

Mission Base Staff Tasks

This Task Guide has been edited
to include only the tasks for
Incident Commander 3



11 April 2005

Developed as part of the
National Emergency Services Curriculum Project

C-4000
DEMONSTRATE THE ABILITY TO SELECT AN INCIDENT STAFF

CONDITIONS

You are an Incident Commander (IC) and must select your incident staff.

OBJECTIVES

1. Determine the command staff required to support the current incident
2. Determine the general staff required to support the current incident
3. Demonstrate knowledge of the requirements for deputies and assistants in key positions on an incident.
4. Demonstrate knowledge of the reasons not to combine positions on an incident.

TRAINING AND EVALUATION

Training Outline

1. The primary command staff functions are information, safety, liaison, and chaplain services. These functions are the responsibility of the Incident Commander should these positions not be filled. To properly understand their requirements, it is necessary to review the basic responsibilities of these personnel:

a. The Information Officer will be the point of contact for the media or other organizations seeking information directly from the incident or event. Although several agencies may assign personnel to an incident as information officers, there will only be one incident Information Officer. Others will serve as assistants.

b. The Mission Safety Officer monitors safety conditions and develops measures for insuring the safety of all assigned personnel.

c. The Agency Liaison is the primary contact for representatives from other agencies (usually called agency representatives) that may be assigned to the incident to coordinate their agency's involvement.

d. The mission Chaplain ministers to both spiritual and emotional needs of all individuals, families, and mission staff alike. The chaplain arranges for religious services or observances on Sundays and other holy days of obligation. During the mission, the chaplain may serve as a liaison for victim's families, providing information on the progress of the mission and coordinating the families' needs with the Logistics Section Chief or other mission personnel and agencies as necessary. When serious injury or loss of life has occurred, the mission Chaplain may provide pastoral care to the mission staff, victims, survivors, and their families.

2. The primary direct line management functions of an ICS organization have been established as the operations, planning, logistics, and finance/administration sections. The Incident Commander has responsibility for these functional activities if a general staff position is not activated. To properly understand their requirements, it is necessary to review the basic responsibilities of these personnel:

a. The Operations Section Chief is responsible for managing all tactical operations at an incident. The number of tactical resources involved and span of control considerations generally dictate the build-up of the operations section. There is no precise guideline for when the operations section will be established on an incident, but incident commanders should consider that the operations section is responsible for ground or surface based tactical resources, aviation resources (both helicopters and fixed-wing aircraft), and staging areas.

b. The Planning Section Chief is responsible for providing planning and status services for the incident. The planning section collects situation and resource status information, evaluates it, and processes the information for use in developing action plans. Dissemination of this information is then provided to key staff members through the incident action plan, formal briefings, or through map and status board displays.

c. The Logistics Section Chief provides all incident support needs with the exception of air logistics support. Logistics provides facilities, transportation, communications, supplies, equipment maintenance and fueling, food services for responders, medical services for responders.

d. The Finance Administration Section Chief is responsible for managing all financial aspects of an incident including but not limited to cost analysis, compensation and claims, and even determining if there is a need for an incident commissary. Not all

incidents will require a finance/administration section. Only when the involved agencies have a specific need for finance services will the section be activated. Due to the specialized nature of the administration and finance function, the finance/administration section chief is usually a member of the jurisdiction or agency requiring financial services, but that is not an absolute requirement.

3. Deputy and assistant positions may be established for general and command staff positions respectively, but must meet some basic guidelines prior to assignments.

a. Deputies are individuals fully qualified to fill the primary positions as section chiefs. Assistants may not be fully qualified to fill the position on the command staff, but ideally will be qualified to step in if needed.

b. Deputies and assistants can be designated from other jurisdictions or agencies as appropriate.

c. Deputies and assistants must understand that only one person will be designated to lead each general or command staff position at a time.

4. Though staffing may be limited and it may often seem easier to combine staff positions initially, it does not normally work out as well in the long-term. It is better to initially create two separate functions, and if necessary for a short time place one person in charge of both. That way the transfer of responsibility can be made easier when it happens. Additionally, there are two main reasons to not combine positions:

a. If the positions need to be separated at a later time, this could cause confusion due to mix of assignments, staffing, etc.

b. This creates a “non-standard” organization that would be confusing to incoming agencies.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Manual.

Evaluation Preparation

Setup: Prepare a list of potential staff members for the incident commander to choose from when selecting his staff for an incident scenario you provide.

