**INCIDENT COMMANDER (WHITE CARD)—The First 15 Minutes**

**Ensure the safety of your crew, notify the District and organize the event.**

**Respond if possible.**

**First available DOT person**

* Give him or her the Blue Card, notepad and pen
* Tell the person he or she is the Safety Officer and to read the card
* Identify location for DOT staff to gather

**Contact Traffic Management Center**

* + Notify Dispatch that there has been a major event and ICS is being activated
  + Give Dispatch the location, time, nature of event, number of potential casualties, your name and number
  + Request information be forwarded to District Director
  + Tell Dispatch you will call back in 10 minutes with updated information

**Second available DOT person**

* Give him or her the ORANGE Card and the ICS BOX
* Tell the person he or she is the Plans Chief and to read the card
* Identify location for Incident Command Post (ICP)

**Third available DOT person**

* Give him or her the GREEN Card, notepad and pen
* Tell the person he or she is the Logistics Chief and to read the card

***Continued on back***

**Size up the situation.**

* How broad is the impact/what is involved?
* What is the biggest issue? Hazmat spill/structural collapse/people trapped.
* Is this a single event or part of a larger event? (Bad traffic incident vs. regional storm)
* Is there a pathway for responders in and out, only in or out or no pathway?
* Is the situation stable, getting better or worse?
* Estimated duration of the event: 2 hours/2 days/2 weeks?
* Casualty estimate?

**District Update**

* Have Planning Chief present to provide information as needed
* Call District and provide update of event

**Assess staff**

* Are tasks assigned to Safety Officer, Plans and Logistics Chiefs handled satisfactorily?
* Assign new staff or augment with additional personnel as needed.

**Incident Action Plan**

* Refer to Incident Action Plan Checklist (YELLOW CARD)

IF IN DOUBT EXERCISE CAUTION. DO NOT CONTRIBUTE TO THE PROBLEM.

For protracted events review additional responsibilities in the IC 420 book, Chapt. 5.

**SAFETY OFFICER (BLUE CARD)—The First 15 Minutes**

Ensure that personnel are safely conducting themselves, and that dangerous situations/areas are avoided. Your authority comes directly from the INCIDENT COMMANDER and you report only to him/her.

* Gather State DOT personnel into the area identified by the Incident Commander.
  + Conduct roll call to determine who is present
* Document location of injured people unable to be moved and who, if anybody, is attending to them.
* Identify potential areas of danger to avoid.
* Chemical spill
* Structural Instability
* Fire
* Report information to Plans Chief (ORANGE CARD) for documentation
* Allow the Logistics Chief (GREEN CARD) to proceed with duties UNLESS the situation is unsafe.

***Continued on back***

**Once the Incident Action Plan is established**

* Monitor behavior of staff.
  + Food / water / rest / weather?
  + Developing tunnel vision with task(s)?
  + Work with Logistics Chief (GREEN CARD) for meals / water / sanitation
  + Work with Planning Chief (ORANGE CARD) for scheduling / shifts
* Ensure safety measures are carried out.
* Continue to monitor area for emerging threats
* Report information to Plans Chief (ORANGE CARD) for documentation and notify Incident Commander

For protracted events review additional responsibilities in ICS 420 book, Chapter 5.

**PLANNING CHIEF (ORANGE CARD)—First 15 Minutes**

Collect, organize and present information concerning the event and actions taken in responding to it. Use the ICS BOX with enclosed forms to help accomplish this task.

**Print** your name and contact information on ALL forms you fill out

**Move ICS BOX to location that Incident Commander has identified as Incident Command Post**

* Find location to hang ICS BOX
* Position so that it can be readily seen by personnel
* Easy to access forms
* Begin documentation of ICS Form 201 (4 pages)
* Page 1: Time, location, sketch of incident, summary of event
* Page 3: Organization Chart names of Incident Commander, Safety Officer, Planning and Logistics Section Chiefs.
  + Add other names as positions require
* Collect information from Safety Officer (BLUE CARD) and add to ICS 201 page 1 sketch
* Number and locations of injured
* Hazards to be avoided

***Continued on back***

* Keep list of DOT personnel present that was provided by Safety Officer with ICS 201 page 3
  + - Transfer names to ICS 205A and add contact information when possible
* Add information to ICS 205A as additional personnel arrive
* Collect information from Logistics Chief and add to ICS 201 page 4
* Items and quantities needed and when
* Collect information from any / all sources
* weather, sunrise/sunset/ tides (if applicable)
* Work with Safety officer (BLUE CARD) to develop schedule / shifts if necessary

**Incident Action Plan**

* List Incident Commander’s goals for action period and who is tasked with achieving those goals on ICS 201 page 2
* Develop Communications plan, fill out ICS 205 as appropriate

For protracted events review additional responsibilities in ICS 420 book, chapter 9.

**LOGISTICS CHIEF (GREEN CARD)—First 15 Minutes**

**Inventory supplies. Identify items needed to support and enable continued field response.**

**Inventory available supplies**. DO NOT ASSUME ITEMS ARE SERVICEABLE UNTIL INSPECTED. The event may have damaged/destroyed them.

