as appropriate	<input type="checkbox"/>
7.	Keep Agency Administrator(s) informed regarding incident demobilization	<input type="checkbox"/>

Information Exchange Matrix

Inputs/Outputs

Below is an input/output matrix to assist the Incident commander in exchanging information with other ICS positions.

MEET With:	WHEN:	IC OBTAINS:	IC PROVIDES:
Initial IC	Upon arrival	ICS 201 brief	Next Assignment
Other Unified Commander Representatives	Check-in brief Continuously Command Staff meeting	Commitment for: equipment, funding Consensus on decisions	ICS 201 brief Leadership
Stakeholders		Commitments for support Special concerns	Briefing on current situation Cleanup strategy
Trustees		Identification of lead trustee Pledge of cooperation with cleanup strategy	Briefing on current situation Cleanup strategy Not-to-interface resource commitment
Operations Section Chief	Check-in brief Planning meeting OPS Brief	Recommended strategies and tactics to meet the objectives Briefs on: <ul style="list-style-type: none"> • Primary strategies • Division/ Group boundaries • Tactics/ Limitations • Resources needed • ICS 215 • OPS Facilities 	ICS 201 information IC expectations Immediate response objectives Response objectives Motivational remarks

Continued on Next Page

Information Exchange Matrix (Cont'd)

Inputs/Outputs

Input/output matrix continues below.

MEET With:	WHEN:	IC OBTAINS:	IC PROVIDES:
Planning Section Chief	Check-in brief Once each ops cycle Planning meeting As needed Status change OPS brief	Briefs on: Overall situation Alternate strategies Recommendation for ICS 201/IAP transition Proposed resource demob list Update on incident	ICS 201 information IC expectations Response objectives for ICS 201 or IAP development ICS 201/IAP approval Approval New objectives if necessary Motivational remarks
Logistics Section Chief	Check-in brief Planning meeting OPS brief	Briefs on: Communication, traffic, safety, medical, facilities, resources	ICS 201 information IC expectations Response objectives Motivational remarks
Finance/ Administration Section Chief	Check-in brief Planning meeting OPS brief	Financial report	ICS 201 information IC expectations Response objectives Motivational remarks

Continued on Next Page

Information Exchange Matrix (Cont'd)

Inputs/Outputs The input/output matrix is continued below.

MEET With:	WHEN:	IC OBTAINS:	IC PROVIDES:
Liaison Officer	Check-in brief		ICS 201 information IC expectations
	Planning meeting	Cooperating agency/ stakeholder concerns/issues	Response objectives
	OPS brief		Motivational remarks
Information Officer	Check-in brief		ICS 201 information IC expectations
	Planning meeting	Media considerations regarding work plan	Response objectives
	As needed	Speaker preparation	Motivational remarks
	OPS brief		
Safety Officer	Check-in brief		ICS 201 information IC expectations
	Planning meeting	Safety concerns regarding work plan	Response objectives
	Command Staff meeting	Status of site safety plan	IC expectations and concerns
	OPS brief		Motivational remarks
Documentation Unit Leader	Planning meeting	Feedback on state of documentation	Response objectives
	Command Staff meeting		Policy on role and responsibilities of the DUL
Resources Unit Leader	Planning meeting	Brief on resources available	Response objectives
	OPS brief		Motivational remarks

Continued on Next Page

Information Exchange Matrix (Cont'd)

Inputs/Outputs The input/output matrix is continued below.

MEET With:	WHEN:	IC OBTAINS:	IC PROVIDES:
Situation Unit Leader	Planning meeting OPS brief	Wx/Sea forecast Future projections for incident	Response objectives Motivational remarks
Demob Unit Leader	Planning meeting	Demobilization Plan	Response objectives
Division/ Group Supervisors Task Force Leaders Strike team Leaders	OPS brief		Motivational remarks
Media	Press conference	Media concerns	Briefing on incident status and plans