Brief Student: Given the list and scenarios prepared above, ask the student to select their staff for the next operational period. The student should be prepared to defend their decisions.

Evaluation

Performance measures

Results

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Based on the list and scenario provided, was the student able to assign staff members to the incident so that the mission objectives could be accomplished. | P | F |
| 2. Can the student explain the guidelines for employing deputies and assistants? | P | F |
| 3. Can the student explain the two main reasons not to combine staff positions? | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

C-4001

Demonstrate the ability to complete an ICS Form, 201 (Incident Briefing)

CONDITONS

You are the Incident Commander of a new or continuing incident.

OBJECTIVE

Using the information received from the requesting agency or your predecessor, complete the Incident Briefing Form, ICS 201, for this incident.

TRAINING AND EVALUATION

Training Outline

The incident briefing form provides the Incident Commander (and the command and general staffs assuming command of the incident) with basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident.

Instructions for Completing the Incident Briefing (ICS Form 201). The following steps should be followed to complete ICS Form 201:

Item

1. Incident Name - Print the name assigned to the incident.
2. Date Prepared - Enter date prepared (month, day, year).
3. Time Prepared - Enter time prepared (24-hour clock).
4. Map Sketch - Show perimeter and control lines, resources assignments, incident facilities, and other special information on a sketch map or attached to the topographic/other appropriate map.
5. Prepared By - Enter the name and position of the person completing the form.
6. Summary of Current Actions - Enter the strategy and tactics used on the incident and note any specific problem areas.
7. Current Organization - Enter on the organization chart the names of the individuals assigned to each position. Modify the chart as necessary.
8. Resources Summary - Enter the following information about the resources allocated to the incident. Enter the number and type of resource ordered. Resources Ordered - Enter the number and type of resource ordered. Resource Identification - Enter the agency three-letter designator, S/T, Kind/Type and resource designator. ETA/On Scene - Enter the estimated arrival time and place the arrival time or a checkmark in the "on scene" column upon arrival. Location/Assignment - Enter the assigned location of the resource and/or the actual assignment.

NOTE: Additional pages may be added to ICS Form 201 if needed.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Manual.

Evaluation Preparation

Setup: Workspace with form ICS201, pens, pencils etc

Brief Student: Enter briefing information received on the ICS201 form.

Evaluation

Performance measures

Results

1. Completely fill out items 1-8 on the ICS Form 201

P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

C-4002

Demonstrate the ability to Develop and Approve an Incident Action Plan (ICS Forms 202-206) with attachments

CONDITONS

You are the Incident Commander of a new or continuing incident.

OBJECTIVE

Using the information received from the requesting agency or your predecessor, complete the Incident Action Plan, ICS 202-206 with attachments, for this incident.

TRAINING AND EVALUATION

Training Outline

An incident action plan documents the actions developed by the Incident Commander and command and section staffs during the planning meeting. When all attachments are included, the plan specifies the control objectives, tactics to meet the objectives, resources, organization, communications plan, medical plan, and other appropriate information for use in tactical operations. The incident action plan should at least contain the following:

- a. Incident Objectives (ICS Form 202)
- b. Organization Assignment List (ICS Form 203)
- c. Incident Map (topographic section or sketch)
- d. Assignment List (ICS Form 204)
- e. Radio Communications Plan (ICS Form 205)
- f. Traffic Plan (internal and external to the incident)
- g. Medical Plan (ICS Form 206)

Preparation. An incident action plan is completed following each formal planning meeting conducted by the incident commander and the command and general staff. The incident commander must approve the plan prior to distribution.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Manual.

Evaluation Preparation

Setup: Workspace with form ICS Forms 202, 203, 204, 205, 206 pens, pencils, a topographic section or other mission maps, traffic plans, etc.

Brief Student: *Given a scenario*, enter information on the forms provided to complete the Incident Action Plan.

Evaluation

Performance measures

Results

Complete and compile an Incident Action Plan using the provided material for the scenario presented.

- | | | |
|-----------------|---|---|
| 1. ICS Form 202 | P | F |
| 2. ICS Form 203 | P | F |
| 3. ICS Form 204 | P | F |
| 4. ICS Form 205 | P | F |
| 5. ICS Form 206 | P | F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

C-4003

Demonstrate ability to closeout a mission including completion of CAP Form 115

CONDITONS

You are the Incident Commander of a new or continuing incident.

