

# Unit 7: Common Responsibilities



FEMA



# Unit Objectives

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



# Mobilization

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



# Deployment Briefing

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- ✓ 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)

# Discussion Question

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

# Check-In at the Incident: Purpose

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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.

# 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.



# Knowledge Review

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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?**

# Initial Incident Briefing

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**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**

# Discussion Questions

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**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).



# 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.**



# **Be Accountable for Your Actions**

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- **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.**

# Discussion Question

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**Before leaving an incident, what should you do?**

# When Demobilizing (1 of 2)

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- 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.



# When Demobilizing (2 of 2)

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- 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.

# Summary

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Are you able to:

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