



INCIDENT COMMAND SYSTEM ICS POSITION: INCIDENT COMMANDER

POST ORDER

THE INCIDENT COMMANDER IS AN INDIVIDUAL WHO IS IN COMMAND AND HAS ULTIMATE AUTHORITY FOR ALL DECISIONS AND RESPONSIBILITY FOR THE OVERALL MANAGEMENT OF THE INCIDENT. COMMAND ALSO INCLUDES CERTAIN STAFF FUNCTIONS. THE COMMAND FUNCTION WITHIN THE INCIDENT MANAGEMENT SYSTEM MAY BE CONDUCTED EITHER THROUGH INCIDENT COMMAND OR UNIFIED COMMAND.

A. INCIDENT COMMAND:

AT THE ONSET OF ANY CRITICAL INCIDENT IT IS ESSENTIAL THAT ONE PERSON TAKE RESPONSIBILITY FOR COORDINATING THE RESPONSE.

B. UNIFIED COMMAND:

WHEN A CRITICAL INCIDENT INVOLVES THE UTILIZATION OF LOCAL AND/OR STATEWIDE SUPPORT AGENCIES A UNIFIED COMMAND ICS STRUCTURE MAY BE EMPLOYED. UNIFIED COMMAND IS A UNIFIED TEAM EFFORT WHICH ALLOWS ALL AGENCIES WITH RESPONSIBILITY FOR THE INCIDENT, EITHER JURISDICTIONAL OR FUNCTIONAL, TO JOINTLY PROVIDE MANAGEMENT DIRECTION TO AN INCIDENT THROUGH A COMMON SET OF INCIDENT OBJECTIVES AND STRATEGIES ESTABLISHED AT THE COMMAND LEVEL. THIS IS ACCOMPLISHED WITHOUT LOSING OR ABDICATING AGENCY AUTHORITY, RESPONSIBILITY OR ACCOUNTABILITY.

C. ESTABLISH THE COMMAND CENTER.

D. ESTABLISH CLEAR LINES OF AUTHORITY UTILIZING THE INCIDENT COMMAND SYSTEM BY ASSIGNING COMMAND POST FUNCTIONS, OUTLINING THE SCOPE OF AUTHORITY AND RESPONSIBILITY.

E. DIRECT THE RESPONSE TO THE CRITICAL INCIDENT UTILIZING THE APPROPRIATE ACTION PLAN BASED ON CLEARLY ESTABLISHED INCIDENT OBJECTIVES AND STRATEGIES.

G. MANAGE THE ONGOING ACTIVITY OF THE RESPONSE, MONITOR THE RESPONSE AND REVIEW FOR APPROPRIATE PROACTIVE OR REACTIVE RESPONSE.

H. MAKE ALL COMMAND DECISIONS IN CONSULT WITH APPROPRIATE PERSONNEL, CENTRAL OFFICE, THE OHIO STATE HIGHWAY PATROL, THE OHIO NATIONAL GUARD, ECT.

I. INSURE PLANNING MEETINGS ARE CONDUCTED.

J. APPROVE AND AUTHORIZE THE IMPLEMENTATION OF THE INCIDENT ACTION PLAN.

- K. DETERMINE INFORMATION NEEDS AND INFORM COMMAND PERSONNEL OF NEEDS.
- L. COORDINATE STAFF ACTIVITY.
- M. MANAGE INCIDENT OPERATIONS.
- N. APPROVE REQUEST FOR ADDITIONAL RESOURCES AND REQUESTS FOR RELEASE OF RESOURCES.
- O. AUTHORIZE RELEASE OF INFORMATION TO THE NEWS MEDIA.
- P. APPROVES THE PLAN FOR DEMOBILIZATION AND AFTER ACTION.
- Q. DIRECT THE COMPLETION OF THE INCIDENT AFTER ACTION REPORT.