OBJECTIVE

Using ICS forms and information provided by your evaluator, complete the CAPF 115 Mission Folder with the information provided.

TRAINING AND EVALUATION

Training Outline

1. The CAPF 115 is used as a folder for all mission documents of record.
2. The form is initiated by the Incident Commander at the opening of the mission, updated throughout the mission, and forwarded to the wing headquarters at the close of the mission.
3. The CAPF 115 is provided to the wing headquarters at the close of the mission to be kept as part of the official records of all missions conducted by the wing.
4. Instructions for Completing the CAP Emergency Services Mission Folder (CAPF 115).
 - Item
 - 1. Summary Information: Fill-in the mission number, the agency supported, the name of the IC or Agency Liaison, when the mission was opened and when the mission was closed.
 - 2. Opening Actions: Initial when the IC or Agency Liaison has been briefed; when the ICS 201 is completed; when resources have been alerted; when the Incident Action Plan is complete; when press releases have been accomplished; and any other information required.
 - 3. Closing Actions: Initial when the lead agency has been briefed; when the CAPF 122 is complete; when situation reports (SITREPs) are submitted; when resources have been released; and any other information required.
 - 4. Post-Mission Processing: After the mission is completed the wing staff should initial when support letters have been sent, after action reports are completed, press releases accomplished, CAPFs 108 compiled, and any other information required completed. Additionally, the form should be initialed by the key incident and wing staff members appropriately upon their reviewing and approving the folder.
 - 5. Mission Resources: When resources are alerted or released should be noted in the folder with their contact information.
 - 6. Organizational Contacts: List the agencies or personnel that are key points of contact on this mission so that they can be referred to again if necessary either on this mission or added to a contact database for future missions.
 - 7. Page 3 has been left blank so that forms can be stapled or otherwise bound into the folder for the future. For each mission, the folder should contain any sign-in sheets, briefing forms, mission reports, after action reports, press releases, reimbursement requests, accident or incident reports, and any other pertinent information that might be needed in the future.
 - 8. Mission Summary: List the personnel results, resources used, and any specific mission remarks necessary.
5. This form is available in accordance with CAPR 5-4, *Publications and Blank Forms Management* and at the NHQ CAP Website.

6. This form will be used on all missions for storage of CAP mission records, and supporting agency documents if applicable.

Additional Information

More detailed information on this topic is available in the Mission Staff Reference Manual.

Evaluation Preparation

Setup: Workspace with form CAP Form 115 pens, pencils, etc.

Brief Student: Given an Incident Action Plan, sortie information, and results complete a CAPF 115 Mission Folder.

Evaluation

Performance measures

Results

1. Completely fill in all relevant portions of the CAPF 115.

P F

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

DEMONSTRATE THE ABILITY TO CONDUCT A MAJOR INCIDENT BRIEFING

CONDITIONS

You are an incident commander or agency liaison and must brief the incident staff on critical issues.

OBJECTIVES

1. Prepare the student to brief the incident staff on critical issues.

TRAINING AND EVALUATION

Training Outline

1. Formal and complete briefings are extremely important for safe and effective mission accomplishment. They must be comprehensive, concise, and specific. Inadequate briefings may lead to complacency, incomplete mission accomplishment, and compromise of safety. Briefings should present important information and bring the varied incident staff up-to-date on developments in the mission. Participating personnel must be kept fully informed of operational plans and status of the mission so that individual aircrews and ground teams may make sound decisions and assist in providing information to the incident commander.
2. Briefings and debriefings should be conducted in a formal atmosphere and in a suitable briefing room if possible. It may or may not be appropriate to conduct the briefing at the incident command post. It may be more appropriate for briefings to be done at a major staging area or other reserved location. Also consider who will hear the briefing. Depending on the location, you may not only have staff listening, but also interested bystanders like the press or members of the community, and it may not be appropriate for them to hear sensitive or even classified information.
3. The incident commander or appropriate staff members will establish the actual time of the briefing and who must or should attend. In selecting a time for a briefing consider the following:
 - a. A general group briefing is normally accomplished at the beginning of especially resource intensive missions. Some personnel may not be available unless directed otherwise.
 - b. Briefings must be scheduled to allow crews ample time for pre-departure activities.
 - c. Periodic updates will most likely be necessary for resource intensive missions.
4. When developing and delivering the briefing, several items need to be reviewed and emphasized:
 - a. Key points of the current incident action plan should be reviewed. If necessary, copies of the formal plan and other handouts should be provided to important staff areas.
 - b. Professionalism and compliance with directives will be stressed.
 - c. Detailed checklists should be used by all staff members to prevent mishaps and mistakes that can lead to mission failure.
 - d. The briefer must emphasize the importance of safety and the need to incorporate risk management in decision-making. Our missions can be hazardous, but hazards should be minimized to avoid injury, or worse loss of life.

