

---

# Unit 4: Management, Command & Responsibilities

STUDENT MANUAL

---

---

---









Visual 4.1



**Visual Description:** Unit Introduction

### Key Points

This unit provides an overview of the principles of management and command in ICS, and individual responsibilities on an incident.



Visual 4.2

### Unit Objectives

By the end of this lesson, you should be able to:

- Describe common responsibilities for responding to an incident.
- List individual accountability responsibilities.
- Describe common mobilization and demobilization responsibilities.



**Visual Description:** Unit Objectives

### Key Points

By the end of this lesson, you should be able to:

- Describe common responsibilities for responding to an incident.
- List individual accountability responsibilities.
- Describe common mobilization and demobilization responsibilities.



Visual 4.3

## Resources: Tactical & Support

ICS resources include:

- *Tactical Resources:* Personnel and major items of equipment.
- *Support Resources:* All other resources required to support the incident (e.g., food, communications equipment, or supplies).



**Visual Description:** Resources: Tactical & Support

### Key Points

ICS resources can be factored into two categories:

**Tactical Resources:** Personnel and major items of equipment that are available or potentially available to the Operations function on assignment to incidents are called tactical resources.

**Support Resources:** All other resources required to support the incident. Food, communications equipment, tents, supplies, and fleet vehicles are examples of support resources.



Visual 4.4

### Tactical Resources Classifications



Assigned	Currently working on an assignment under the direction of a supervisor.
Available	Ready for immediate assignment and has been issued all required equipment.
Out of Service	Not available or ready to be assigned (e.g., maintenance issues, rest periods).

Unit 4: Management, Command & Responsibilities

Visual 4.4

**Visual Description:** Tactical Resources Classifications

### Key Points

Tactical resources are always classified as one of the following:

- **Assigned:** Assigned resources are working on an assignment under the direction of a Supervisor.
- **Available:** Available resources are assembled, have been issued their equipment, and are ready for immediate assignment.
- **Out-Of-Service:** Out-of-service resources are not ready for available or assigned status.



Visual 4.5

## Resource Management

Resource management includes processes for:

- Categorizing resources.
- Ordering resources.
- Dispatching resources.
- Tracking resources.
- Recovering resources.

It also includes processes for reimbursement for resources, as appropriate.



**Visual Description:** Resource Management

### Key Points

Resource management includes processes for:

- Categorizing resources.
- Ordering resources.
- Dispatching resources.
- Tracking resources.
- Recovering resources.

It also includes processes for reimbursement for resources, as appropriate.



Visual 4.6

## Integrated Communications

Incident communications are facilitated through:

- The development and use of a common communications plan.
- The interoperability of communication equipment, procedures, and systems.

Before an incident, it is critical to develop an integrated voice and data communications system (equipment, systems, and protocols).



**Visual Description:** Integrated Communications

### Key Points

The use of a common communications plan is essential for ensuring that responders can communicate with one another during an incident. Communication equipment, procedures, and systems must operate across jurisdictions (interoperability).

Developing an integrated voice and data communications system, including equipment, systems, and protocols, must occur prior to an incident.



Visual 4.7

### Integrated Communications Elements

- **Modes:** The "hardware" systems that transfer information.
- **Planning:** Planning for the use of all available communications resources.
- **Networks:** The procedures and processes for transferring information internally and externally.



**Visual Description:** Integrated Communications Elements

### Key Points

Effective ICS communications include the following three elements:

- **Modes:** The "hardware" systems that transfer information.
- **Planning:** Planning for the use of all available communications resources.
- **Networks:** The procedures and processes for transferring information internally and externally.



**List the types of communications resources that are available to you during an incident.**

**Integrated Communications: Modes**

It is not unusual for the communications needs on large incidents to outstrip available radio frequency resources.

Some incidents are conducted entirely without radio support. In such situations, other communications resources—cell phones, alpha pagers, e-mail, secure phone lines, etc.—may be used as the only communication methods for the incident.

**Integrated Communications: Planning**

Every incident needs a Communications Plan. The plan can be simple and stated orally, or it can be complex and written. An Incident Radio Communications Plan (ICS Form 205) is a component of the written Incident Action Plan.

An awareness of available communications resources, combined with an understanding of incident requirements, will enable the Communications Unit Leader to develop an effective Communications Plan.

