
Unit 7: Common Responsibilities

Objectives

At the end of this unit, the participants should be able to:

- Describe common mobilization responsibilities.
 - Describe common responsibilities at an incident.
 - List individual accountability responsibilities.
 - Describe common demobilization responsibilities.
-

Scope

- Unit Introduction
 - Unit Objectives
 - Mobilization and Deployment
 - Check-In at the Incident
 - Initial Incident Briefing
 - Incident Recordkeeping
 - Accountability
 - Incident Demobilization
 - Summary
-

Methodology

The instructors will outline the unit objectives. The instructors will then review the mobilization and deployment basics. Next the unit covers the importance of checking in at an incident and what procedures you should follow at check-in.

After covering the check-in procedures, the instructors will review the contents of the initial incident briefing. To transition to the next topic, the instructors will ask the participants why incident recordkeeping is important and what some challenges are for maintaining records at an incident. After reviewing the participants' answers to these questions, the instructors will outline guidelines for recordkeeping.

Next, the instructors will cover personal accountability including the prohibition of sexual harassment, discrimination, and the use of illegal drugs or alcohol. Finally, the instructors will present guidelines for incident demobilization. To summarize this topic, the instructors will ask the participants what they should do before leaving an incident and what they should do when they return home from an incident. After answering any questions that the participants have, the instructors will summarize the key points from the unit and transition to Unit 8.

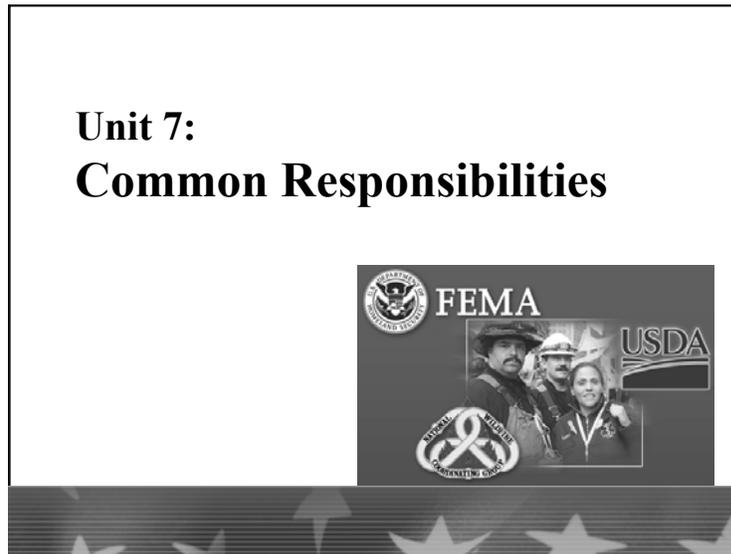
Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Unit Objectives	2 minutes
Mobilization and Deployment Briefing	5 minutes
Check-In at the Incident	5 minutes
Initial Incident Briefing	5 minutes
Incident Recordkeeping	5 minutes
Accountability	5 minutes
Incident Demobilization	5 minutes
Summary	3 minutes
Total Time	35 minutes



Visual 7.1



Visual Description: Unit Introduction

Instructor Notes

Explain that Unit 7 provides an overview of common responsibilities.



Visual 7.2

Unit Objectives

- Describe common mobilization responsibilities.
- Describe common responsibilities at an incident.
- List individual accountability responsibilities.
- Describe common demobilization responsibilities.

Unit 7:
Common Responsibilities

Visual 7.2

Visual Description: Unit Objectives

Instructor Notes

Review the unit objectives with the class. Tell the participants that by the end of this unit, they should be able to:

- Describe common mobilization responsibilities.
- Describe common responsibilities at an incident.
- List individual accountability responsibilities.
- Describe common demobilization responsibilities.



Visual 7.3

Mobilization

- Only mobilize to an incident when requested or when dispatched by an appropriate authority.
- Make sure that you receive a complete deployment briefing.



Unit 7:
Common Responsibilities

Visual 7.3

Visual Description:

Instructor Notes

Remind the participants that they should only mobilize to an incident when requested or when dispatched by an appropriate authority. The first ICS responsibility is to avoid self-dispatching or freelancing!

Note that when possible, responders should get a complete deployment briefing.



