

INCIDENT COMMANDER CHECKLIST

Incident Commander: _____ Date: _____
_____ Time: _____

Duty Checklist:

- _____ Assume command, and review entire checklist.
- _____ Isolate area and secure safe zones.
- _____ Establish a unified command with assisting outside services (if applicable).
 - _____ Rescue _____ Sheltering _____ Security
 - _____ Evacuation _____ Containment _____ Medical Aid
 - _____ Public Information/Warning _____ Fire Suppression
- _____ Activate the needed Incident Command System positions, give assignments and brief as necessary.
- _____ Assess available resources and request assistance as needed.
- _____ Recon area and collect size-up information.
- _____ Determine zones and establish location for base operation.
- _____ Establish secondary logistics area.
- _____ Develop, approve, and implement an emergency response safety plan.
- _____ Monitor, coordinate, and manage all incident activities.
- _____ Request or give periodic progress reports/briefing.
- _____ Approve requests for additional personnel, equipment, and resources.
- _____ Authorize release of information to the news media and the public.
- _____ Brief the back-up Incident Commander on the current status before passing command.
- _____ Approve the plan to release incident personnel, equipment and resources.
- _____ Collect all pertinent reports/logs.
- _____ Initiate an incident investigation of the incident.

Items for consideration:

Security:

- Stop all access to plant
- Limit access to Cold Zone & Incident Command Center
- Implement a security check point
- Notify 911 to activate sirens - if community impact
- Determine call-in list activation

Medical:

- Establish medical triage/treatment/decontamination area
- Respond with First Aid/AED/Stretcher/EMT's as necessary to support

Offsite:

- Notify 911. Determine level of response - request assistance
- Notify OEM Director - request assistance
- Shelter-in-place activities

Entry Team:

- Obtain proper PPE
- Monitor BP/Pulse
- Record time-on/time-off air/SCBA
- Provide logistical support for bottle/SCBA replacements as needed
- Debrief as soon as cleared through DECON

Environmental:

- Notify on-call environmental support person
- Maintain/record all perimeter readings (as necessary)

Public Information Officer:

- Establish safe media conference area and times for updates
- Determine what information is appropriate to release to avoid panic
- Release non-sensitive information
- Provide What, where, why, and how

DO NOT RELEASE:

- Names of fatalities
- Specific type/name of agent involved
- Condition of victims

Safety:

- Shelter-in-place concerns
- Determine if other facilities should perform emergency shutdown procedures
- Continue with monitoring O₂/LEL/UEL/Specific chemicals, etc.
- Determine if headcount is needed (evacuation)
- Brief IC of changes/updates
- Brief entry teams on all available information