**Integrated Communications: Networks**

At a minimum, any communication network must:

- Link supervisory personnel within the Operations Section to each other and to the Incident Commander.
- Provide the ability to communicate among resources assigned to tactical elements such as Branches, Divisions/Groups, and ground-to-air and air-to-air assets.
- Provide a link to the rest of the organization for resource status changes, logistical support, etc.



Visual 4.8

## Knowledge Review

Instructions: Review the photos below. What do they have in common?



Unit 4:  
Management, Command & Responsibilities

Visual 4.8

**Visual Description:** Review the photos of an equipment technician, a triage team, and a helicopter ambulance. What do they have in common?

## Key Points

Review the photos on the visual.



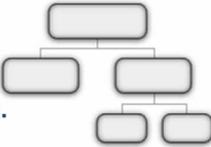
What do they have in common?



Visual 4.9

**Chain of Command and Unity of Command**

*Chain of command* means that there is an orderly line of authority within the ranks of the incident management organization.



```
graph TD; A[ ] --- B[ ]; A --- C[ ]; B --- D[ ]; C --- E[ ]
```

*Unity of command* means that every individual is accountable to only one designated supervisor to whom they report during an incident.

Don't confuse **unity** of command with **Unified** Command!

Unit 4: Management, Command & Responsibilities Visual 4.9

**Visual Description:** Chain of Command with a visual that illustrates the orderly line of authority within the incident management organization.

## Key Points

In the Incident Command System:

- **Chain of command** means that there is an orderly line of authority within the ranks of the organization, with lower levels subordinate to, and connected to, higher levels.
- **Unity of command** means that every individual is accountable to only one designated supervisor to whom they report during an incident.

The principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision. These principles do not apply to the exchange of information. Although orders must flow through the chain of command, members of the organization may directly communicate with each other to ask for or share information.



Visual 4.10

## Unified Command

The command function may be carried out in one of two ways:



- As a *Single Command* in which the Incident Commander has complete responsibility for incident management.
- As a *Unified Command* in which hospitals and non-healthcare organizations with responsibility for the incident share incident management.

Unit 4:  
Management, Command & Responsibilities

Visual 4.10

**Visual Description:** Unified Command with a graphic that shows that all three agencies and their respective Incident Commanders operate from the same Incident Command Post.

### Key Points

The command function may be carried out in two ways:

As a **Single Command** in which the Incident Commander has complete responsibility for incident management. For example, a Single Command would be used when a hospital is managing an influx of patients resulting from a nearby passenger train derailment.

As a **Unified Command** in which hospitals and non-healthcare organizations with responsibility for the incident share incident management. For example, a Unified Command structure would be used when a fire department was assisting a hospital with the evacuation of patients and employees as a result of severe damage to the building. Under such circumstances, the Unified Command would include the hospital and the fire department.



Visual 4.11

### Knowledge Review (1 of 4)

Instructions: Read each statement and determine the ICS feature or principle being described.

Every individual is accountable to only one designated supervisor, to whom they report during an incident.



**Visual Description:** Determine the ICS feature or principle being described: Every individual is accountable to only one supervisor, to whom they report during an incident.

### Key Points

Determine the ICS feature or principle being described.



**Every individual is accountable to only one designated supervisor, to whom they report during an incident.**



Visual 4.12

### Knowledge Review (2 of 4)

Instructions: Read each statement and determine the ICS feature or principle being described.

In an incident involving only one agency or organization, the Incident Commander will have complete responsibility for incident management.



**Visual Description:** Determine the ICS feature or principle being described: In an incident involving only one agency or organization, the Incident Commander will have complete responsibility for incident management.

### Key Points

Determine the ICS feature or principle being described.



**In an incident involving only one agency or organization, the Incident Commander will have complete responsibility for incident management.**



Visual 4.13

### Knowledge Review (3 of 4)

Instructions: Read each statement and determine the ICS feature or principle being described.

An orderly line of authority within the ranks of the organization, with lower levels subordinate to, and connected to, higher levels.

Unit 4:  
Management, Command & Responsibilities

Visual 4.13

**Visual Description:** Determine the ICS feature or principle being described: An orderly line of authority within the ranks of the organization, with lower levels subordinate to, and connected to, higher levels.

### Key Points

Determine the ICS feature or principle being described.



**An orderly line of authority within the ranks of the organization, with lower levels subordinate to, and connected to, higher levels.**



Visual 4.14

### Knowledge Review (4 of 4)

Instructions: Read each statement and determine the ICS feature or principle being described.

Responding organizations with responsibility for the incident share incident management.

