

STANDARD OPERATING GUIDE (SOG)
XXXXXX COUNTY, MISSISSIPPI
INCIDENT MANAGEMENT SYSTEM (IMS)

(Date XXXX), 2004

STANDARD OPERATING GUIDE (SOG)
XXXXXX County, Mississippi
INCIDENT MANAGEMENT SYSTEM (IMS)

FOREWORD

This Standard Operating Guide (SOG) contains the general procedures to be used by all emergency response organizations in the county and will be used for training, exercises, and actual emergency response operations. Volunteer and contractor firms participating in such emergencies are encouraged to train on conducting their operations within the framework of this SOG and in cooperation with Incident Commanders (ICs).

These procedures are consistent with the State of Mississippi Comprehensive Emergency Management Plan (CEMP) and the XXXX County Emergency Management Plan (CEMP), and will be used during emergency operations as provided for in the Occupational Safety and Health Administration (OSHA) Regulation 1910.120. Users of the SOG are assumed to be familiar with the Incident Command System (ICS) and general emergency operational practices. Supervisors must ensure their personnel have the opportunity to gain proper ICS training.

Each emergency response organization in the county should develop and use supplemental procedures, job aids, and other checklists to carry out their emergency operations. Copies of such procedures will be provided to the County Emergency Management Agency to ensure compatibility between plans and procedures involving emergency response activities.

This SOG should reflect changes that occur based on improvements capabilities, equipment, and the maturation of the Regional Response Team (RRT) concept. Changes should be posted on the "Record of Changes." Any reproduction of this SOG should be recorded to ensure subsequent changes are distributed to all holders of this original document. Suggestions to improve this SOG are encouraged. Suggested changes should be submitted to the Director of Emergency Management Agency, XXXX County.

Mayor or City Administrator
City of XXXXXXXXXX

President, XXXXX County Board of Supervisors
XXXX County

Mayor or City Administrator
City of XXXXXXXXXX

Director of Emergency Management Agency
XXXX County

**STANDARD OPERATING GUIDE (SOG)
 XXXXXX County, Mississippi
 INCIDENT MANAGEMENT SYSTEM (IMS)**

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(Note: Additional checklists for individual jurisdictions may need to be added.)

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Distribution:

County Sheriff's Department

City of XXXX (Fire Department, Police Department, Public Works, xxxxx)

City of XXXX (Fire Department, Police Department, Public Works, xxxxx)

City of XXXX (Fire Department, Police Department, Public Works, xxxxx)

County Fire Association (*need proper title if applicable*)

All City-County Volunteer Fire Departments

Local Emergency Planning Committee (LEPC)

County Emergency Management Agency

XXXX (*others to be added by the jurisdiction [e.g., 9-1-1 and rescue squads]*)

STANDARD OPERATING GUIDE (SOG)
XXXXXX County, Mississippi
INCIDENT MANAGEMENT SYSTEM (IMS)

A. Overview

1. Introduction and Purpose

- a. **Introduction.** This Incident Management System (IMS) Standard Operating Guide (SOG) implements the Incident Command System (ICS) in this county. The NIIMS, ICS is to be used throughout Mississippi and local jurisdictions under the Governor's Executive Order 851 and as outlined in the Mississippi Comprehensive Emergency Management Plan (CEMP) and the County Emergency Management Plan (CEMP). The SOG conforms with the provisions of the U.S. Homeland Security Presidential Directive-5 (HSPD-5), requiring a National Incident Management System (NIMS).
- b. **Purpose.** Several departments in all jurisdictions in this county respond to a range of emergency incidents. To effectively manage personnel and resources and to provide for the safety and welfare of personnel, we must operate within the ICS at the incident scene. The SOG outlines the management system and assigns responsibilities for the successful resolution of an incident.

- 2. Scope.** These procedures apply to all emergency response organizations operating within the county. Volunteer organizations and commercial service organizations chartered to work within the county are also expected to follow these procedures.

- 3. Organizational Structure.** The organizational structure of a typical ICS is shown in Attachment 1, though the size depends on the magnitude of the emergency incident. Most emergencies evolve from the initial event and the arrival of a first responder, often a law enforcement unit, into a multiple responder situation. As the incident grows in scope, additional organizations arrive on the scene and the event may grow into a complex operation involving multiple response organizations from several levels of government. In those settings, the operation transitions to the Unified Command system requiring accommodation for Federal, State, county, and city organizations. A typical Unified Command system configuration is shown in Attachment 2.

- 4. Concept of Operations.** Field operations are based on the policy and concepts outlined in the county CEMP. For the purposes of ICS, in a single site emergency, the government body with jurisdiction will respond to the scene. The on-scene management will fall under the jurisdiction of the local department best qualified to conduct the rescue, recovery, and control operations. The department's senior representative at the scene becomes the Incident Commander (IC) and will be responsible for the overall response operations. ICs are local officials, usually fire or police officers. The local coordination and commitment authority for local resources is retained by local elected officials and delegated as appropriate. When an incident overwhelms the capabilities of the jurisdiction, the IC may request mutual-aid support

and/or activation of the county Emergency Operations Center (EOC) to support incident operations as provided for in the CEMP.