5. Updates to briefings must be provided in the most appropriate manner to communicate mission essential information. It may not be necessary to provide updates in a formal briefing environment, but the information still needs to get to those that need to make decisions. Verbal briefings by a clearance officer, or written orders posted to a status board in a common area of the incident base may suffice.

Additional Information

More detailed information on this topic is available in the mission base staff reference text.

Evaluation Preparation

Setup: Prepare an incident action plan with supporting materials for the student to review.

Brief Student: Based on the requirements established, ask the student to decide when and where the student will brief the staff, and then review the briefing when given.

Evaluation

<u>Performance measures</u>	<u>Results</u>
1. Student selects an appropriate time and area to brief the incident staff.	P F
2. Student reviews the current situation and briefs appropriate portions to the staff.	P F
3. Student identifies where staff members can find updates to the information provided throughout the mission.	P F
4. Student emphasizes the importance of the following:	
a. Safety and managing risk	P F
b. Professionalism	P F
c. Compliance with directives	P F
d. Use of checklists	P F

Student must receive a pass on performance measure number one or number two to qualify in this task. If the individual fails a measure, show what was done wrong and how to do it correctly.

C-4005

DEMONSTRATE THE ABILITY TO COORDINATE WITH OTHER AGENCIES

CONDITIONS

You are an Agency Liaison and must be able to coordinate and plan with various other agencies.

OBJECTIVES

1. Demonstrate a knowledge of responsibilities and capabilities of various SAR, DR, public safety, and other agencies
2. Demonstrate knowledge of the general capabilities and types of support requests CAP can assist
3. Demonstrate knowledge of CAP MOU's and joint operating agreements

TRAINING AND EVALUATION

Training Outline

1. Accomplishment of CAP missions may require the cooperation and assistance of many various agencies. These agencies may have a variety of missions and may be local, state, regional, or national. At times, you may be dealing with civilian, military, governmental, or even foreign agencies. Coordination is important to prevent duplication of services and confusion at times of joint operations. At times, CAP may be a support agency and you may be receiving request for mission support tasks. Still other times, you may be reaching out for assistance to other agencies for support of the CAP mission and tasks.
2. Direct liaison and coordination with other agencies is essential. Tact and courtesy is essential to developing strong working relationships and should be exercised to the fullest extent. The Agency Liaison is representing CAP to other agencies and professionalism and courtesy cannot be emphasized too much.
3. It is important for the AL to have a working knowledge of the agencies CAP more commonly works with. There are national MOU's with a number of organizations and agencies. You should also become familiar with any state agreements that may have been facilitated by the wing or local units.
4. Remember the decision to use CAP resources remains with CAP at all times. The Incident Commander must exercise judgment with a thorough assessment of risk and be capable to put appropriate controls in place to ensure safe operations. It is the AL job to coordinate and pass on to the IC requests for CAP resources with recommendations. Gather all information and pursue a decision in a timely manner, but be cautious to not commit CAP in the minds of the requestor for items not approved by the IC or that do not fall into the scope of the CAP mission. Once again, professionalism and tact are essential skills of an AL.

Additional Information

More detailed information on this topic is available in mission base staff reference text.

Evaluation Preparation

Setup: The evaluator will present the student with several scenarios involving coordination with other agencies.

Brief Student: Respond to questions as an AL assigned to a DR mission within your state.

Evaluation

Performance measures

- | | <u>Results</u> |
|------------------------------------------------------------------------------------------------------|----------------|
| 1. Name at least two resources CAP may coordinate with for food or housing during a mission. | P F |
| 2. Name at least two agencies that have a national MOU with CAP. | P F |
| 3. As the AL is representing CAP to other agencies, name two important qualities the AL should have. | P F |

Student must receive a pass on all performance measures to qualify in this task. If the individual fails any measure, show what was done wrong and how to do it correctly.