Unit 4:  
Management, Command & Responsibilities

Visual 4.14

**Visual Description:** Determine the ICS feature or principle being described: Responding organizations with responsibility for the incident share incident management.

### Key Points

Determine the ICS feature or principle being described.



**Responding organizations with responsibility for the incident share incident management.**



Visual 4.15

### Transfer of Command (1 of 2)

- Moves the responsibility for incident command from one Incident Commander to another.
- Must include a transfer of command briefing (which may be oral, written, or both).



**Visual Description:** Transfer of Command (1 of 2)

### Key Points

The process of moving responsibility for incident command from one Incident Commander to another is called transfer of command.

The transfer of command process always includes a transfer of command briefing, which may be oral, written, or a combination of both. The briefing covers such topics as the current situation, response needs, and available resources.



Visual 4.16

### Transfer of Command (2 of 2)

Transfer of command occurs when:

- A more qualified person assumes command.
- An incident grows more complex and an Incident Management Team takes over from the local jurisdiction.
- There is normal turnover of personnel on extended incidents.
- The incident response is concluded and responsibility is transferred to the home agency.



**Visual Description:** Transfer of Command (2 of 2)

### Key Points

Transfer of Command may take place when:

- A more qualified person assumes command.
- Changing command makes good sense, e.g., an Incident Management Team takes command of an incident from a local jurisdictional unit due to increased incident complexity.
- There is normal turnover of personnel on long or extended incidents, i.e., to accommodate work/rest requirements.
- The incident response is concluded and incident responsibility is transferred back to the home agency.



Visual 4.17

**Knowledge Review**

Instructions: Answer the question below.

A more qualified person arrives on the scene and will assume command. What should happen?

Unit 4: Management, Command & Responsibilities

Visual 4.17

**Visual Description:** Respond to the following question: A more qualified person arrives on the scene and will assume command. What should happen?

### Key Points

Respond to the question below.



**A more qualified person arrives on the scene and will assume command. What should happen?**



Visual 4.18

### Accountability (1 of 2)

The following guidelines must be adhered to:

- **Check-In.** All responders, regardless of organization affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
- **Incident Action Plan.** Response operations must be directed and coordinated as outlined in the IAP.
- **Unity of Command.** Each individual involved in incident operations will be assigned to only one supervisor.



**Visual Description:** Accountability (1 of 2)

### Key Points

Effective accountability during incident operations is essential at all jurisdictional levels and within individual functional areas. Accountability refers to one's personal choice and willingness to contribute to the outcome of an incident. Individuals must abide by their organization's policies and guidelines and any applicable local, tribal, State, or Federal rules and regulations.

The following guidelines must be adhered to:

- **Check-In:** All responders, regardless of organization affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
- **Incident Action Plan:** Response operations must be directed and coordinated as outlined in the IAP.
- **Unity of Command:** Each individual involved in incident operations will be assigned to only one supervisor.



Visual 4.19

### Accountability (2 of 2)

The following guidelines must be adhered to:

- **Span of Control.** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
- **Resource Tracking.** Supervisors must record and report resource status changes as they occur.



**Visual Description:** Accountability (2 of 2)

### Key Points

The following principles must be adhered to:

- **Span of Control:** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
- **Resource Tracking:** Supervisors must record and report resource status changes as they occur.



## Visual 4.20

## Mobilization

### At any incident:

- The situation must be assessed and the response planned.
- Managing resources safely and effectively is the most important consideration.
- Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.



**Visual Description:** Mobilization

## Key Points

At any incident or event, the situation must be assessed and response planned. Resources must be organized, assigned, and directed to accomplish the incident objectives. As they work, resources must be managed to adjust to changing conditions.

Managing resources safely and effectively is the most important consideration at an incident. Therefore, personnel and equipment should respond only when requested or when dispatched by an appropriate authority.



Visual 4.21

**Discussion Question**

What's the problem with having personnel arrive at an incident without being requested or dispatched?

Unit 4:  
Management, Command & Responsibilities

Visual 4.21

**Visual Description:** Respond to the following question: What's the problem with having personnel arrive at an incident without being requested or dispatched?

### Key Points

Respond to the question below.



What's the problem with having personnel arrive at an incident without being requested or dispatched?



Visual 4.22

### Information and Intelligence Management

The analysis and sharing of information and intelligence is an important component of ICS. Intelligence includes operational information that may come from a variety of different sources, such as:

- Risk assessments.
- Medical intelligence (i.e., surveillance).
- Weather information.
- Geospatial data.
- Structural designs.
- Toxic contaminant levels.
- Utilities and public works data.



