

LEADING THE INITIAL INCIDENT RESPONSE

A CHECKLIST

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- I. Duties of the Initial Response Incident Commander
 - A. Take the initial report
 - B. Gather and evaluate the information
 - C. Size up the incident
 - D. Determine the urgency
 - E. Develop and implement an appropriate response
 - F. Track the resources
 - G. Document the incident events
 - H. Evaluate the success of the initial efforts
 - I. Revise the plan and obtain the needed resources
 - J. Escalate the incident response appropriately

- II. Take the initial report (from dispatcher or reporting party)
 - A. Gather information on:
 - 1. What happened, what kind of an incident, what are the threats
 - 2. Who reported it, who is involved
 - 3. Where did (is) it occur (occurring), directions to scene
 - 4. When did it occur, start
 - 5. How did it happen, how big is it, how big will it get
 - 6. Why did it happen
 - B. Write down this information (initial incident report form).
 - C. Use a map to locate the incident and the most direct route.

- III. Enroute to the incident
 - A. Travel safely to the incident. Make haste slowly!
 - B. Consider what you know about the area and the incident
 - 1. Type of incident, threats to life and property
 - 2. Terrain and accessibility
 - 3. Land ownership
 - 4. History of incidents like this in the area
 - 5. Other resources currently in route
 - 6. Backup resource availability
 - C. You need to determine
 - 1. How urgent is the required response, based upon potential threats
 - 2. What you need to do to resolve the incident
 - 3. In what order it needs to be done
 - 4. How many and what kind of resources will you need to resolve the incident
 - 5. How long it will take to resolve it
 - 6. How much bigger or more complex will it get before you control it.

- IV. **UPON ARRIVAL conduct a thorough size up to answer any questions you have developed enroute.**
 - A. Terrain
 - B. Access
 - C. Size, complexity
 - D. Potential
 - E. Weather
 - F. Hazards/problem areas
 - G. Additional situation information
 - H. Get an overall view..."the big picture"
 - I. Set up an Incident Command Post **ESTABLISH COMMAND**

- V. Develop Incident Objectives
 - A. Initial response Objectives are similar:
 - 1. Ensure responder safety
 - 2. Control the size and complexity of the incident
 - 3. Resolve the incident as quickly as possible
 - B. Incident Objectives are often not written, but the ICS-201 is a good place to keep notes! Start with your Incident Objectives!

- VI. Develop tactics to accomplish the objectives
 - A. Initial tactics should address priority needs
 - B. Tactics should be achievable with available resources
 - C. If not, immediately order the additional resources needed!
- VII. Assign and brief resources
 - A. Tactical assignments
 - 1. Who - resource assigned
 - 2. What - task to be accomplished
 - 3. Where - location of assignment
 - 4. When - time frame for accomplishment
 - 5. How - how well (the standard)
 - 6. Why - relationship of task to Incident Objectives
 - B. Communications links
 - C. Hazards in the area
 - D. Safety information
 - E. Special equipment needed
 - F. Transportation details

ALL OF THE ABOVE TASKS **SHOULD BE ACCOMPLISHED WITHIN 10 MINUTES OF ARRIVAL ON SCENE!**

- VIII. Communicate the current situation and your actions to the dispatcher.
- IX. Evaluate the initial response plan
 - A. Is the plan working? If not, why not?
 - B. Are more resources needed?
 - C. How much time will it take to control the incident?
 - D. What influences will affect success?
 - 1. Weather
 - 2. Hazards
 - 3. Terrain
 - 4. Vegetation
 - 5. Skilled resource availability
 - E. How can I deal with the unexpected? (The “What if” Game)
- X. If the plan is working, (Incident Objectives being met) continue...
If plan is not working, change it and get additional help
 - A. Most common problem is not escalating early enough
 - B. Better to have resources available in reserve than not enough
- XI. Consider incident support needs
 - A. Logistics
 - 1. Food, water, and sanitation
 - 2. Transportation
 - 3. Special equipment
 - 4. Camp, medical and security needs
 - B. Finance
 - C. Documentation
 - 1. Use ICS-201
 - 2. Document at least:
 - a. Incident Objectives
 - b. Tactics
 - c. Major decisions and actions (time & date)
 - d. Weather
 - e. Hazards/problems
 - f. Facilities established
 - g. Resources on scene and resources ordered
 - h. Incident organization
- XII. Points to remember as the Initial Response Incident Commander
 - A. Most incidents are resolved by the initial response effort
 - B. The Initial Response Incident Commander is a supervisor and a leader
 - C. Don't get bogged down in “Doing,” DELEGATE and MANAGE!
 - D. Communicate with your resources and your dispatcher
 - E. Think and plan ahead!
 - F. Keep adequate numbers of resources in reserve
 - G. Escalate the response early! If you are not sure you can resolve the incident in the First operational period, call for assistance now!