

VOLUME 2 - ANNEX C (INCIDENT COMMANDER DUTIES/TASKS)

Incident Command Management encompasses:

The Incident Commander (IC) is charged with the overall responsibility for all Incident activities, including, responder safety, developing the appropriate organizational structure, development and implementation of the Incident Action Plan (IAP) and approval and releasing of resources.

Normally, the first responding supervisor to the scene will assume the role of IC and if relieved, will be reassigned to another position.

Checklist:

- * If first supervisor to respond, take action to stabilize the scene by initiating the “Seven Critical Tasks”® (BowMac)
 - Establish control and communications
 - Identify/isolate the “Hot Zone”
 - Establish inner perimeter
 - Establish outer perimeter
 - Establish an on-scene command post (CP)
 - Identify and request additional resources
 - Establish a staging area
- * Assessing incident priorities.
- * Asses the situation if first to assume command, or obtain briefing from prior Incident Commander.
- * Approve all information released to media and approve plan for returning to normal operations-Termination Phase.
- * Select appropriate functions to establish the Incident Command System, issue ICS identification vests/badges, which correspond to the specific function assigned.
- * Determine whether a unified command structure with assisting agencies is necessary.
- * Conduct initial briefings of command and Section Chief’s and request that an Incident Action Plan, with specific objectives, be developed for review and approval.

- * Brief all command post personnel on the Incident Action Plan (IAP).
- * Continually review and update the Incident Action Plan with staff.
- * Authorize and approve release of information to news media sources and approve plan for returning to normal operations.
- * Maintaining a manageable span of control
- * Managing incident resources
- * Coordinating overall emergency activities
- * Establishing and maintaining an effective liaison with outside agencies and organizations including the UA CERT and Emergency Response/Operations Center
- * Keeping track of costs