**Visual Description:** Information and Intelligence Management

### Key Points

The analysis and sharing of information and intelligence is an important component of ICS. The incident management organization must establish a process for gathering, sharing, and managing incident-related information and intelligence.

Intelligence includes not only national security or other types of classified information, but also other sensitive, operational information that may come from a variety of different sources, such as:

- Risk assessments.
- Medical intelligence (i.e., surveillance).
- Weather information.
- Geospatial data.
- Structural designs.
- Toxic contaminant levels.
- Utilities and public works data.

For example, hospitals and healthcare systems may receive intelligence from government agencies pertaining to a scheduled high-profile event, such as government officials visiting a hospital. Or hospitals may exchange public health intelligence and information with other organizations to track cases of an e-coli outbreak.



Visual 4.23

### Knowledge Review (1 of 4)

Instructions: Decide if the statement is TRUE or FALSE.

All responders, regardless of organization affiliation, must check-in to receive an assignment in accordance with the procedures established by the IAP .

Unit 4:  
Management, Command & Responsibilities

Visual 4.23

**Visual Description:** True or False? All responders, regardless of organization affiliation, must check-in to receive an assignment in accordance with the procedures established by the IAP.

### Key Points

Is the following statement TRUE or FALSE?



**All responders, regardless of organization affiliation, must check-in to receive an assignment in accordance with the procedures established by the IAP.**



Visual 4.24

### Knowledge Review (2 of 4)

**Instructions:** Decide if the statement is TRUE or FALSE.

In a major incident, willing and able personnel and equipment should respond even without being requested.

Unit 4:  
Management, Command & Responsibilities

Visual 4.24

**Visual Description:** True or False? In a major incident, willing and able personnel and equipment should respond even without being requested.

### Key Points

Is the following statement TRUE or FALSE?



In a major incident, willing and able personnel and equipment should respond even without being requested.



Visual 4.25

**Knowledge Review (3 of 4)**

Instructions: Decide if the statement is TRUE or FALSE.

Response operations are directed and coordinated using an Incident Action Plan.

Unit 4: Management, Command & Responsibilities

Visual 4.25

**Visual Description:** True or False? Response operations are directed and coordinated using an Incident Action Plan.

### Key Points

Is the following statement TRUE or FALSE?



**Response operations are directed and coordinated using an Incident Action Plan.**



Visual 4.26

### Knowledge Review (4 of 4)

Instructions: Decide if the statement is TRUE or FALSE.

The incident management organization must establish a process for gathering, sharing, and managing incident-related information and intelligence.

Unit 4:  
Management, Command & Responsibilities

Visual 4.26

**Visual Description:** True or False? The incident management organization must establish a process for gathering, sharing, and managing incident-related information and intelligence.

### Key Points

Is the following statement TRUE or FALSE?



**The incident management organization must establish a process for gathering, sharing, and managing incident-related information and intelligence.**



Visual 4.27

### General Guidelines – Lengthy Assignments

General guidelines for incidents requiring extended stays or travel:

- Determine appropriate travel authorizations.
- Familiarize yourself with travel and transportation arrangements.
- Determine your return mode of transportation.
- Determine payroll procedures.
- Take your passport.
- Assemble a travel kit.
- Prepare personal items.
- Ensure that family members know how to contact you.



**Visual Description:** General Guidelines – Lengthy Assignments

### Key Points

You should now be familiar with the core system features of ICS. In this section, you'll learn about the **common responsibilities associated with ICS assignments**. You will receive additional training and guidance on your specific duties.

### General Guidelines – Lengthy Assignments

Many internal or local incidents last only a short time, and may not require travel. However, sometimes healthcare professionals and hospital personnel may need to respond to a more lengthy assignment away from home. For example, after Hurricane Katrina, many healthcare professionals deployed to the affected area to help treat victims.

Below are general guidelines for incidents requiring extended stays or travel:

- Determine appropriate travel authorizations.
- Familiarize yourself with travel and transportation arrangements.
- Determine your return mode of transportation (if possible).
- Determine payroll procedures (at incident or through home agency).
- If you are going on a foreign assignment, be sure to take your passport.
- Assemble a travel kit containing any special technical information (e.g., maps, manuals, contact lists, and reference materials).
- Prepare personal items needed for your estimated length of stay, including medications, cash, credit cards, etc.
- Ensure that family members know your destination and how to contact you.



