

# Incident Commander Orientation Checklist

- Introduce yourself and your position. Remind all to sign in on ICS Form 211p Personnel Check-In List
- If there is a “general” phone line, assign someone to answer it or forward to the Documentation Unit phone
- Ask everyone to introduce themselves and their role
- Provide housekeeping details, i.e., location of restrooms and copiers, phone and email instructions
- Remind team to take regular breaks
- Ask all response staff to take out and review Job Action Sheets
- Direct response team to location of the ICS forms
- Review the ICS 207 incident organization chart and team
  - Note any vacancies and determine if they need to be filled
  - Ask team to consider any additional staffing needs
- Conduct Initial Incident Briefing by reviewing ICS Form 201 - Incident Briefing
  - Review overall Incident Objectives
  - The Initial Briefing usually leads into the Command/General Staff Meeting & setting of Incident Objectives on the Planning P
  - Direct Planning Chief to begin ICS 202 Incident Objectives form for Incident Action Plan
  - Review or create SMART Operational Period Objectives (may ask Planning Chief to facilitate this)
  - Outline next steps
- Restate the names of the people filling section chief and officer roles
- Remind all response staff to maintain their ICS form 214 Activity Log
- Set check-in time to maintain situational awareness
- Coordinate with Planning Chief to develop an Incident Action Plan (IAP) for next operational period utilizing your command and general response team. Forms commonly included in the IAP and response role responsible for;
  - Incident Objectives 202                      Planning Chief
  - Organization Assignment List 203        Planning Section - Resources Unit
  - Assignment List 204                          Planning Section - Resources Unit
  - Radio Communications Plan 205        Logistics Section - Tactical Communications
  - Medical Plan 206                            Medical Unit Leader, Safety Officer
  - Safety Message 208                        Safety Officer