5. Responsibilities

- a. Priorities: The IC is responsible for all on-scene operations. These objectives remain paramount during an incident and are listed in order of priority:
 - i Life safety.
 - ii. Incident stabilization.
 - iii. Property conservation.
- b. The IC is responsible for and helps the command structure reach the organizational needs of the incident to complete the tactical objectives. Responsibilities at the incident are the following:
 - i. Command: The IC is responsible for the management of all incident operations, including the development and implementation of strategic decisions and approving the ordering and releasing of resources. Responsibilities are as follows:
 - (1) Upon arrival:
 - (a) Establish command.
 - (b) Transmit a brief radio report, include present situation, radio net to be used, and location of command post.
 - (c) Evaluate (size up) the situation.
 - (d) Develop a plan and set goals for the incident.
 - (e) Assign resources as required.
 - (2) During operations:
 - (a) Provide continuing overall command progress reports within the framework of this and other procedures of the department.
 - (b) Assign ICS positions and track organizational needs, consistent with this procedure.
 - (c) Review, evaluate, and document tactical efforts and revise the plan as needed.
 - (d) Request and assign additional units as necessary.
 - (e) Maintain communications with assigned personnel.
 - (f) Return resources to service, document actions, and terminate command.

ii. Section Chiefs:

- (1) Section chiefs will be responsible for all assigned functions within their section.
- (2) Specific responsibilities include the following:
 - (a) Monitor welfare and safety of section personnel.
 - (b) Identify tactics to accomplish IC objectives and supervise section operations.
 - (c) Evaluate section activities and adjust actions as required.
 - (d) Request additional resources as needed.
 - (e) Communicate with IC, as necessary, to advise of situation status, changing conditions, progress, and exception reports.
 - (f) Integrate and coordinate actions with other sections as required.
 - (g) Release resources as operations are completed.
 - (h) Keep IC informed of section conditions through regular progress reports. Advise command immediately of significant changes in section conditions, particularly those involving the ability to complete a mission, hazardous conditions, accidents, collapse, etc.
 - (i) Be sufficiently mobile to be able to supervise the work of their assigned units.
 - (j) Be readily identifiable and maintaining a visible position as much as possible.

iii. Directors, Supervisors, Leaders (e.g., company officers and squad leaders):

- (1) Unit supervisors will directly supervise the operation of their company.
- (2) Specific responsibilities include the following:
 - (a) Maintain unit integrity, control, and accountability of personnel.
 - (b) Keep section chief informed of position progress and needs.
 - (c) Place safety of personnel first in all operations.
 - (d) Operate at level of experience and not overextend self or resource personnel.

- (e) Keep radio traffic to a minimum and use runners when possible.
- iv. Individual personnel:
 - (1) Should operate within assignment and maintain unit integrity.
 - (2) Should keep superior informed of developments.
 - (3) Should operate only to level of experience and not overextend themselves in difficult situations.

6. Definitions. Common terms used in IC operations are as follows. A complete list of ICS terms is found in the NIIMS Incident Command System National Training Curriculum, ICS Glossary dated October 1994.

- a. Hot Zone: An area in which appropriate full protective equipment will be worn. The zone will be identified by command.
- b. Incident Command Post: The location at which the primary command functions are executed.
- c. Incident Commander: The individual responsible for the management of all incident operations at the incident site. He is selected by qualifications and experience.
- d. Freelancing: The taking of action by an individual or company without being assigned by command.
- e. Base: The location at which primary logistics functions for an incident are coordinated and administered. There is only one base per incident. (incident name or other designator will be added to the term base.) The Incident Command Post may be collocated with the base.
- f. Camp: A geographical site, within the incident area and separate from the Incident Base, where crews can go for rest, nourishment, comfort, and medical evaluation.
- g. Staging Area: Locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.
- h. Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.
- i. Resources: Personnel and equipment available, or potentially available, for assignment to incidents. Resources are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical support or overhead capacities at an incident.

