



**INCIDENT COMMAND SYSTEM
ICS POSITION: SCRIBE**

REPORTS TO INCIDENT COMMANDER

POST ORDER

THE RECORDER WILL DEVELOP AND MAINTAIN AN ACCURATE AND COMPLETE RECORD OF THE ACTIONS AND ACTIVITIES OF THE INCIDENT COMMANDER. THIS POSITION MAY ALSO FUNCTION AS AN ADMINISTRATIVE AIDE TO THE INCIDENT COMMANDER. TRACKING ACTIONS AND ADVISING THE INCIDENT COMMANDER BASED ON THE IC CHECKLIST AND THE INCIDENT SPECIFIC ACTION PLAN CHECKLIST.

- A. THE RECORDER WILL FUNCTION FROM THE COMMAND POST AND MAINTAIN CLOSE CONTACT WITH THE INCIDENT COMMANDER, TRACKING, LOGGING AND RECORDING AND ACTIONS OF THE IC.
- B. RECEIVE A BRIEFING FROM THE INCIDENT COMMANDER.
- C. ASSIST IN ESTABLISHING THE COMPANY POST, ACCESSING THE NECESSARY COMMAND POST RESOURCES AND SUPPLIES AS WELL AS THOSE ITEMS SPECIFICALLY NECESSARY FOR THE INCIDENT COMMANDER AND THE RECORDER.
- D. INSURE ALL ACTIONS ARE RECORDED ON AN ICS 214.
- E. RECORD ALL ACTIVITY INVOLVING THE INCIDENT COMMANDER.
- F. RECORD DATES AND TIMES OF EACH ACTIVITY OR ACTION.
- G. RECORD ALL INCOMING AND OUTGOING CALLS MADE BY THE IC.
- H. MAINTAIN THE INCIDENT ACTION PLAN CHECK LIST.
- I. KNOW THE LOCATION AND HOW TO REACH ALL PERSONNEL ASSIGNED TO THE COMMAND CENTER.
- J. RETAIN RECORDS AT THE CONCLUSION OF THE INCIDENT AND AWAIT FURTHER INSTRUCTIONS FROM THE INCIDENT COMMANDER.

CRITICAL INCIDENT CHECK LIST		CRITICAL INCIDENT COMMAND POST	
SCRIBE		DATE:	
ACTIVITIES		TIME:	
01	REPORTS TO THE COMMANDER/SUPPORT CENTER AND ASSUMES POST		
02	BRIEFED BY INCIDENT COMMANDER.		
03	INITIATE LOGGING IF RECORDER AND INCIDENT COMMANDER ACTIVITIES		
04	RECORD ACTIVITY ON APPROPRIATE CHECKLISTS: INCIDENT COMMANDER SCRIBE INCIDENT SPECIFIC ACTION PLAN		
05	SITUATION REVIEW: WHAT HAPPENED? WHEN? NAMES / NUMBERS INVOLVED STAFF INJURIES LOCATION OF THE INCIDENT IMPACT ON OPERATIONS		
06	ATTEND BRIEFINGS AND PLANNING MEETINGS.		
07	ASSIST PERSONNEL ASSIGNED TO THE COMMAND/SUPPORT CENTER		
08	MAINTAIN CONTACT WITH APPROPRIATE INDIVIDUALS AS DIRECTED BY THE INCIDENT COMMANDER.		
09	ASSIST IN COMPLETING AFTER ACTION ASSIGNMENTS .		
REMARKS/COMMENTS:			