CRITICAL INCIDENT CHECKLIST		INCIDENT COMMANDER
INITIAL COMMANDER		DATE/TIME:
		DATE/TIME:
		DATE/TIME:
		DATE/TIME:
ACTIVITIES		TIME
01	VERIFY THE CRITICAL INCIDENT	
02	PRIMARY CONTACT: REPORT SITUATION PRIOR TO TAKING ANY ACTION. NOTICE MAY COME FROM: STAFF OUTSIDERS	
03	REPORT THE FACTS: NAME LOCATION OF REPORTING PERSON: LOCATION OF INCIDENT: NATURE OF THE INCIDENT: INJURIES TO STAFF, VISITORS: WEAPONS USE AND IDENTIFY: NUMBERS OF PERSONS INVOLVED, NAMES IF POSSIBLE:	
04	VERIFY THE FACTS	
05	ASSESS THE SITUATION: DETERMINE THE NEED TO ACTIVATE THE ICS.	
06	CONTAIN: ISOLATE AND CONTAIN THE INCIDENT ESTABLISH AN INNER PERIMETER ESTABLISH AN EXTERNAL PERIMETER LIMIT ACCESS TO THE INCIDENT LOCATION IDENTIFY LOCATION OBSERVER/COORDINATOR CONDUCT STAFF, VISITOR SECURE FACILITY ENTRANCES, EXITS SHUT OFF UTILITIES TO LOCATION ILLUMINATE FACILITY/LOCATION NOTIFY ON DUTY STAFF, VISITORS	

CRITICAL INCIDENT CHECK LIST		INCIDENT COMMANDER
INCIDENT COMMANDER (CONTINUED)		DATE:
ACTIVITIES		TIME:
07	ESTABLISH COMMAND POST AND NOTIFY STAFF	
08	COMMAND POST STAFF ASSEMBLED: RECORDER LIAISON OFFICER PUBLIC INFORMATION OFFICER SAFETY OFFICER OPERATIONS SECTION OFFICER PLANNING SECTION CHIEF LOGISTICS SECTION CHIEF FINANCE SECTION CHIEF INTELLIGENCE OFFICER	
09	MOBILIZE: INITIATE RECALL OF OFF DUTY STAFF INITIATE LOCAL SUPPORT AGENCY NOTIFICATION IDENTIFY AND DEBRIEF EVACUEES EVACUATE LOCATION/FACILITY ASSIGN ICS FUNCTIONS DEVELOP OBJECTIVES AND STRATEGIES IDENTIFY NEEDED RESOURCES: EQUIPMENT SUPPLIES MEDICAL SERVICES OTHER DESIGNATED STAFF ON-DUTY STAFF NOTIFIED AND BRIEFED: INITIAL RESPONSE TEAM DISPATCHED OTHER ASSIGNMENTS ACCOMPLISHED	

CRITICAL INCIDENT CHECK LIST		INCIDENT COMMANDER	
INCIDENT COMMANDER (CONTINUED)		DATE:	
ACTIVITIES		TIME:	
10	<p>RESPOND:</p> <p>CONDUCT PLANNING MEETING SELECT RESOLUTION PLAN INSURE ALL RESOURCES, MANPOWER IN PLACE INITIATE RESPONSE RESOLVE CRITICAL INCIDENT</p>		
11	<p>RECOVER:</p> <p>ACCOUNT FOR ALL STAFF, VISITORS NOTIFICATIONS THAT INCIDENT IS RESOLVED DEBRIEFING OF INVOLVED PARTIES MEDICAL, PSYCHOLOGICAL REVIEW OF THOSE INVOLVED INITIATE INVESTIGATION ACCOUNT FOR ALL EQUIPMENT COMPLETE INCIDENT DOCUMENTATION DEVELOP AND INITIATE "RETURN TO NORMAL" PLAN DEACTIVATE COMMAND POST</p>		
12	<p>AFTER ACTION STEPS:</p> <p>DESIGNATE STAFF MEMBERS TO FACILITATE AND COORDINATE AFTER ACTION RESPONSE IDENTIFY TASK/PERSONNEL TO BE UTILIZED COORDINATE INTER/INTRA-AGENCY NEEDS RELATIVE TO CRITICAL INCIDENT DESIGNATE STAFF MEMBER - DEVELOP AND SUMIT THE CRITICAL INCIDENT AFTER ACTION REPORT PROVIDE OVERVEIW OF INCIDENT, ACTIONS, REACTIONS, SUPPORT AGENCY ROLES, RESOLUTION, AND CURRENT STATUS REPORT</p>		
13	ONGOING INCIDENT ACTIVITIES:		
14	ACTIVATE INCIDENT PLAN(S) AND DESIGNATE PLANS ACTIVATED:		
15	BRIEF NEW COMMANDER AND RELINQUISH COMMAND		
16	NEW COMMANDER ASSUMES COMMAND OF THE INCIDENT AND ALL ACTIVITIES CONNECTED WITH THE SITUATION, AND ANNOUCESS SUCH TO STAFF.		
17	EVALUATE ACTIONS OF INITIAL COMMANDER.		
18	NEW COMMANDER BRIEFED BY INCIDENT COMMANDER DELEGATE AUTHORITY AND RESPONSIBILITY TO DESIGNATED STAFF.		

