

Incident Commander

Radio Call Sign: **“Command”**
Radio Channel: Local / County Fire
Recommended Location: Command Post
Recommended Vest Color: White

Command Staff Responsibilities

Incident Commander Duties: - Overall Incident Activities

1. Obtain briefing, rapidly evaluate situation, identify immediate and potential problems
2. Develop incident strategy, develop plan of attack and revise as needed
3. Determine availability and need of resources

Staffing	Evacuation parameters
Apparatus	Containment supplies
Equipment	Special equipped personnel

4. Assign Staff and Units as required

Safety	Public Information
Operations	Resources
Liaison	Staging
Water	Sectors

5. Designate Staging Area
6. Establish Communications Frequency
7. Release personnel, units and obtain necessary records at termination of incident.

Incident Information Officer

Radio Call Sign: **“INFORMATION”**
Radio Channel: Command
Recommended Location: Command Post
Recommended Vest Color: Orange

Command Staff Responsibilities

Public Information Officer - Responsibilities: Formulate and release factual information about the incident to the news media and other appropriate agencies with the approval of the Incident Commander

Duties:

1. Obtain situation briefing and incident objectives from the Incident Commander.
2. Assess situation and coordinate activities with the Incident Commander and check restrictions to be set upon news releases.
3. Establish lines of communications with the local and state agencies for uniformity of news releases.
4. Assemble and prepare information for release and forward to appropriate media representatives.
5. Arrange for still photos and television from safe area.
6. Forward report of activities to the Incident Commander at termination of the incident.

Incident Liaison Officer

Radio Call Sign: **“LIAISON”**
Radio Channel: As Assigned
Recommended Location: Command Post
Recommended Vest Color: Orange

Command Staff Responsibilities

Liaison Officer - Responsibilities: Interact with assisting and cooperating agencies, including civilian agencies

Duties:

1. Obtain situation briefing Incident Commander and/or Operations Officer
2. Appoint and brief staff as needed
3. Assist Dispatching and Operations base with locating information or equipment and inform or update the Incident Commander
4. Provide liaison between the Incident Commander and:

Law Enforcement	IDOT
ESDA / IEMA	EPA
Chemtrec	Personnel Services (Red Cross, etc.)
5. Source extra radio batteries, fuel, food, transportation, apparatus and/or equipment maintenance and housing as needed
6. Maintain records and forward to the Incident Commander at the termination of the incident.

Incident Operations Officer

Radio Call Sign: “Operations” / “OPS”
Radio Channel: Command
Recommended Location: Combat Area
Recommended Vest Color: Green

Command Staff Responsibilities

Incident Operations Officer - Responsibilities: Overall management of incident combat operations

Duties:

1. Obtain situation briefing and incident objectives from the Incident Commander
2. Assess situation and appoint and brief staff as needed

Attack	Staging
Water Supply	Haz. Mat
Ventilation	Rescue
R.I.T	

3. Supervise suppression and rescue operations
4. Establish resource needs and communicate to Incident Commander
5. Assign personnel, apparatus and equipment with periodical updates to the Incident Commander from the Sector Officers
6. Maintain records of activities and forward to the Incident Commander with the termination of the incident.

Resource & Situation Officer

Radio Call Sign: **“Resource”**
Radio Channel: As Assigned
Recommended Location: Command Post
Recommended Vest Color: Orange

Command Staff Responsibilities

Resource & Situation Officer - Responsibilities: Collect and display status of resources, (personnel, equipment, apparatus, etc.)

Duties:

1. Obtain situation briefing and incident objectives from the Incident Commander and/or Operations Officer.
2. Appoint and brief staff -- if necessary.
3. Prepare and maintain Command Post display board from informing the Incident Commander and the Public Information Officer

Document Status of:

Incident	Special Information
Operations	Special hazards
Sectors	Weather
Resources	Maps

[*note*] The display board should contain a drawing/sketch of the site, staging, assigned apparatus, resources and company locations

4. Collect, store and report data pertinent to the incident
5. Prepare a situation summary report for the Incident Commander with all reports developed during the incident.
6. When so ordered, secure operations.

Incident Safety Officer

Radio Call Sign: **“Safety”**
Radio Channel: Command
Recommended Location: Operations Area & Command Post
Recommended Vest Color: Yellow

Command Staff Responsibilities

Incident Safety Officer - Responsibilities: Safety of all personnel (emergency response and public and equipment)

Duties:

1. Obtain situation briefing and incident objectives from the Incident Commander.
2. Assess situation, appoint and brief staff as needed
3. Identify existing and potential hazardous situations associated with incident and inform Incident Commander and Operations.
4. **EXERCISE EMERGENCY AUTHORITY TO STOP AND PREVENT UNSAFE ACTS OR CONDITIONS**
5. Survey the area for dangerous situations
 - a) Utilities – gas, water, electric, sewer
 - b) Structure – Structural integrity, elevator or shafts
 - c) Hazardous Materials – Toxic gases, Flammable environment, Chemical agents, BLEVE, Radiation
6. Update all personnel periodically of potential dangers
7. Investigate any accidents
8. Maintain a record of activities and forward to the Incident Commander at the termination of the incident.

Incident Sector Officer(s)

Radio Call Sign: "As Assigned"
Radio Channel: Command
Recommended Location: Assigned Area of Responsibility
Recommended Vest Color: Orange

Command Staff Responsibilities

Sector Officer - Responsibilities: Performing the tactical tasks assigned to that sector

Duties:

1. Obtain situation briefing from the Operations Officer.
2. Assess situation and assign personnel
3. Provide for general safety and welfare of personnel
4. Perform assigned tasks and evaluate efforts
5. Update Operations Officer of status and any change for addition or reduction of resources.

Staging Officer

Radio Call Sign: “Staging”
Radio Channel: Command & Mutual Aid
Recommended Location: Assigned Area
Recommended Vest Color: Orange

Command Staff Responsibilities

Staging Officer - Responsibilities: Establish a staging area to maintain combat elements supplied with personnel, equipment, and supplies

Duties:

1. Obtain situation briefing from the Incident Commander and / or Operations Officer.
2. Organize the arrival and positioning of all units, as not to restrict any route or unit when dispersed
3. Provide a safe area for Emergency Medical Services personnel, reserve equipment and personnel rehabilitation
4. Inform Operations of all resources when they become available.
5. Maintain records and forward to the Incident Commander with the termination of the incident.