- j. Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

7. Policy

- a. On-scene response to emergencies will follow the concept of the ICS.
- b. The person in charge at the incident is the on-scene IC, who is responsible for the management of all incident operations at the incident site.
- c. Upon arriving at an incident scene, the IC is responsible to assess the situation, determine incident goals and objectives (tasks to be done) and strategy, establish an ICP and appropriate organizations, ensure adequate safety and personnel protective measures, develop an Incident Action Plan (IAP), coordinate with first responders, key people and officials. In coordination with the EOC, if activated, the IC should contact appropriate agencies or personnel with expertise and capability to support the (IAP).
- d. When more than one agency is involved at an incident scene, responding agencies (Federal, State, or local) shall work together under a Unified Command posture to ensure each agency's objectives are identified and coordinated.
- e. Team problem solving should facilitate effective response. Other agency personnel working in support of the IC will maintain their regular chain of command, but will be under control of the on-scene IC.
- f. Depending on the severity and magnitude of the emergency or disaster, the IC and Emergency Management Agency (EMA) director will coordinate and determine the need to activate the EOC and the appropriate level of staffing needed to support the incident.
- g. The on-scene IC may designate an Information Officer to work with the media at the incident. This may include coordinating agency media releases and arranging contacts between the media and response agencies. There is only one Information Officer per incident. He may have assistants.
- h. The IC will control all emergency scene communication and ensure continuous two-way communication is maintained. All sections will be kept aware of operational objectives and changes affecting their area of responsibility.
- i. All requests for additional resources will be channeled through the IC and the ICP.
- j. All communications must be short, clear, concise, and task-oriented.
- k. "Emergency Signal" is the activation of vehicle air horns or other devices. Upon activation of the emergency signal, all operations cease and personnel evacuate to positions of safety outside the Hot Zone. When the emergency

signal is sounded, the IC will ensure communications broadcast the evacuation alert over the primary channel.

1. Status reporting within the scene and external reports to the EOC or other officials will be timely and include operating positions, progress in achieving assigned objectives, and present and future support needs.

B. Procedures

These procedures are supported by the attached checklists for the primary ICS functions and positions (see Attachments 1 through 10). Procedures generally follow the development of the incident including transfer of command, structure, and the levels of operation.

1. Upon arrival, the individual assuming command will establish the command post and operate in the command mode. The individual will transmit an initial report and identify the command location by including a street or major landmark name with the “Command” designation, (e.g., West Main Command or Stadium Command).
2. The command will issue a brief initial report to include the following:
 - a. Unit identification at the scene and confirming assumption of command. This will be through identification of the command location.
 - b. Description of the emergency incident (e.g., building or event location, affected population, size, arrangement, construction and address, type rescue being faced), including the following:
 - i. Obvious conditions.
 - ii. Initial actions taken or in progress.
3. The transfer of command will be performed using the following guidelines:
 - a. The arriving individual who will assume command will meet face-to-face with the present IC.
 - b. The IC being relieved will brief the IC assuming command on the following situational status:
 - i. Situation status.
 - ii. Objectives and priorities.
 - iii. Current organization.
 - iv. Resource assignment.
 - v. Facilities established.
 - vi. Communications plan.
 - vii. Prognosis, concerns, related issues.

- c. A higher authority does not automatically assume command when arriving on the scene. The IC will follow the formal procedure to transfer command. In cases where command is effectively handling a tactical situation, the higher authority may forgo assuming command and may simply assume a supportive role in the overall command function.
4. Command will develop an organizational structure (see Attachment 1) of the size and complexity necessary to control a particular incident. The structure will operate on the following three levels:
- Strategic Level – Command
 - Tactical Level – Operational Sections
 - Task Level – Divisions, Groups, Branches, Units
- a. At the strategic level, the overall plan of action and tactical objectives are developed and revised as needed with emergency scene operations being coordinated at this level. The operating location for this level is the ICP.
 - b. The tactical level is where it is determined who and what will be done to meet the assigned objectives. This is most often performed at the section chief level.
 - i. Operating positions for this level are highly visible positions in the assigned sections.
 - ii. Personnel include the Operations, Planning, Logistics, and Finance Sections Chiefs.
 - iii. Once assigned, the section chief will use the radio designation that identifies his section.
 - c. The task level is where it is determined how to meet assigned objectives.
 - i. Decisions are made by directors, supervisors, or leaders.
 - ii. Operating position for this level will be with their resource.
 - iii. Status reports for the section command will be provided regularly, especially when the achievement of the assigned task is either delayed or unable to be completed.

C. Requesting External Support and Resources

When additional and external teams, personnel, and equipment are required to support the incident, the IC will initiate the request using established procedures and the following processes:

1. **Internal to the Jurisdiction.** When support is required from organizations within the jurisdiction, the request will be made directly to the agency or through the EOC, if activated, according to the County CEMP, memorandums of understanding (MOUs) and associated procedures. (*Note: County should expand this section as necessary before finalizing the SOG.*)

2. **External Support.** When local resources are unavailable to support the incident, the IC will request assistance from the county-city EOC, if activated, using procedures outlined in the county CEMP. The EOC director or the authority having jurisdiction will then process the request using the State of Mississippi Statewide Mutual Aid Compact (SMAC) and/or following other unique processes as outlined in the Mississippi CEMP.