Visual 4.28

### General Guidelines – Roles and Authorities

#### Prior to an event:

- Review your emergency assignment. Know who you will report to and what your position will be.
- Establish a clear understanding of your decision-making authority.
- Determine communications procedures for contacting your headquarters or home office (if necessary).
- Identify purchasing authority and procedures.



**Visual Description:** General Guidelines – Roles and Authorities

### Key Points

It is important to understand your role and responsibilities during an emergency. Prior to an event, you should discuss with your supervisor how your organizational unit supports the overall response effort. If you are assigned a role in the organization's ICS structure, then:

- Review your emergency assignment. Know who you will report to and what your position will be.
- Establish a clear understanding of your decision-making authority.
- Determine communications procedures for contacting your headquarters or home office (if necessary).
- Identify purchasing authority and procedures.



Visual 4.29

### Check-In at the Incident (1 of 2)

The check-in process helps to:

- Ensure personnel accountability.
- Track resources.
- Prepare personnel for assignments and reassignments.
- Locate personnel in case of an emergency.
- Establish personnel time records and payroll documentation.
- Plan for releasing personnel.
- Organize the demobilization process.



**Visual Description:** Check-In at the Incident (1 of 2)

### Key Points

#### Check-In at the Incident: Activities

Check-in officially logs you in at the incident. The check-in process and information helps to:

- Ensure personnel accountability.
- Track resources.
- Prepare personnel for assignments and reassignments.
- Locate personnel in case of an emergency.
- Establish personnel time records and payroll documentation.
- Plan for releasing personnel.
- Organize the demobilization process.



Visual 4.30

### Check-In at the Incident (2 of 2)

Check in only once at an authorized location:

- Incident Command Post.
- Staging Areas/Labor Pools.
- Helibase.
- With the Division/Group Supervisor (for direct assignment).



**Visual Description:** Check-In at the Incident (2 of 2)

### Key Points

#### Check-In at the Incident: Locations

**Check in only once.** Check-in locations may be found at several incident facilities, including:

- Incident Command Post.
- Staging Area/Labor Pool.
- Helibase.
- Division/Group Supervisor (for direct assignment).

Note that these locations may not all be activated at every incident.

Healthcare providers reporting to support another healthcare institution should always bring copies of their licenses and competency folders.



Visual 4.31

### Initial Incident Briefing

Make sure that you receive an initial incident briefing, including:

- |   |   |
|---|---|
| ✓ Current situation assessment.                       | ✓ Specific job responsibilities.  |
| ✓ Identification of coworkers.                        | ✓ Procedural instructions for obtaining additional supplies, services, and personnel. |
| ✓ Location of work area.                              |   |
| ✓ Location of Staging Area/Labor Pool.                |   |
| ✓ Identification of eating and sleeping arrangements. | ✓ Required safety procedures/Personal Protective Equipment (PPE), as appropriate      |
| ✓ Operational periods/work shifts.                    |   |



**Visual Description:** Initial Incident Briefing

### Key Points

After check-in, locate your incident supervisor and obtain your initial briefing. The briefing information helps you plan your tasks and communicate with others. Briefings received and given should include:

- Current situation assessment.
- Identification of your specific job responsibilities.
- Identification of coworkers.
- Location of work area.
- Location of Staging Area/Labor Pool.
- Identification of eating and sleeping arrangements, as appropriate.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Operational periods/work shifts.
- Required safety procedures and Personal Protective Equipment (PPE), as appropriate.



Visual 4.32

## Knowledge Review

Instructions: Answer the question below.

You arrive at your deployment location and complete your check-in at the Incident Command Post.

What action should you take next?



**Visual Description:** Respond to the following question: You arrive at your deployment location and complete your check-in at the Incident Command Post. What action should you take next?

### Key Points

Respond to the question below.



**You arrive at your deployment location and complete your check-in at the Incident Command Post. What action should you take next?**



Visual 4.33

**Discussion Questions**

Why is incident recordkeeping important?

What are the challenges for maintaining records at an incident?

Unit 4: Management, Command & Responsibilities

Visual 4.33

**Visual Description:** Respond to the following questions: Why is incident recordkeeping important? What are the challenges for maintaining records at an incident?

### Key Points

Respond to the questions below.