Visual 7.4

Deployment Briefing

- ✓ Descriptive location and response area
- ✓ Incident check-in location
- ✓ Specific assignment (e.g., position, team designation, etc.)
- ✓ Reporting time
- ✓ Communications instructions (e.g., incident frequencies)
- ✓ Special support requirements (e.g., facilities, equipment transportation and off-loading, etc.)
- ✓ Travel arrangements (if needed)

Unit 7:
Common Responsibilities

Visual 7.4

Visual Description: Deployment Briefing Contents

Instructor Notes

Tell the participants that upon receiving their incident assignment, their deployment briefing will most likely include the following:

- Descriptive location and response area
- Incident check-in location
- Specific assignment (e.g., position, team designation, etc.)
- Reporting time
- Communications instructions (e.g., incident frequencies)
- Special support requirements (e.g., facilities, equipment transportation and off-loading, etc.)
- Travel arrangements (if needed) including authorization for air, rental car, lodging, meals, and incidental expenses



Visual 7.5

Discussion Question

If you were deployed outside your home jurisdiction, what should you do to prepare for an extended stay or out-of-jurisdiction travel?

Unit 7:
Common Responsibilities

Visual 7.5

Visual Description: If you were deployed outside your home jurisdiction, what should you do to prepare for an extended stay or out-of-jurisdiction travel?

Instructor Notes

Ask the group the following question:

If you were deployed outside your home jurisdiction, what should you do to prepare for an extended stay or out-of-jurisdiction travel?

Allow time to respond. After a discussion, refer the participant to the checklist on the next page.

Checklist: Preparing for a Lengthy Deployment Outside Your Jurisdiction

- ✓ 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.
 - ✓ Determine appropriate travel authorizations.
 - ✓ Familiarize yourself with travel and transportation arrangements.
 - ✓ Determine your return mode of transportation.
 - ✓ Determine payroll procedures.
 - ✓ Take your passport, if you are going on a foreign assignment.
 - ✓ Review who you will report to and what your position will be.
 - ✓ Establish a clear understanding of your decisionmaking authority.
 - ✓ Determine communications procedures for contacting your headquarters or home office.
 - ✓ Identify purchasing authority and procedures.
 - ✓ Identify procedures for obtaining food and lodging.
-



Visual 7.6

Check-In at the Incident: Purpose

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.

Unit 7:
Common Responsibilities

Visual 7.6

Visual Description: Check-In at the Incident: Purpose

Instructor Notes

Explain to the group that they must check in at the incident. Checking in 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 7.7

Check-In at the Incident: Procedures

Check in **only once** at an authorized location:

- At the Incident Command Post
- At the Base or Camp(s)
- At the Staging Areas
- At the helibase
- With the Division/Group Supervisor

Check-in information is usually recorded on ICS Form 211, Check-In List.



Unit 7:
Common Responsibilities

Visual 7.7

Visual Description: Check-In at the Incident: Procedures

Instructor Notes

Emphasize that they should check in **only once** at an authorized location. Check-in locations are usually:

- At the Incident Command Post.
- At the Base or Camp(s).
- At the Staging Areas.
- At the helibase.
- With the Division/Group Supervisor.

Tell the group that check-in information is usually recorded on ICS Form 211, Check-In List.



Visual 7.8

Knowledge Review

Instructions: Answer the question below.

You arrive at your deployment location and complete your check-in at the Incident Command Post. The next day you report to begin working in the Logistics Section at the Base.

Do you need to check in again when you report to Base?

Unit 7:
Common Responsibilities

Visual 7.8

Visual Description: Knowledge Review

Instructor Notes

Ask the participants the following question:

You arrive at your deployment location and complete your check-in at the Incident Command Post. The next day you report to begin working in the Logistics Section at the Base.

Do you need to check in again when you report to Base?

Allow time to respond.

If not mentioned, tell the participants that the correct answer is no. They should NOT check in again when reporting to the Base. They should check in only once at the incident.



Visual 7.9

Initial Incident Briefing

Make sure that you receive an initial incident briefing.

- ✓ Current situation assessment and objectives
- ✓ Specific job responsibilities
- ✓ Location of work area
- ✓ Procedural instructions for obtaining additional resources
- ✓ Safety hazards and required safety procedures/Personal Protective Equipment (PPE), as appropriate

Unit 7:
Common Responsibilities

Visual 7.9

Visual Description: Initial Incident Briefing:

Instructor Notes

Tell the participants that after check-in, they will need to locate their incident supervisor and obtain their initial briefing. This briefing will most likely include:

- Current situation assessment and incident objectives.
- Specific job responsibilities.
- Location of work area.
- Procedural instructions for obtaining resources (additional supplies, services, and personnel).
- Safety hazards and required safety procedures/Personal Protective Equipment (PPE), as appropriate.