**DEMONSTRATE THE ABILITY TO SELECT AND ESTABLISH A SUITABLE
INCIDENT COMMAND POST OR STAGING AREA**

CONDITIONS

You are an incident commander and must select and establish a suitable incident command post or staging area to support the current incident.

OBJECTIVES

1. Prepare the student to establish a suitable incident command post.
2. Prepare the student to establish a suitable staging area.

TRAINING AND EVALUATION

Training Outline

Incident Command Posts

1. The Incident Command Post (ICP) is the location at which the primary command functions are performed. The Incident Commander will be located at the ICP. All incidents must have a designated location for the ICP. There will only be one ICP for each incident, even multi-agency or multi-jurisdictional incidents operating under a single or a unified command. The ICP can be located with other incident facilities.

The initial location for the ICP should consider the nature of the incident, whether it is growing or moving, and whether the ICP location will be suitable in size and safe for the expected duration of the incident.

The ICP may be located in a vehicle, trailer, tent, or within a building, to name just a few examples. On long-term incidents, it is desirable to provide an ICP facility that will provide adequate lighting and/or protection from the weather.

2. Larger and more complex incidents will often require larger ICP facilities. Examples of incidents that usually require an expanded ICP facility include:

- a. Multi-agency incidents run under a Unified Command
- b. Long-term incidents
- c. Incidents requiring an on-scene communications center
- d. Incidents requiring a separate planning function
- e. Incidents requiring the use of Command Staff and Agency Representative positions

3. ICPs will be designated by the name of the incident, e.g., Woodstock ICP. Some incidents may be large enough to have an on-site communications center to dispatch assigned resources. The communications center is often associated with or adjacent to the ICP. Also, some incidents will require space at the ICP to allow for various Command Staff and Planning Section functions.

4. The following are some general characteristics of the ICP that should be known and understood:

- a. There is only one ICP per incident, even if the incident is multi-jurisdictional.
- b. The incident communications center, if established at an incident, is often located with or adjacent to the ICP.

- c. The Incident Command function is carried out at the ICP.
 - d. The ICP may be located with other incident facilities such as the Incident Base.
 - e. The planning function is normally done at the ICP.
 - f. The ICP should be large enough to provide adequate working room for assigned personnel.
 - g. The ICP should contain situation and resource status displays necessary for the incident, and other information necessary for planning purposes.
 - h. Agency Representatives are normally located at the ICP.
 - i. Once established, the ICP will normally not be relocated. On expanding incidents it would be appropriate to move the ICP if an improved location is required or would facilitate command operations.
5. The following are general guidelines to be used in establishing the ICP:
- a. Position the ICP away from the general noise and confusion associated with the incident.
 - b. Position the ICP outside of the present and potential hazard zone.
 - c. Position the ICP within view of the incident (when appropriate).
 - d. Have the ability to expand the ICP as the incident grows.
 - e. Have the ability to provide security and control access to the ICP as necessary.
 - f. Identify the location of the ICP with a distinctive banner or sign.
 - g. Announce the activation and location of the ICP via radio or other communications media so that all appropriate personnel are notified.

Staging Areas

1. A Staging Area is a temporary location at an incident where personnel and equipment are kept while awaiting tactical assignments. An incident may have more than one Staging Area.
2. Staging Areas can be set up to meet specific functional needs. For example: for ambulances, fire equipment, police cars, etc. Some incidents may use the Staging Area(s) for only certain kinds of resources. For example, all police vehicles or all ambulances may be located in one Staging Area. A Staging Area could even be established in a harbor location for boats used in a water incident.
3. In locations where major incidents are known to occur frequently, it is advisable to designate possible Staging Area locations, and to plan their layouts in advance. Staging Areas may and probably will include temporary fueling and sanitation facilities.
4. Resources in a Staging Area are always in or on an available status, which means they are ready for assignment within three minutes. Staging Areas should be located within five minutes travel time to the area of expected need. These are important considerations for resource use planning and should be closely adhered to.