CRITICAL INCIDENT CHECK LIST		INCIDENT COMMANDER	
INCIDENT COMMANDER (CONTINUED)			DATE:
ACTIVITIES			TIME:
19	ENSURE CRITICAL INCIDENT PLAN PROCEDURES ARE IMPLEMENTED		
20	DESIGNEE WILL NOTIFY AND APPRISE CENTRAL OFFICE DUTY OFFICER OF THE SITUATION.		
21	BRIEF REGIONAL AND CENTRAL OFFICE STAFF.		
22	UPDATE REGIONAL AND CENTRAL OFFICE STAFF.		
23	INITIATE/REVIEW CONTINUING SITUATION ASSESSMENT PROCESS.		
24	BRIEF STAFF		
25	DETERMINE WHETHER EXTERNAL SUPPORT IS NEEDED.		
26	ENSURE ALL ACTIONS ARE RECORDED IN THE LOG.		
27	ENSURE CORRECT INFORMATION IS RELEASED TO THE MEDIA THROUGH THE PUBLIC INFORMATION OFFICE.		
28	MAKE TIMELY DECISIONS AS THE SITUATION DEVELOPS.		
29	CHOOSE AND EXECUTE APPROPRIATE OPTIONS TO RESOLVE THE CRITICAL INCIDENT.		
30	COORDINATE PLAN OF ACTION WITH THE OPERATIONS AND PLANNING SECTION CHIEFS.		
31	BRIEF PERSONNEL PRIOR TO COMMITMENT.		
32	CONDUCT PLANNING MEETINGS AS APPROPRIATE.		
33	ENSURE MEDICAL TREATMENT AND CRITICAL INCIDENT STRESS DEBRIEFING IS PROVIDED TO STAFF.		
34	MONITOR OPERATIONS SECTION RESPONSE ACTIVITIES.		
35	MONITOR PLANING ACTIVITIES ENSURING EFFECTIVE COMMUNICATION WITH OTHER SECTIONS		
36	MONITOR LOGISTICS SECTION TO ENSURE THE NEEDS OF THE INCIDENT AND RESPONDERS ARE BEING MET.		
37	MONITOR FINANCE SECTION IF ESTABLISHED.		

CRITICAL INCIDENT CHECK LIST		INCIDENT COMMANDER	
INCIDENT COMMANDER (CONTINUED)			DATE:
ACTIVITIES			TIME:
39	EVALUATE NEED FOR INTERNAL EVACUATION.		
40	EVALUATE NEED FOR EXTERNAL EVACUATION.		
41	REVIEW SAFETY ISSUES WITH SAFETY OFFICER.		
42	OTHER TASK PERFORMED IF REQUIRED BY A PARTICULAR INCIDENT ACTION PLAN:		
43	CRITICAL INCIDENT CONTAINED.		
44	ACCOUNT FOR ALL STAFF.		
45	DEBRIEF STAFF AS NECESSARY.		
46	APPOINT STAFF TO BRIEF AND ATTEND REVIEW/CRITIQUE.		
47	PRESERVE EVIDENCE AND CRIME SCENES.		
48	GATHER AND PRESERVE ALL EVIDENCE. PHOTOGRAPH ALL AFFECTED AREAS.		
49	PREPARE DAMAGE REPORT		
50	SAFEGUARD ALL RECORDINGS, LOGS, ETC.		
51	IMPLEMENT AFTER ACTION ACTIVITIES.		
52	TAKE CORRECTIVE ACTION(S) WHERE APPROPRIATE.		
53	DEACTIVATE COMMAND POST.		
54	ASSIGNED PERSONNEL RELIEVED BY: REPORTS TO: DATE AND TIME ACTIVATED: DATE AND TIME DEACTIVATED:		
NOTE: THE ABOVE ACTIVITIES MAY NOT BE LISTED IN THE ORDER A PARTICULAR CRITICAL INCIDENT MAY REQUIRE. IF THE INCIDENT REQUIRES ANY ACTIVITIES NOT LISTED, REFER TO ABOVE ACTIVITIES.			
REMARKS/COMMENTS:			