D. Situation Status and Reporting

Timely and accurate reporting of the situation at the scene of major incidents is important to allow the county-city EOC to prepare and forward Situation Reports (SITREPs) to the Mississippi Emergency Management Agency (MEMA) and other agencies and officials. Reporting allows MEMA and other State organizations to mobilize actual or anticipated support, make reports or requests for various Federal resources, and support our county-city emergencies. *(Expand this paragraph with instructions on how and who makes reports concerning general emergencies, chemical spills (Emergency Planning and Community Right-to-Know Act [EPCRA]), and summarize any reporting that is unique to the location. The reports section should also address local protocols on when the IC begins coordinating through the EOC).*

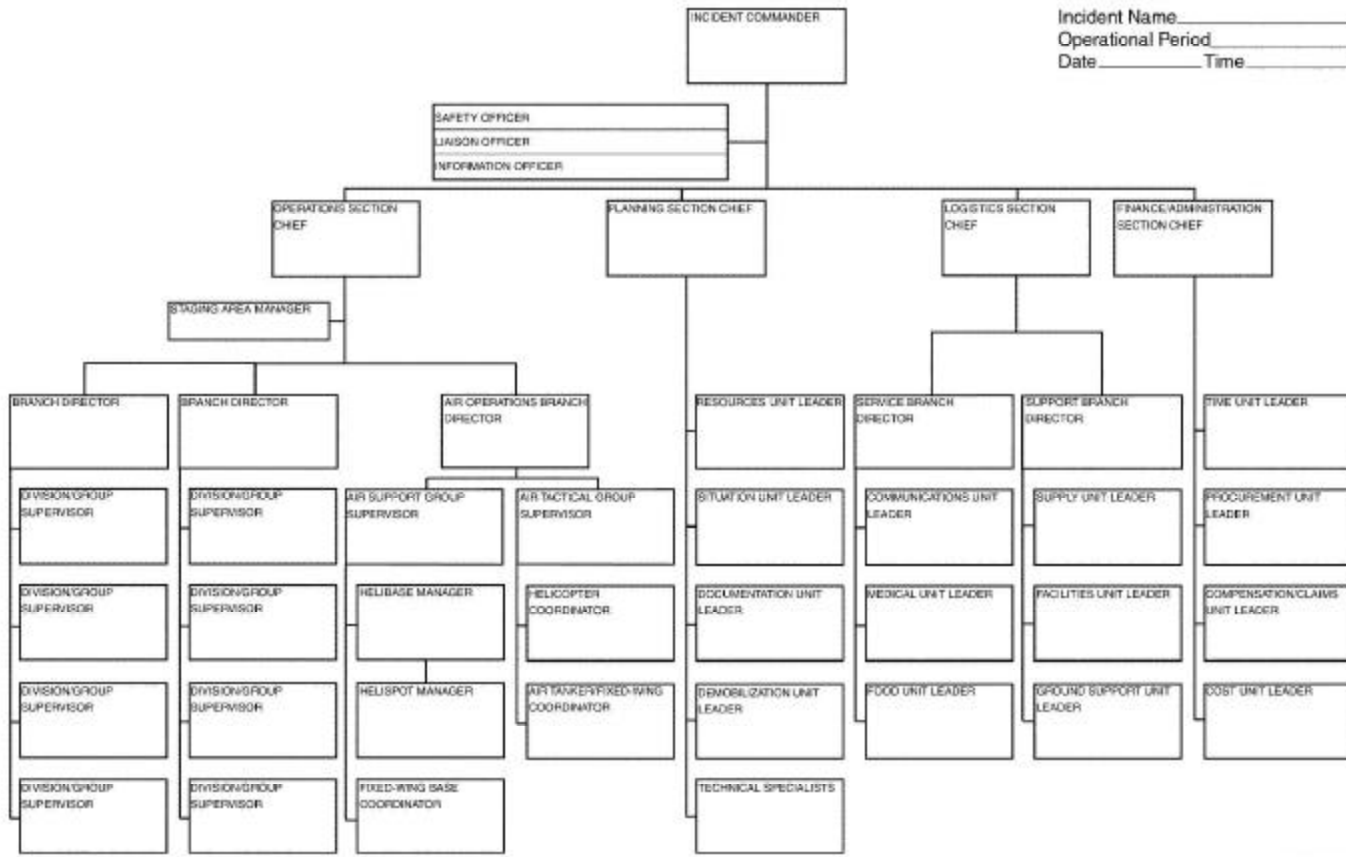
E. Superseded Procedures

This SOG supercedes all interim procedures previously promulgated concerning county-wide use of the ICS. *(Cite any specific procedures or checklists this SOG replaces.)*

Attachments

1. Typical ICS Organizational Structure
2. Typical Unified Command Structure
3. Incident Commander Checklist
4. Liaison Officer Checklist
5. Safety Officer Checklist
6. Information Officer Checklist
7. Operations Section Chief Checklist
8. Planning Section Chief Checklist
9. Finance/Administration Section Chief Checklist
10. Logistics Section Chief Checklist
11. *(Add others that are unique to the jurisdiction.)*