5. All Staging Areas will have a Staging Area Manager. The Staging Area Manager reports to the Operations Section Chief, or to the Incident Commander if an Operations Section has not been established.
6. Staging Areas will be given a name that describes their general location, e.g., Webster Park Staging Area. A Staging Area may be in the same general area or adjacent to other incident facilities; however, it should have its own separate location and name to avoid confusion should the staging area need to be moved in the future.
7. Staging Areas should have the following characteristics:
 - a. Be close to the location of tactical assignments (within five minutes).
 - b. Be located out of any possible line of direct hazard effects to minimize risk.
 - c. Be relocated if necessary.
 - d. Have different access routes for incoming and outgoing resources.
 - e. Be large enough to accommodate available resources and have room for growth.
 - f. Be clearly marked.
 - g. Be located to minimize environmental damage.
 - h. Have necessary security controls.
8. Listed below are several, but probably not all, of the benefits from the use of Staging Areas at an incident. Staging Areas:
 - a. Provide locations for immediately available resources to await active assignments.
 - b. Provide locations to allow resources to be formed into operational units such as task forces and strike teams.
 - c. Provide for greater accountability by having available personnel and resources together in one location.
 - d. Provide safe locations for personnel and equipment to await assignments.
 - e. Prevent resources from freelancing or "doing their own thing."
 - f. Minimize excessive communications of resources calling for assignments.
 - g. Control and assist the check-in of personnel who arrive at the incident via privately owned vehicles or other private means.
 - h. Allow the Operations Section Chief or IC to properly plan for resource use, and to provide for contingencies.

Additional Information

More detailed information on this topic is available in the mission base staff reference text.

Evaluation Preparation

Setup: Prepare a narrative describing the incident resources and requirements available so that the student can adequately decide how to establish an incident command post or staging area for an incident.

Brief Student: Based on the requirements established, ask the student to establish a suitable incident command post or staging area.

Evaluation

Performance measures

Results

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------|---|---|
| 1. Student selects and establishes a suitable incident command post as outlined in the incident command post section of this task. | P | F |
| 2. Student selects and establishes a suitable staging area as outlined in the staging area section of this task. | P | F |

Student must receive a pass on performance measure number one or number two to qualify in this task. If the individual fails a measure, show what was done wrong and how to do it correctly.

SPECIALTY QUALIFICATION TRAINING RECORD (SQTR)
Incident Commander – Level 3

NAME (Last, First, MI)

CAPID

DATE ISSUED

Prerequisites

Item Date Completed
Qualified Operations Section Chief

The above listed member has completed the required prerequisite training for the incident commander - level 3 specialty.

UNIT/WING/REGION COMMANDER OR
AUTHORIZED DESIGNEE'S SIGNATURE

DATE

Familiarization and Preparatory Training

Task Evaluator's CAPID and
Date Completed

Complete NIIMS G193 or equivalent

The above listed member has completed the required familiarization and preparatory training requirements for the incident commander - level 3 specialty qualification and is authorized to serve in that specialty while supervised on training or actual missions.

UNIT/WING/REGION COMMANDER OR
AUTHORIZED DESIGNEE'S SIGNATURE

DATE

Advanced Training

Task Evaluator's CAPID and
Date Completed

Complete Task C-4000 Demonstrate the ability to select an incident staff

Complete Task C-4001 Demonstrate ability to complete an ICS Form 201

Complete Task C-4002 Demonstrate ability to develop and approve an incident Action Plan (ICS Forms 202-206 with attachments)

Complete Task C-4003 Demonstrate ability to closeout a mission including completion of ICS Form 115

Complete Task C-4004 Demonstrate the ability to conduct major incident briefings

Complete Task C-4005 Demonstrate the ability to coordinate with other agencies

Complete Task C-4130 Demonstrate ability to select and establish a suitable Incident Command Post or staging area

Complete Task P-0101 Demonstrate ability to keep a log

Complete Flight Release Officer training

Complete the appropriate portion of CAPT 117, *Emergency Services Continuing Education examinations*

Exercise Participation

The above listed member satisfactorily participated as an incident commander - level 3 trainee under my direct supervision on mission number _____.

QUALIFIED SUPERVISOR'S SIGNATURE

DATE

The above listed member satisfactorily participated as an incident commander - level 3 trainee under my direct supervision on mission number _____.

QUALIFIED SUPERVISOR'S SIGNATURE

DATE

Unit Certification and Recommendation

The above listed member has completed the requirements for the incident commander - level 3 specialty qualification and is authorized to serve in that specialty on training or actual missions.

UNIT/WING/REGION COMMANDER OR
AUTHORIZED DESIGNEE'S SIGNATURE

DATE

IC3 SQTR, APR 05

OPR/ROUTING: DOS