**Why is incident recordkeeping important?**



**What are the challenges for maintaining records at an incident?**



Visual 4.34

### Incident Recordkeeping (1 of 2)

#### General guidelines:

- Print or type all entries.
- Enter dates in month/day/year format.
- Use military 24-hour time.
- Enter date and time on all forms and records. Use local time.
- Fill in all blanks. Use N/A as appropriate.
- Section Chiefs and above assign a recordkeeper (scribe).



**Visual Description:** Incident Recordkeeping (1 of 2)

### Key Points

All incidents require some form of recordkeeping. Requirements vary depending upon the organizations involved and the nature of the incident. Detailed information on using ICS forms will be covered in other training sessions.

Below are general guidelines for incident recordkeeping:

- Print or type all entries.
- Enter dates by month/day/year format.
- Use military 24-hour time.
- Enter date and time on all forms and records. Use local time.
- Fill in all blanks. Use N/A as appropriate.
- Section Chiefs and above assign recordkeeper (scribe).



Visual 4.35

### Incident Recordkeeping (2 of 2)

If you are expected to be a supervisor, you must:

- Maintain a daily Unit Log (ICS Form 214) indicating the names of personnel assigned and a listing of the major activities that occurred during the operational periods to which you were assigned.
- Provide briefings to your subordinates, adjacent forces, and replacement personnel.



**Visual Description:** Incident Recordkeeping (2 of 2)

### Key Points

If you are expected to be a supervisor:

- You must maintain a daily Unit Log (ICS-214), indicating the names of personnel assigned and a listing of the major activities that occurred during the operational periods to which you were assigned.
- You are expected to give briefings to your subordinates, adjacent forces, and replacement personnel.



Visual 4.36

## Communications Discipline

Important considerations related to communications include:

- Observing strict radio/telephone procedures.
- Using plain English in all communications.
- Limiting radio and telephone traffic to essential information only.
- Following procedures for secure communications as required.



**Visual Description:** Communications Discipline

### Key Points

Important considerations related to communications include:

- Observing strict radio/telephone procedures.
- Using plain English in all communications. Codes should not be used in radio transmissions. Limit the use of discipline-specific jargon, especially on interdisciplinary incidents.
- Limiting radio and telephone traffic to essential information only. Plan what you are going to say.
- Following procedures for secure communications as required.



Visual 4.37

### Personal Conduct

- Act professionally and avoid/report prohibited activities such as:
  - Sexual harassment or discrimination.
  - Use of illegal drugs or alcohol.
  
- Incident response can produce high stress situations. You may need to interact with people who have been adversely affected by the incident. It is important to be patient and act in a professional manner at all times.



**Visual Description:** Personal Conduct

### Key Points

Sexual harassment or discrimination of any type and the use of illegal drugs and/or alcohol are prohibited on all incidents. Report all such activities to your supervisor.

Often times, incident response can produce high stress situations. As part of your responsibilities, you may be required to interact with people who have been adversely affected by the incident. It is important to be patient and act in a professional manner at all times.



Visual 4.38

### Incident Demobilization (1 of 2)

General Demobilization guidelines for all personnel:

- Complete all work assignments and required forms/reports.
- Brief replacements, subordinates, and supervisor.
- Evaluate the performance of subordinates.
- Follow incident and organization check-out procedures.
- Provide adequate follow up contact information.



**Visual Description:** Incident Demobilization (1 of 2)

### Key Points

Incident requirements for demobilization may vary considerably. General demobilization guidelines for all personnel are to:

- Complete all work assignments and required forms/reports.
- Brief replacements, subordinates, and supervisor.
- Evaluate the performance of subordinates.
- Follow incident and organization check-out procedures.
- Provide adequate followup contact information.



Visual 4.39

### Incident Demobilization (2 of 2)

- Return any incident-issued equipment or other nonexpendable supplies.
- Complete post-incident reports, critiques, evaluations, and medical followup.
- Complete all payment and/or payroll issues or obligations.



**Visual Description:** Incident Demobilization (2 of 2)

### Key Points

General demobilization guidelines for all personnel are to:

- Return any incident-issued equipment or other nonexpendable supplies.
- Complete postincident reports, critiques, evaluations, and medical followup.
- Complete all payment and/or payroll issues or obligations.



Visual 4.40

## Objectives Review

You should now be able to:

- Describe common responsibilities for responding to an incident.
- List individual accountability responsibilities.
- Describe common mobilization and demobilization responsibilities.



**Visual Description:** Objectives Review

## Key Points

You should now be able to:

- Describe common responsibilities for responding to an incident.
- List individual accountability responsibilities.
- Describe common mobilization and demobilization responsibilities.