ATTACHMENT 1. TYPICAL ICS ORGANIZATIONAL STRUCTURE

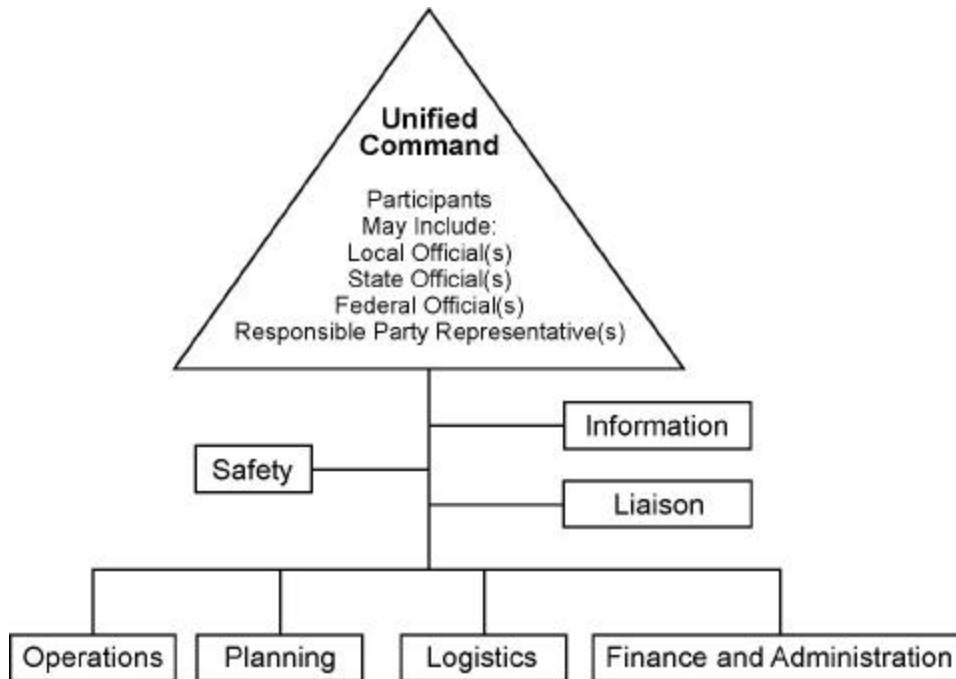


Incident Name _____
 Operational Period _____
 Date _____ Time _____

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**ATTACHMENT 2.
TYPICAL UNIFIED COMMAND STRUCTURE**



Typical Unified Command Structure

The decision to include a Unified Command will be based in large part upon the level of the response and the need for additional resources to respond effectively. It is important to remember that Incident Command System (ICS)/Unified Command should be viewed as a response tool, not a response rule. The ICS/Unified Command organization adheres to a “form follows function” philosophy. In other words, the organization at any given time should reflect only what is required to meet planned tactical objectives. The ICS/Unified Command response management structure does not attempt to prescribe a specific item-by-item functional description of where particular organizations or individuals fit within a single response structure for a given response. Along those lines, the establishment and administration of an ICS/Unified Command should never detract from response efforts. In the early stages of a response, it may be necessary to commit the limited number of response personnel to field operations and scale back less critical ICS/Unified Command administration procedures until more assets and resources become available. Ideally, an ICS/Unified Command should allow for information sharing both horizontally and vertically throughout the response organization, allowing a multijurisdictional response to be conducted effectively.

**ATTACHMENT 3.
INCIDENT COMMANDER CHECKLIST**

INITIAL ACTIONS		
Put on identifying IC position vest		
Assume and declare command		
Announce location		
Perform initial incident sizeup		
	Collect data regarding the following:	
	Type of incident	
	Product/hazard/weapon involved	
	Location	
	Type of venue	
	Population involved	
	Number of victims	
	Container size, shape, condition	
	Current and projected weather	
	Wind direction	
	Assess terrain and topography	
Identify vulnerable geography, populations		
Make required/necessary notifications		
Project vulnerability over time		
Establish incident priorities		
Select initial strategic objectives		
Determine resource needs		
Order resources		
Verify appropriateness of strategic goals		
Begin Incident Command System (ICS) 201 Incident Briefing Form		
Begin ICS 202 Incident Objectives Form		
COMMAND TRANSITION		
Conduct briefing with outgoing Incident Commander (IC)		
Assume and declare transition of command		
INCIDENT MANAGEMENT ACTIVITIES		
Appoint operations section chief		
Appoint safety officer		
	Consider safety and environmental issues	
Review ICS 201 and 202 forms		
Identify information gaps to be resolved		

INCIDENT COMMANDER CHECKLIST (continued)

