
Unit 7: Common Responsibilities



Unit 7: Common Responsibilities



Visual Description: Unit Introduction

Key Points

This unit provides an overview of common responsibilities.



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

Key Points

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

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



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:

Key Points

Remember: You 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!

When possible, responders should get a complete deployment briefing.



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

Key Points

Upon receiving your incident assignment, your 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



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?

Key Points

Answer the question below:



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

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.
-



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

Key Points

You 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.



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

Key Points

You 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.

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



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

Key Points

Read the following scenario and 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?



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:

Key Points

After check-in, you will need to locate your 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.



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?

Key Points

Answer the questions below:



Why is incident recordkeeping important?



What are the challenges for maintaining records at an incident?



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

Key Points

All incidents require some form of recordkeeping. Requirements vary depending upon the agencies involved and the nature of the incident. Note 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).



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

Key Points

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.



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

Key Points

You must be accountable for your 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.

Remember: Incident response can produce high-stress situations. Be patient and act in a professional manner at all times.



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?

Key Points

Answer the question below:



Before leaving an incident, what should you do?



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)

Key Points

Agency requirements for demobilization may vary considerably. The points below are 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.

(These guidelines continue on the next page.)



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)

Key Points

General 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.



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

Key Points

Are you now able to:

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

The next unit will provide a summary of the course.