CHAPTER 1

COMMON RESPONSIBILITIES

Contents..... 1-1
Common Responsibilities..... 1-2
Unit Leader Responsibilities..... 1-2

COMMON RESPONSIBILITIES

The following is a checklist applicable to all ICS personnel:

a. Receive assignment from your agency, including:
   1. Job assignment, e.g., Strike Team designation, overhead position, etc.
   2. Resource order number and request number
   3. Reporting location
   4. Reporting time
   5. Travel instructions
   6. Any special communications instructions, e.g., travel frequency
b. Upon arrival at the incident, check in at designated Check-in location. Check-in may be found at:
   1. Incident Command Post
   2. Base or Camps
   3. Staging Areas
   4. Helibases
   5. If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor.
c. Receive briefing from immediate supervisor.
d. Acquire work materials.
e. Conduct all tasks in a manner that ensures safety and welfare of you and your co-workers utilizing accepted risk analysis methods.
f. Organize and brief subordinates.
g. Know the assigned frequency (ies) for your area of responsibility and ensure that communication equipment is operating properly.
h. Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications," e.g., "Webb Communications".
i. Complete forms and reports required of the assigned position and send through supervisor to Documentation Unit.
j. Respond to demobilization orders and brief subordinates regarding demobilization.

UNIT LEADER RESPONSIBILITIES

A number of the Unit Leader responsibilities are common to all units in all parts of the organization. Common responsibilities of Unit Leaders are listed below. These will not be repeated in Unit Leader Position Checklists in subsequent chapters:

a. Participate in incident planning meetings as required.
b. Determine current status of unit activities.
c. Confirm dispatch and estimated time of arrival of staff and supplies.
d. Assign specific duties to staff and supervise staff.
e. Develop and implement accountability, safety, security, and risk management measures for personnel and resources.
f. Supervise demobilization of unit, including storage of supplies.
g. Provide Supply Unit Leader with a list of supplies to be replenished.
h. Maintain unit records, including Unit/Activity Log (ICS Form 214).