Complete ICS 201 and 202 forms		
Maintain appropriate span of control		
Prepare Incident Action Plan (IAP) that addresses at least the following:		
	Hazard and risk assessment	
	Strategic goals	
	Tactical objectives	
	Control objectives	
	Assignments	
	General safety messages	
	Weather conditions	
	Communications plan	
	Medical plan	
	Site diagram	
Review IAP with operations section chief		
Appoint remaining general staff positions		
	Logistics section officer	
	Planning section officer	
	Finance/administration section officer	
Appoint remaining command staff positions		
	Liaison officer	
	Information officer (IO)	
Assess incident dynamic (Is incident stable? Growing? Shrinking?)		
Evaluate the need for Unified Command		
Evaluate the need for Emergency Operations Center (EOC) activation		
Evaluate need for Mobile Command Post		
Transition to Unified Command		
Assemble agency commanders		
Hold Unified Command meeting		
	Identify agency concerns	
	Identify strategic compatibilities	
	Resolve strategic conflicts/incompatibilities	
	Develop incident objectives	
	Develop long-range strategy	
	Develop decision-making protocols and procedures	
	Ensure use of accountability system	
	Stress safety	

INCIDENT COMMANDER CHECKLIST (continued)

SAFETY		
Meet with safety officer		
	Establish safety considerations for incident	
	Hazardous material	
	Weapons of mass destruction (WMD)	
	Isolation distances	
	Protection zones	
	Protective clothing	
	Rehabilitation	
	Critical incident stress	
Review Incident Safety Plan—approve or reject		
Sign off on Incident Safety Plan		
INCIDENT MANAGEMENT REVIEW ACTIVITIES		
Review incident objectives		
Review incident strategies		
Review resource needs		
Develop operational period timeframes		
Develop operational period objectives		
Evaluate staffing needs		
Review IAP		
Adjust IAP as necessary		
Conduct regular incident briefings		
	Receive situation status reports	
	Review organizational structure	
	List current actions	
	Assess resource status	
	Review safety issues	
Monitor incident activities		
Ensure accomplishment of objectives		
Meet with IO		
Review press release		
	Ensure timeliness and accuracy	
	Approve or reject	
Reassess incident status		

INCIDENT COMMANDER CHECKLIST (continued)

Adjust response as necessary, considering the following:		
	Selected objectives	
	Selected strategies	
	IAP elements	
	Need for Unified Command	
	Organizational size and structure	
DEMOBILIZATION		
Initiate demobilization process		
Establish realistic release priorities		
Meet with Planning Unit		
Review Demobilization Plan—approve or reject		
Review Demobilization Plan with command and general staff		
Debrief command and general staff		
	Receive situation status reports	
Transfer command to relieving IC or to responsible agency/party		
Forward command post documentation to planning unit		

**ATTACHMENT 4.
LIAISON OFFICER CHECKLIST**

INITIAL ACTIONS		
Put on identifying position vest		
Report to Incident Commander (IC)		
Obtain Incident Command System (ICS) 214 Unit Log		
Obtain copy of prepared ICS 201 Incident Briefing Form from IC		
Verify the following:		
	Incident name	
	Location	
	Reporting time	
	IC's name	
	Current resource commitments	
	Current incident situation	
	Expected duration of incident	
Obtain blank ICS Form 214s Unit Log for distribution		
Survey incident scene—identify safe areas		
Determine/identify location to meet incoming units		
Announce/broadcast location of meeting area		
INCIDENT ACTIVITIES		
Obtain periodic status reports from IC		
Attend incident briefings and planning meetings		
Maintain appropriate span of control		
Determine cooperating agency information, including the following:		
	Contact person	
	Telephone number	
	Radio frequencies	
	Equipment type/capability	
	Number of personnel on board	
	Agency constraints/limitations	
Receive/meet incoming units		
Issue ICS 214 Unit Logs to each arriving unit—instruct in use		
Maintain communications with assisting units		
Resolve problems assisting units may encounter		
Update IC		

LIAISON OFFICER CHECKLIST (continued)

DEMOBILIZATION		
Select/identify cooperating units to be relieved		
For departing units:		
	Collect Unit Log	
	Debrief	
	Conduct hazardous communications briefing	
Record departure time and demobilization issues		
Submit all liaison section documents to Planning Unit		
Complete demobilization process		

**ATTACHMENT 5.
SAFETY OFFICER CHECKLIST**

INITIAL ACTIONS		
Put on identifying position vests		
Report to Incident Commander (IC)		
Obtain Incident Command System (ICS) 214 Unit Log		
Obtain copy of prepared ICS 201 Incident Briefing Form from IC		
Verify the following:		
	Incident name	
	Location	
	Reporting time	
	IC's name	
	Current resource commitments	
	Current incident situation	
	Expected duration of incident	
Obtain blank ICS Form 214 Unit Log		
Obtain blank ICS Form 208 Site Safety and Control		
Notify all command and staff positions of your presence		
Update IC		
INCIDENT ACTIVITIES		
Survey incident scene		
Develop safety plan		
Identify hazards and risks		
Take action to mitigate immediate dangers		
Assign hazard and risk monitoring for incident duration		
Identify hazardous operations		
	Institute preventive measures	
Stop hazardous operations occurring outside of agency standard operating procedures (SOPs)		
Prepare safety message for IC's Incident Action Plan (IAP)		
Assign assistant safety officers as needed		
Maintain appropriate span of control		
Conduct regular safety briefings		
Monitor Aircraft Operations		
Monitor food services		
Monitor sanitation services		
Inspect potable water supplies		
Monitor rehabilitation efforts		