* Water
* Medical supplies
* Clothing including blankets (weather and night relevance)
* Food
* Tools
* Vehicles
* Serviceability and position allowing use
* Fuel
* Tires
* Use as shelter
* Radios
* Flashlights
* Batteries

***Continued on back***

* Sanitation
* Porta-potty
* Toilet paper
* Shovel
* Work with Safety Officer (BLUE CARD) and Planning Chief (ORANGE CARD) if temporary trench needs to be created

**Identify resources needed to sustain present DOT personnel for 24 hours**

* Water
* Food
* Clothing

**Identify items needed to support field operations for 24 hours**

* Portable lights
* Barricades
* Equipment
* Brief Incident Commander on available resources and items recommended to be requested.
* Provide Planning Chief (ORANGE CARD) with list of items to be requested on ICS 201 Page 4

**Incident Action Plan**

* Adjust/add items requested to reflect the needs of addressing goals of the IAP

For protracted events review additional responsibilities in ICS 420 book, Chapter 10.

**Incident Action Plan (YELLOW CARD)**

**Once the Logistics Chief and Safety Officer have assessed their areas and reported back to Incident Command, initiate meeting to develop an Incident Action Plan.**

* Personnel present should include:
  + Incident Commander and Command staff (Safety Officer, PIO, Liaison)
  + General Staff (Logistics, Planning, Operations and Finance Section Chiefs)
* Each provides an update on current activities and knowledge.
* General Staff members also provide their concerns for the next 2-24 hours
  + **Key points of consideration**
  + Overall situation
  + Inventories and supplies
  + Crew capability
  + Time before additional resources arrive
  + Safety
* **Incident Commander develops objectives** 
  + Appropriate to the abilities, resources available and time
  + Safety
* **Incident Commander identifies organization** 
  + Assign more, or reallocate existing, personnel to Incident Command positions
    - Identify Operations Chief to handle field tasks
  + Update ICS-201, page 3, organization chart, as needed

***Continued on back***

* **Incident Commander identifies assignments to accomplish objectives**
  + Who is responsible for what?
  + Strategy/tactics/ approach to be used
* How resources are to be used
* Fill out ICS 201 page 2, as appropriate
* **Identify supporting items needed**
  + Additional plans, as required
    - communications plan, medical plan, traffic plan, others
  + Additional resources required
    - Fill out ICS 201 page 4, as appropriate
* **Identify time frame of Action Plan**
  + When objectives should be completed or reached a certain stage
  + When additional resources are anticipated
  + Anything that could cause the current course of action to change

**Once the Incident Commander determines the Action Plan, the Planning Section Chief Documents it on ICS 201 Page 2.**

If the situation has multiple safety issues, the Safety Officer shall work with the Planning Chief to create a detailed ICS-208 Safety Plan outlining how issues will be addressed or avoided.

Once the Operations Chief has been identified documentation related to his tasks will be made on the ICS-214 Activity Log.

**Joining an Existing Incident Command (BROWN CARD)**

**Prior to leaving your normal work place,** your deployment briefing should include:

* The location of the Incident Command Post.
* What your responsibilities will be.
* Scope of your authority to commit additional State DOT resources.
* Communications procedures for contacting your home district.
* Identify purchasing authority and procedures.
* Determine how food and lodging will be provided.
* Incident type and name.
* Incident check-in location.
* Specific assignment.
* Reporting date and time.
* Travel instructions.
* Communications instructions.
* Specialized supplies or equipment required to last for expected stay
* Special support requirements (facilities, equipment, transportation, etc.)
* Travel authorization for air, rental car, lodging, meals, and incidental expenses
* **Once you arrive, Check In only once.** 
  + Incident Command Post (Planning/Intelligence Section, Resources Unit)
* **You should have only one “T” card assigned**
* As an individual to provide technical expertise
* As a unit of several personnel and equipment that will stay together
* **If there are any problems/issues with Check In contact home office.**

***Continued on back***

**Once Checked In obtain the name and location of your supervisor.**

Your initial briefing should include at a minimum:

* Current situation assessment.
* Identification of your specific job responsibilities.
* Identification of coworkers.
* Location of work area.
* Identification of eating and sleeping arrangements, as appropriate.
* Procedural instructions for obtaining additional supplies, services, and personnel.
* Operational periods/work shifts.
* Required Personal Protective Equipment (PPE) and safety procedures.
* Communications plan (frequencies, phone numbers and equipment)

**Prior to field deployment conduct full communications check**

**Guidelines for incident recordkeeping (ICS 214):**

• Print or type all entries.

• Enter dates by month/day/year format.

• Enter date and time on all forms and records.

• Fill in all blanks. Use N/A as appropriate.

• Use military 24-hour time.

**Photograph work area before, during and after work is performed.**

**Photograph all documentation before it is turned in.**

**Demobilize according to plan.**

**Transfer of Command (GRAY CARD)**

During the process of response and recovery it may be necessary for DOT to assume command of an incident from another agency. It may also be necessary for DOT to transfer command to another authority in an incident that DOT has been handling.

**A face-to-face transfer of command must take place, with the following items addressed at a minimum.**

* Situation Status
* Objectives and priorities
* Current organizational structure
* Resource assignments
* Resources that are enroute or ordered
* What facilities have been established
* Communications plan
* Safety plan
* Prognosis
* Concerns/Related issues

***Continued on back***

**Command and General Staff positions’ change over should occur face-to-face, as well.**

At the end of the briefing, all incoming ICS positions should

* Take custody of all the documentation to date; ensure outgoing staff retains copies via photographs
* Request copies of all pictures of event to date
* Obtain contact information for the outgoing person
  + name, regular title, organization, phone number, email
* Incoming Command and General Staff should ensure that there is adequate staffing with qualified individuals
  + Request outgoing command to remain at the scene until adequate replacement staffing can arrive.

Outgoing staff should remain with oncoming staff for another 30 minutes after transfer to ensure smooth transition.