Visual 7.10

Discussion Questions

Why is incident recordkeeping important?

What are the challenges for maintaining records at an incident?

Unit 7:
Common Responsibilities

Visual 7.10

Visual Description: Discussion Questions - Why is incident recordkeeping important? What are the challenges for maintaining records at an incident?

Instructor Notes

Ask participants the following question:

Why is incident recordkeeping important?

Allow time to respond. If not mentioned by participants, add the following key points:

- Incident recordkeeping is important for the transfer of command. When a new Incident Commander arrives on the scene, he or she will need to know as much as possible about what has occurred in the previous operational period.

Ask participants the following question:

What are the challenges for maintaining records at an incident?

Allow time to respond. If not mentioned by participants, explain that maintaining records at an incident can be challenging because personnel are often out in the field without easy access to a computer.



Visual 7.11

Keep Accurate Incident Records

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



Unit 7:
Common Responsibilities

Visual 7.11

Visual Description: Keep Accurate Incident Recordkeeping

Instructor Notes

Tell the participants that all incidents require some form of recordkeeping. Requirements vary depending upon the agencies involved and the nature of the incident. Review the following general recordkeeping guidelines:

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



Visual 7.12

Supervisory Responsibilities

If you are 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.



Unit 7:
Common Responsibilities

Visual 7.12

Visual Description: Supervisory Responsibilities

Instructor Notes

Tell the participants that if they are a supervisor, they 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 7.13

Be Accountable for Your Actions

- **Maintain chain of command and unity of command. Take direction from a single supervisor.**
- **Communicate potential hazards and changing conditions using clear text and Plain English.**
- **Act professionally and avoid/report prohibited activities such as:**
 - **Sexual harassment or discrimination.**
 - **Use of illegal drugs or alcohol.**

Unit 7:
Common Responsibilities

Visual 7.13

Visual Description: Be Accountable for Your Actions

Instructor Notes

Tell the participants that they must be accountable for their personal actions by:

- Maintaining chain of command and unity of command, and taking direction from a single supervisor.
- Communicating potential hazards and changing conditions using clear text and Plain English.
- Acting professionally and avoiding/reporting prohibited activities such as:
 - Sexual harassment or discrimination.
 - Use of illegal drugs or alcohol.

Remind the participants that incident response can produce high-stress situations.

Remember . . . Be patient and act in a professional manner at all times.



Visual 7.14

Discussion Question

Before leaving an incident, what should you do?

Unit 7:
Common Responsibilities

Visual 7.14

Visual Description: Discussion Question: Before leaving an incident, what should you do?

Instructor Notes

Ask participants the following question:

Before leaving an incident, what should you do?

Allow time to respond. If not mentioned by the participants, point out the following key points:

- Complete all work assignments.
- Brief replacements, subordinates, and supervisor.
- Provide followup contact information.
- Complete post-incident reports.
- Return any incident-issued equipment or supplies.



Visual 7.15

When Demobilizing (1 of 2)

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



Unit 7:
Common Responsibilities

Visual 7.15

Visual Description: Incident Demobilization (1 of 2)

Instructor Notes

Explain that agency requirements for demobilization may vary considerably. However, you can review these general demobilization guidelines:

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

Tell the group that these guidelines are continued on the next visual.



Visual 7.16

When Demobilizing (2 of 2)

- Return any incident-issued equipment or other nonexpendable supplies.
- Complete post-incident reports, critiques, evaluations, and medical followup.
- Complete any administration issues.
- Upon arrival at home, notify the home unit (i.e., whoever is tracking you) of your arrival and ensure your readiness for your next assignment.

Unit 7:
Common Responsibilities

Visual 7.16

Visual Description: Incident Demobilization (2 of 2)

Instructor Notes

Explain that additional demobilization guidelines include:

- 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.
- Upon arrival at home, notify the home unit (i.e., whoever is tracking you) of your arrival and ensure your readiness for your next assignment.



Visual 7.17

Summary

Are you able to:

- Describe common mobilization responsibilities?
- Describe common responsibilities at an incident?
- List individual accountability responsibilities?
- Describe common demobilization responsibilities?

Unit 7:
Common Responsibilities

Visual 7.17

Visual Description: Summary

Instructor Notes

Summarize this unit by asking the group if they can:

- Describe common mobilization responsibilities.
- Describe common responsibilities at an incident.
- List individual accountability responsibilities.
- Describe common demobilization responsibilities.

Ask if anyone has any questions about anything covered in this unit.

Transition to the next unit by explaining that Unit 8 will provide a summary of the course.