SAFETY OFFICER CHECKLIST (continued)

Maintain injury list	
Monitor use of power tools and equipment	
Monitor personal protective equipment (PPE) needs	
Inspect incident facilities	
Review Medical Plan—approve or reject	
Monitor operational period length	
Monitor personnel well-being	
Monitor weather forecasts	
Attend command post briefings	
Conduct accident investigations	
Update IC	
DEMOBILIZATION	
Review Demobilization Plan	
Debrief IC on incident safety issues	
Accidents	
Injuries	
Hazards	
Corrective actions taken	
Submit all safety section documents to planning unit	
Complete demobilization	

**ATTACHMENT 6.
INFORMATION OFFICER CHECKLIST**

INITIAL ACTIONS		
Put on identifying position vest		
Report to Incident Commander (IC)		
Obtain Incident Command System (ICS) 214 Unit Log		
Obtain copy of prepared ICS 201 Incident Briefing form from IC		
Obtain information from dispatch		
Verify the following:		
	Incident name	
	Location	
	Reporting time	
	IC's name	
	Current resource commitments	
	Current incident situation	
	Expected duration of incident	
Receive verbal briefing from IC and ensure required notifications are made		
Review Incident Action Plan (IAP) (if available)		
Review incident organization chart		
Discuss/develop communication strategy with IC		
Request resources		
INCIDENT ACTIVITIES		
Prepare fact sheet—review with IC		
Initiate media contact		
Respond to media inquiries		
Conduct regularly scheduled information staff briefings		
Announce scheduled briefing times and conduct regularly scheduled information media briefings		
Maintain appropriate span of control		
Establish information center		
	Control collection and dissemination of incident information	
	Update fact sheets	
	Prepare briefings for IC	
	Serve as spokesperson for media	
	Monitor media coverage for accuracy and timeliness	
	Document contacts and events	
Provide safe site access to media		
Brief media on safety issues		

INFORMATION OFFICER CHECKLIST (continued)

Ensure media personnel use proper personal protective equipment (PPE)	
Prepare information for distribution to incident personnel	
Prepare information for distribution to VIPs, elected officials	
Update briefing material routinely	
Respond to special information needs	
Consult IC	
Assign subordinate information officer to situation	
Supervise preparation of special incident briefing	
Assign and supervise subordinate information officers to off-site locations (e.g., hospitals)	
Update IC	
DEMOBILIZATION	
Conduct final media briefing	
Submit all information section documentation to planning unit	
Complete demobilization process	

**ATTACHMENT 7.
OPERATIONS SECTION CHIEF CHECKLIST**

INITIAL ACTIONS		
Put on identifying position vest		
Report to Incident Commander (IC)		
Obtain Incident Command System (ICS) 214 Unit Log		
Obtain copy of prepared ICS 201 Incident Briefing form from IC		
Obtain updated/additional information from dispatch		
Verify the following:		
	Incident name	
	Location	
	Reporting time	
	IC's name	
	Current resource commitments	
	Current incident situation	
	Expected duration of incident	
Obtain blank ICS Form 214 Unit Log		
Obtain briefing from IC		
	Incident priorities	
	Situation status	
Evaluate current situation		
	Will current plan of action meet incident objectives	
	Identify problems/conflicts	
	Evaluate resource status	
	Evaluate tactical needs	
	Weather	
	Communications	
	Environmental impact	
INCIDENT ACTIVITIES		
Oversee all tactical operations		
Determine resource needs		
Assist IC with preparation of Incident Action Plan (IAP)		
	Determine tactical priorities	
	Determine tactics for next operational period	
	Advise on current capabilities and limitations	
	Advise on resource needs	

OPERATIONS SECTION CHIEF CHECKLIST (continued)

Interact with command and general staff	
Exchange current information	
Brief on IAP	
Inform of significant changes in operations	
Communicate priorities	
Evaluate effectiveness of IAP	
Ensure effective use and coordination of resources	
Maintain appropriate span of control	
Establish Staging Area as needed	
Update IC	
DEMOBILIZATION	
Consult planning unit	
Assist with development of demobilization plan	
Identify excess resources	
Coordinate demobilization of units	
Collect all operations unit documentation, forward to planning unit	
Complete demobilization process	

**ATTACHMENT 8.
PLANNING SECTION CHIEF CHECKLIST**

INITIAL ACTIONS		
Put on identifying position vest		
Report to Incident Commander (IC)		
Obtain Incident Command System (ICS) 214 Unit Log		
Obtain copy of prepared ICS 201 Incident Briefing form from IC		
Verify the following:		
	Incident name	
	Location	
	Reporting time	
	IC's name	
	Current resource commitments	
	Current incident situation	
	Expected duration of incident	
Receive verbal briefing from IC		
Review Incident Action Plan (IAP) (if available)		
INCIDENT ACTIVITIES		
Supervise planning section		
Meet with IC		
	Learn priorities	
	Learn timeframes for objectives	
	Obtain status of incident and assigned resources	
Determine if present plans meet operational objectives		
Determine and anticipate problems/conflicts		
Advise IC on problem resolution		
Establish and maintain incident planning cycle		
	Publish and post schedule	
	Distribute to command and general staff	
Conduct planning meetings		
	Define objectives, agenda, time	
	Reaffirm incident objectives	
	Present current situation report	
	Present current resource status	
	Present operation section's priorities	
	Identify operational tactics, resources needed	

PLANNING SECTION CHIEF CHECKLIST (continued)

	Resolve concerns/conflicts	
	Identify elements of the IAP required from other sections by the planning section (e.g., safety message, medical plan, communications plan)	
Develop IAP		
	Assemble collected elements into IAP	
	Ensure IAP meets incident objectives	
	Include contingency plans	
	Obtain IC approval of plan	
	Produce copies of IAP and distribute to command and general staff	
Maintain appropriate span of control		
Participate in operations section briefings		
Interact with command and general staff		
Monitor incident status		
Assist in development of demobilization plan		
Collect and review all incident documentation		
Collate and file all records		
Update IC		
DEMOBILIZATION		
Debrief planning unit		
Complete demobilization process		

**ATTACHMENT 9.
LOGISTICS SECTION CHIEF CHECKLIST**

INITIAL ACTIONS		
Put on identifying position vest		
Report to Incident Commander (IC)		
Obtain Incident Command System (ICS) 214 Unit Log		
Obtain copy of prepared ICS 201 Incident Briefing form from IC		
Verify the following:		
	Incident name	
	Location	
	Reporting time	
	IC's name	
	Current resource commitments	
	Current incident situation	
	Expected duration of incident	
Receive verbal briefing from IC		
Review Incident Action Plan (IAP) (if available)		
Determine immediate needs and actions		
Request resources for immediate period		
INCIDENT ACTIVITIES		
Manage logistics section		
Determine resource status		
	Assigned	
	En route	
	On scene	
Meet with IC		
	Learn priorities	
	Learn timeframes for objectives	
Identify units to be activated		
Coordinate unit delivery		
Brief unit leader		
	Summary of incident	
	Current activity	
	Expected unit activity	
Determine logistics section current capabilities and limitations		
	Available equipment	
	Ordering timeline	

LOGISTICS SECTION CHIEF CHECKLIST (continued)

Maintain appropriate span of control	
Participate in IAP development	
Provide input to and review Communications Plan, Medical Plan and Traffic Plan	
Conduct logistics section meetings	
Participate in operations section briefings	
Interact with command and general staff	
Update IC	
DEMOBILIZATION	
Identify excess resources and release	
Assist in development of demobilization plan	
Complete demobilization process	
Submit all logistics section documentation to planning unit	

**ATTACHMENT 10.
FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST**

INITIAL ACTIONS		
Put on identifying position vest		
Report to Incident Commander (IC)		
Obtain Incident Command System (ICS) 214 Unit Log		
Obtain copy of prepared ICS 201 Incident Briefing form from IC		
Verify the following:		
	Incident name	
	Location	
	Reporting time	
	IC's name	
	Current resource commitments	
	Current incident situation	
	Expected duration of incident	
Receive verbal briefing from IC		
Review Incident Action Plan (IAP) (if available)		
INCIDENT ACTIVITIES		
Manage Finance/Administration section		
Meet with IC		
	Learn incident priorities	
	Obtain initial instructions concerning finance/administration priorities	
Determine if present plans meet operational objectives		
Identify problems/conflicts		
Advise IC on problem resolution		
Develop section operating plan		
Maintain appropriate span of control		
Ensure financial documents are complete and accurate		
Review contracts for services, ensure compliance		
Compile financial summary on current operations		
Participate in IAP development		
Participate in operations section briefings		
Interact with command and general staff		
Update IC on current financial status		
Monitor incident status		

FINANCE/ADMINISTRATION SECTION CHIEF CHECKLIST (continued)

DEMOBILIZATION	
Assist in development of demobilization plan	
Debrief finance/administration unit	
Complete demobilization process	
Submit all logistics section documentation to planning unit	